

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

HARRISON HOUSING AUTHORITY

Harrison, New Jersey

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Harrison Housing Authority

PHA Number: NJ016

PHA Fiscal Year Beginning: 04/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:

***The Mission
of the
Harrison Housing Authority***

is to assist low-income families, the elderly and the disabled with decent, safe, sanitary, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

Our Priorities:

First,

to provide, preserve and improve our housing stock through a strong maintenance and modernization program.

Second,

to assist our residents and clients by providing access to opportunities for counseling, for further education, for vocational training, and for increased chances to reach self-sufficiency and home ownership.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

The Harrison Housing Authority has developed the Mission Statement and its Strategic Goals and Objectives. It affirms that its mission, those goals and those objectives are consistent with the HUD Mission stated above and with the HUD Strategic Goals that follow.

Where the Harrison Housing Authority believes its Goals exactly coincide with mandated or legally required goals it has checked the appropriate HUD Strategic Goal box below.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHMAP/PHAS score: 99) under the new PHAS, achieve and maintain a "high performer " rating
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: under the PHAS, achieve a satisfactory score of at least 8 out of 10 on the Resident Survey.
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
- Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
- Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: utilize skipping on our waiting list to achieve a better average family income at our two developments.
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: adjust admissions policies to allow for skipping on our waiting lists.
 - Implement public housing security improvements: see Attachment 03, our PHDEP Action Plan
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: increase advertising and notice to social services in our community about resources available at our Authority.
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

**HARRISON HOUSING AUTHORITY
FIVE-YEAR STRATEGIC GOALS AND OBJECTIVES**

I. Manage the Harrison Housing Authority’s Existing Public Housing Program in an Efficient and Effective Manner

STRATEGIC GOAL:
Manage the Harrison Housing Authority’s existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer on the Public Housing Assessment System (PHAS).

PERFORMANCE OBJECTIVES

- 1. Waiting List Management**
By December 31, 2001, the Harrison Housing Authority shall have a waiting list of sufficient size so we can fill our public housing units within 30 days of them becoming vacant.
- 2. Motivating Work Environment**
The Harrison Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

PERFORMANCE MEASURES

- A.** Establish an adequate waiting list size to ensure meeting the goal set out in #1 above. In establishing this waiting list, the Harrison HA will give particular

attention to initiatives that encourage deconcentration of poverty at both of our developments and that also encourage working families to continue their self improvement efforts. The measure will be continuing evidence that the Harrison HA has steadily decreased the income discrepancy at its two developments until the variation limits allowed under 24 CFR Part 903 are met.

- B. The standard of management at the Harrison HA shall be directly assessed by the indicators in the Public Housing Assessment System (PHAS). The Harrison HA is a "high performer".

II. Improve Existing Site Conditions

STRATEGIC GOAL:

Improve the physical conditions of existing public housing developments to reflect attractive, neighborhoods which mirror quality, market-rate housing in Harrison.

PERFORMANCE OBJECTIVES

1. Resident and Site Safety

Ensure that the existing mechanical, structural and fire safety systems at each development are kept in good working order and in compliance with all applicable building codes and standards.

2. Apartment Conditions

Ensure that all apartment interiors are in good, clean and safe condition. Establish, a new apartment inspection-work order completion system which targets completion of 100% of needed repairs in each apartment at the same time during a regular, annual schedule; or more generally, a maintenance system which is preventive and comprehensive vs. reactive, and driven by tenant complaints.

3. Site Appearance

Improve the overall, external appearance of each development to reflect attractive, good quality, market-rate housing in Harrison

PERFORMANCE MEASURES

- A. Achieve "High Performer" scores in Public Housing Management Assessment Program (PHMAP) and the new Public Housing Assessment System (PHAS), and/or equivalent national performance assessment or accreditation system.
- B. Achieve an acceptance rate of 90% for new applicants offered an apartment.
- C. The extent to which the HHA creates and maintains a declining trend in the number of accidents that occur at its developments, as reflected in reported insurance claims.

III. Promote And Enforce Resident Responsibility

STRATEGIC GOAL:

Promote clear resident expectations of Harrison HA services capacity and of resident responsibilities to consistently work with the Harrison HA to preserve and improve scarce affordable housing resources.

PERFORMANCE OBJECTIVES

1. Effective Resident Organization Partnerships

Develop resident organizations at our sites. Support and promote effective partnerships with site resident organizations to ensure proactive support for building, managing and maintaining sound, safe, affordable and "working" communities. Do so in context of the

2. Fair Lease Enforcement

Consistently enforce residential lease requirements which promote resident responsibility for the actions of family members and guests to ensure that all families assisted through Harrison HA programs do not interfere with the right of other residents to live in a safe and peaceful environment. Clearly communicate, gain broad understanding of and vigorously enforce federal and State "One Strike and You're Out" principles, policies and lease provisions. The Harrison Housing Authority will also ensure that it meets its own obligations to its residents under their lease

3. Program Integrity

Consistently enforce all lease provisions, especially regarding rent setting, rent payment, and limiting occupancy to only authorized household renters. Through consistent enforcement, reduce the opportunities for and incidence of income reporting fraud and illegal occupancy.

PERFORMANCE MEASURES

- A.** The extent to which Harrison HA developments have properly constituted resident representatives and organizations which meet regularly, and consistently work with the Harrison HA regarding its programs. This especially applies to the Resident Advisory Board.
- B.** The extent to which the majority of residents are in compliance with the terms and conditions of Lease provisions, especially relating to drug-related criminal and/or violent behavior which disrupts the peaceful enjoyment of the premises by other residents. This will be measured under several components of the PHAS.
- C.** For "One Strike and You're Out" and "abuse of the premises" tenancy cases, the extent to which there is a tracking and disposition system that is effective, fair and consistent.

IV. Promote And Support Self-Sufficiency

STRATEGIC GOAL:

Increase the proportion of working families throughout the Harrison HA public and assisted housing communities. Do so by promoting and supporting residents' efforts to gain, sustain and improve employment, targeting residents at the Family Developments.

PERFORMANCE OBJECTIVES

1. "Welfare to Work"

Increase the number of existing families who gain, sustain and improve their employment status and decrease the number of families, who are assisted under Temporary Aid to Needy Families (TANF).

2. Harrison HA and private sector job placements

Through the Harrison Housing Authority's Drug Elimination Program, assist where possible HHA residents to receive needed training to improve their opportunities for employment.

3. Increase proportion of employed families

Through private sector and Housing authority job placements, the Housing Authority will increase the proportion of employed families, which will in turn, produce higher rental revenues and less dependence upon federal operating subsidy, as well as promote de-concentration of very low-income families.

PERFORMANCE MEASURES

- A.** Increase the proportion of working adults from its current FY2000 level by 5% by 12/2001, and decrease the proportion of TANF and other unemployed adults from its current level by 5% by that same date.
- B.** Target 10 residents each year to be placed in private-sector positions through Harrison HA linkages of which 75% will sustain employment for at least six months after hiring.
- C.** The extent to which the proportion of employed families throughout the Harrison HA increases and results in increased average rents. Measure in overall rent averages and new resident average rents.

V. Achieve Greater Financial Stability

STRATEGIC GOAL:

Improve Harrison HA Financial Stability and Prospects. Do so by reducing operating expense increases, non-federal revenue, and thereby reducing dependence upon (declining) federal assistance Do so while maintaining current service levels and pursuing Strategic Goals.

PERFORMANCE OBJECTIVES

1. Operating Expenses

Reduce the overall rate of increase of non-utility, operating expenses for existing programs to half the rate of inflation (1).

2. Capital Improvements

Increase the proportion of capital improvement funds that are allocated for new capital improvements by the amount increase allowed the Harrison HA as its "High Performer bonus" amount under the Public Housing Assessment System (PHAS).

3. Utility Costs

Ensure that per unit average consumption of oil, gas, electricity and water is consistent with Harrison HA conservation efforts. Reduce (degree-day adjusted) consumption for fuel oil/gas used for heating by 1% per year. Consistently enforce utility charges for air conditioners and other tenant-provided appliances and equipment in order to minimize the increased electricity costs.

(1) The "rate of inflation" will be HUD's Public Housing Performance Funding system (PFS) inflation factor (or equivalent) for respective years.

PERFORMANCE MEASURES

The extent to which the targeted reductions of the rate of increase of non-utility operating expenses and utility consumption, and the increase in capital improvements dollars are met.

VI. Maintain the availability of affordable, suitable housing for low to moderate-income families in Harrison

STRATEGIC GOAL:

Assist the Harrison community with increasing the availability of affordable, suitable housing for families in the low to moderate-income range.

PERFORMANCE OBJECTIVES

Improve efficiency in housing lease-up process

To assure that scarce housing resources are made available for re-rental promptly, decrease unit turnaround time by 5% per year until a goal of an average thirty-day turnaround time is achieved.

PERFORMANCE MEASURES

The extent to which the Harrison HA can document a continuing reduction in unit turnaround time and rapidity of lease-up rates under PHAS and other internal tracking systems.

INTERNAL MANAGEMENT GOALS

The above Harrison HA Primary Goals must be supported by internal organizational action. This presentation of the Harrison HA's Internal Goals is oriented toward "Key Implementation Areas" instead of the Performance Objectives

VII. Enhance Management of Information Systems

STRATEGIC GOAL:

Upgrade and expand the Harrison HA's Management Information Systems so as to more effectively and efficiently gather, access, share, analyze, and use available data in order to better achieve Harrison HA Strategic Goals.

KEY IMPLEMENTATION AREAS

- 1. Expanded and Upgraded Systems:** Upgrade existing Management Information Systems which have the capacity to regularly generate management and fiscal information and reports necessary to administer and assess all routine PHA operations.
- 2. Reporting Capacity:** Specifically ensure that the new MIS has the capacity to produce accurate information for the required the PHAS, for efficient administration of our waiting lists, for gathering required demographic data (especially relating to income, source of income and rents, including minimum rents), for MTCS, and for the new GAAP accounting requirements
- 3. Technical Support:** Provide extensive technical assistance to the After School Program, adult computer training, job readiness and employment linkage initiatives.

VIII. Provide Staff Training And Development

STRATEGIC GOAL:

Where budgets allow, improve the current skill level, abilities and job performance of Harrison HA employees by increasing and improving staff training opportunities.

KEY IMPLEMENTATION AREAS

- 1. Statutory Subjects:** Ensure that all Harrison HA staff receives appropriate training on specific employment issues and/or policies required by governing statutes. Topics will include but are not limited to: Anti-Discrimination Issues, including Sexual Harassment, Workplace Health and Safety, Public Employment Code of Ethics/Conduct, and Drug/Alcohol Free Workplace.
- 2. High Priority Training:** Ensure that all employees are given training opportunities as appropriate for work responsibilities. Give high priority to planning, developing and conducting training for our occupancy staff, (first point of resident participant and applicant contract), and our Maintenance Supervisor. Ensure evaluation of training effectiveness.

Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- Standard Plan (PHAS Management score: 26.0)**
Streamlined Plan:
- High Performing PHA**
 - Small Agency (<250 Public Housing Units)**
 - Administering Section 8 Only**
- Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The HUD Final Rule, 24 CFR Part 903, published October 21,1999, no longer requires an Executive Summary.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration (NJ016a01)
- FY 2000 Capital Fund Program Annual Statement (nj016b02)
- Statement of Progress in Achieving Goals and Objectives (nj016e01)
- Statement on PH Resident Community Service Requirement (nj016f01)
- Statement of Pet Policy (nj016g01)
- Statement of Resident Membership on the PHA Governing Board (nj016h01)
- Statement of Membership on the PHA Resident Advisory Board (nj016i01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (nj016c02)
- Public Housing Drug Elimination Program (PHDEP) Plan (nj016d02)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Note: The Hudson County 2000 Consolidated Plan and Action Plan relied on the 1990 census for its information. Because there is no new data in the Plan, we repeat below the analysis we did in our FY 2000 Needs Assessment.

The Harrison Housing Authority is in Hudson County, New Jersey. Because there is no Consolidated Plan for Harrison proper, this PHA relied on the analysis of jurisdictional needs in the *Hudson County Consortium Consolidated Plan* in preparing the chart below.

The population of Hudson County as indicated in its *Consolidated Plan* is 324,562 people as of 1990. Our most recent estimate of the population of Harrison is 13,425 people. Twelve (12%) percent of the county residents live below the poverty level. Since no hard data is available for all the indicated categories as they apply to Harrison separately, this PHA has based its responses on a reduction. We have taken the percent of Harrison's population as a percentage of the whole population of Hudson County to create a "reduction ratio" by which it can estimate needs in Harrison itself. Harrison has four (4) percent of the county's population; therefore, we have used numbers based on that percentage to reduce the county figures by that ratio amount to establish an estimated need for Harrison proper. The result is clearly not exact, but when combined with the analysis of the PHA's waiting lists, it gives a reasonable estimate of housing needs upon which this plan may be based.

Further, this PHA has also reviewed the *Consolidated Plan* narrative for comparison with our own experience in Harrison. In formulating our responses to the rating characteristics below, we have made our responses based on our experience in Harrison combined with the data clearly stated in the county *Consolidated Plan*. We believe, therefore, that we have been able to arrive at a reasonable assessment of housing needs in our jurisdiction, although not an exact one.

Lastly, based on our review of the county *Consolidated Plan* we have adjusted our its housing needs strategy under Part C of this item to accommodate those observations in the *Consolidated Plan* for the county.

NOTE: The *Hudson County Consortuim Consolidated Plan* gives its data in "numbers of households" and in "percentages of households" rather than in numbers of people. The numbers offered below follow that convention, modified as we indicated above.

* The numbers given below for Race/Ethnicity are estimated "numbers of persons" of each group in Harrison rather than households, as in the *Consolidated Plan*.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	665	5	5	5	3	4	2
Income >30% but <=50% of AMI	440	4	5	4	3	4	2
Income >50% but <80% of AMI	610	3	3	3	2	3	2
Elderly	581	5	5	4	3	3	2
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Black Persons	81	5	4	4	2	4	2
Hispanic Persons	686	5	4	4	2	5	2
Asians							

In formulating our strategy for addressing housing needs in our jurisdiction, we also considered the following summary facts from the *Consolidated Plan* that address issues our housing programs may answer.

Specific Needs in the Consolidated Plan.

Housing problems in Hudson County are related to high housing costs, low incomes of the residents and an aging housing stock and infrastructure. The county gives priority to the need for affordable housing including increasing financial rental assistance to extremely low and low income tenants who are cost burdened; providing funds for the rehabilitation and preservation of existing housing stock to increase the supply of affordable housing; increasing the supply of rental units for the extremely low and low income residents through new construction; and increasing housing opportunities for low and moderate income homeowners.

Forty-nine (49%) percent of all households were low and moderate income (with incomes below 80% of MFI).

A best way to increase address many of these needs is to pursue "affordable housing" projects, especially in cooperation with the private sector developers (p. 58ff).

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction: Hudson County , New Jersey
Indicate year: 1995-1999; and 2000.
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	116		14% over the past year
Extremely low income <=30% AMI	67	58	
Very low income (>30% but <=50% AMI)	24	21	
Low income (>50% but <80% AMI)	25	21	
Families with children	56	48	
Elderly families	19	16	

Housing Needs of Families on the Waiting List			
Families with Disabilities	13	11	
White (non hispanic)	52	52	
Black (non hispanic)	1	2	
Hispanic	52	36	
All Others	11	9	
Characteristics by Bedroom Size (Public Housing Only)			Average turnover for past year
1BR	54	46	8 of 75 units: 11%
2 BR	36	31	18 of 140 units: 17%
3 BR	26	23	2 of 54 units: 4%
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Note: The Harrison Housing Authority has no Section 8 Programs.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations

Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	\$1,407,826	
a) Public Housing Operating Fund	471,299	
b) Public Housing Capital Fund (avg. of FY99 & FY98 CGP)	875,095	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (FY 2000 attached)	61,432	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only)	236,307	
PHDEP 1997 (awarded w/1998)	119,610	Safety & Security
PHDEP 1998 (awarded)	57,753	Safety & Security
PHDEP 1999 (waiting award)	58,944	Safety & Security
3. Public Housing Dwelling Rental Income	949,690	Housing Operations
4. Other income (list below)	91,120	
Excess utilities	24,170	Housing Operations
Investment income	57,050	Other
Misc. Resident	9,900	Housing Operations
5. Non-federal sources (list below)		
6. Reserves	1,374,548	Other
Total resources	\$4,059,491	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: 3-4 weeks
- Other: (describe) when they first apply

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe) The waiting lists are kept by bedroom size and then by income category.

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
None

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
 Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)

- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

3 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness

High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: NJ016-001, Harrison Gardens
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: NJ016-002, Kingsland Court

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the

same number next to each. That means you can use “1” more than once, “2” more than once, etc.

3 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

Any time the family experiences an income increase or decrease or any change in family composition

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to**

the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

The Harrison Housing Authority has a total of ten staff: three administrative and seven maintenance.

The administrative staff are an executive director, a principal account clerk, and a cashier.

The maintenance staff consists of a supervising maintenance repairer and six maintenance repairers.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	268	
Section 8 Vouchers	NA	
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section	NA	

8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	18	
Other Federal Programs(list individually)	NA	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Admissions and Occupancy Policy

Personnel Policy

Procurement Policy

Preventive Maintenance Plan

Capitalization Policy

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
 - Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (nj016b02)

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (nj016c02)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one)

- Part of the development
- Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families

- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents

- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)
Harrison Gardens & Kingsland Court

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)
Harrison Gardens
Kingsland Court

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)
Harrison Gardens & Kingsland Court

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Filename: NJ016c01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
 - Provided below:

Although the Harrison Housing Authority received no direct comments on its FY 2001 Annual Plan, we add the following:

Public Meeting of January 4, 2001

Comments

The Director met with four senior tenant families in the community room at the Harrison Gardens at 2:00 P.M. on the 4th of January 2001.

There were no comments, verbal or written from those present concerning the Plans.

Information concerning the upcoming HUD survey was put forth and the HUD form of flyer was distributed to Tenants present.

Next there was a discussion concerning the Authority "pet Policy". Tenants questioned as to why they could not "vote" on the policy to allow pets. Director explained that such as issue was spelled out in the regulation and that Tenants could not vote to choose or reject the keeping of pets. Tenants questioned if Tenant safety had been considered in allowing Pets. Director explained that this policy provided measures to try to insure Tenant safety. Tenants expressed concern that there would be those who will ignore the restrictions established for keeping pets, the perpetual violators or regulations and those who routinely show no respect for the rights of others, which will cause dangerous, unhealthy conditions a and also will cause a failure of our maintenance department to provide the fine caliber of service the tenants have become accustomed too because of those times when dangerous animals will be encountered during their work.

All parties heard, the meeting was adjourned.

Tenants present were as follows:

<i>Dana Machado</i>	<i>1015 Harrison Gardens</i>
<i>Sophie Rak</i>	<i>207 Harrison Gardens</i>
<i>Harold Sisnki</i>	<i>212 Harrison Gardens</i>
<i>Joan Oldock</i>	<i>518 Harrison Gardens</i>

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Hudson County, New Jersey
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

In its *2000 Consolidated Plan and Action Plan*, the Hudson County Consortium indicates as follows below.

A major community development need is “to assist the elderly and small families who are cost burdened in rental units. Following this group are the

housing needs of the elderly with high cost burdens.”
(p. 34)

Under **affordable housing needs** we read

Replacement of rental housing units specially developed for the low and moderate income family has proven to be cost prohibitive in Hudson County because of the amount of financing required for new construction. Conversion of rental units into condominiums has eroded the rental market and caused dislocation, homelessness and overcrowding. The present housing market condition has most seriously impacted the extremely low and low income households who are unable to afford the average requested rents for vacant rental units.
(p. 35)

In setting its **housing priorities**, the Consortium Consolidated Plan asserts, “priorities for affordable housing include increasing financial rental assistance to extremely low and low income tenants, who are cost burdened; providing funds for the rehabilitation and preservation of existing housing stock to increase the supply of affordable housing for extremely low and low income renters....”

(p. 36)

In a remark about **public housing**, the Plan observes “there are no ‘troubled’ public housing agencies in the Hudson County Consortium’s municipalities. Each housing authority submits its Comprehensive Grant Program application directly to HUD. Hudson County Community Development Block Grant funds have been allocated to make improvements to public housing buildings and to rehabilitate public housing units.”
(p. 58)

Further, “the Hudson County Consortium’s Consolidated Plan established the following housing priorities:

Priority #1: Increase financial rental assistance to extremely low and low income tenants, who are cost burdened.

Priority #2: To provide funds for the rehabilitation and preservation of the existing housing stock to increase the supply of affordable housing for extremely low and low income renters.”
(p. 68)

In this clear statement of priorities, the Consortium Plan clearly supports public housing efforts, such as those carried forward by the Harrison Housing Authority.

Despite its small size and limited resources, our Authority directly supports all of these goals. Our modernization program preserves precious housing resources. Our subsidy program makes housing affordable to those who otherwise would be in substandard housing or on the street. Our drug elimination program affords increased security for our citizens, and opportunities for self-improvement.

We believe the Mission, Goals and Objectives expressed in this *Agency Plan* support the initiatives in the *Hudson County Consolidated Plan*, and continued in its most recent the FY 2000 Action Plan.

Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The HHA uses the PHDEP funds to provide youth activities and senior services. These areas were noted as needed in the Hudson County Consolidated Plan.

D. Other Information Required by HUD

Criterion for identifying a “substantial deviation from” the PHA Plan

The Harrison Housing Authority will consider the following to be changes in its *Agency Plan* necessary and sufficient to require a full review by the Resident Advisory Board and by the Public Hearing process before a corresponding change in the Agency Plan can be adopted.

1. Any alteration of the Authority’s *Mission Statement*;
2. Any change or amendment to a stated Strategic Goal;
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met;
4. Any introduction of a new Strategic Goal or a new Strategic Objective;
5. Any alteration in the Capital Fund Program Annual Plan that affects an expenditure equal to ten percent (10%) of the CFP Annual Budget for that year.

In setting the above criteria, the Harrison Housing Authority intends by “Strategic Goal” and “Strategic Objective” specifically those items under those headings in its *5-Year Plan*.

Because the *Annual Plan* already requires annual review by the Resident Advisory Board and by Public Hearing, the Authority believes this annual process sufficient to meet the spirit of the *Quality Housing and Work Responsibility Act of 1998*. It expects that changes to the Annual Plan will be primarily minor and administrative in nature. It believes, however, as shown in item #5 above, that significant changes in its planned modernization expenditures should be subject to a resident/public process.

The Harrison Housing Authority has also reviewed the requirements set out in HUD Notice PIH 99-51. It here incorporates the several additional criteria established by HUD for “substantial deviation” and “significant amendment or modification” to its Agency Plan. The HHA will also consider the following events to require a public process before amending such changes to its Agency Plan.

- changes to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- additions of new activities not included in the current PHDEP Plan and
- any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

The Harrison Housing Authority acknowledges that an exception will be made by HUD to compliance with the above criteria for any of the above changes that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

NJ016a01. Admissions Policy for Deconcentration of Poverty

nj016b02. FY2001 Capital Fund Program Annual Statement

nj016c02. FY 2000 5-Year Plan for Modernization

nj016d02. Public Housing Drug Elimination Program (PHDEP) Plan
Template

nj016e01. Statement of Progress in Achieving Goals and Objectives

nj016f01. Statement on PH Resident Community Service Requirement

nj016g01. Statement of Pet Policy

nj016h01. Statement of Resident Membership on the PHA Governing
Board

nj016i01. Statement of Membership on the PHA Resident Advisory
Board

NJ016a01 Admissions Policy for the Deconcentration of Poverty

Where an inequity has been discovered in the distribution of impoverished families within its jurisdiction or on its waiting list, this PHA will take steps to remove that concentration of poverty by bringing higher income families into its lower income developments and lower income families into its higher income developments.

Among the strategies this authority will consider in attempting to remedy the inequity are the following:

- 1). It may skip certain income families on its waiting list to reach other families with a lower or higher income, as may be required to achieve better income distribution balance in its developments. This authority will apply such skipping uniformly and fairly.

- 2). It may make concerted efforts to aid lower-income families to increase their income through offering incentives. These incentives may include but are not required to be or limited to the following:
 - a) Providing self sufficiency activities to improve resident employability;
 - b) Providing permissive deductions from annual income and other permissive deductions to public housing resident as allowed by law. If offered, these options will be spelled out in detail as an amendment to this policy;
 - c) Providing individual savings accounts to families who select income-based rents;
 - d) Establishing a rent structure that encourages deconcentration of poverty;
 - e) Providing certain admissions preferences, such as those for working families;
 - f) Providing additional applicant consultation and information;
 - g) And providing additional supportive services or amenities.

In pursuing this policy of deconcentration, where a family receiving TANF assistance is concerned, this authority will make every reasonable recourse to coordinate its efforts to provide incentives to families that are consistent with programs administered by the office having TANF responsibilities in its jurisdiction.

Specifically, the Harrison housing Authority will employ skipping on its waiting lists to reach appropriate income families to balance the income mix at its developments.

This PHA will pursue this policy of deconcentration of poverty in a way that affirmatively furthers fair housing, and that ensures for both our applicants and our residents an equitable treatment devoid of discrimination.

nj016b02

**Component 7
Capital Fund Program Annual Statement
Parts I, II, and II**

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number FFY of Grant Approval: 2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	50,000
4	1410 Administration	25,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	50,000
8	1440 Site Acquisition	
9	1450 Site Improvement	20,000
10	1460 Dwelling Structures	482,000
11	1465.1 Dwelling Equipment-Nonexpendable	18,095
12	1470 Nondwelling Structures	200,000
13	1475 Nondwelling Equipment	30,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	875,095
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

nj016b02.

Annual Statement: FY 2001

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHAY	Management Improvements	1408	50,000
	Purchase Computer Software		10,000
	Staff computer training		10,000
	Staff Development Training to improve unit turnaround time, inspections & work order systems		15,000
	State-mandated Board training		15,000
	Administration	1410	25,000
	Fees and Costs	1430	50,000
NJ16-1 Harrison Gardens	Physical Improvements		564,095
	Install air conditioners & sleeves	1460	332,000
	Site Improvements	1450	20,000
	Replace major appliances	1465	12,095
	Remote community/office space	1470	200,000
NJ26-2 Kingsland Court	Physical Improvements		186,000
	Upgrade hallway floors	1460	150,000
	Replace major appliances	1465	6,000
	Replace truck	1475	30,000
Total			\$875,095

nj016b02.

Annual Statement: FY 2001

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
	The Harrison Housing Authority will obligate all funds within 18 months of their availability in the LOCSS system, and expend all such funds within 36 months of such availability.	

**nj016c02. Optional Table for 5-Year Action Plan for Capital Fund
(Component 7)**

The following plan follows instructions in HUD Notice PIH 99-51, especially section III E., defining "large capital items" as those that account for ten percent (10%) of a PHA's annual grant or that are over \$1 million. That notice adds that PHA are not required to report items less than \$25,000 in their 5-Year Action Plans regardless of the amount of their annual grant.

The Harrison Housing Authority has followed these guidelines. Its annual grant estimated amount is \$875,095. We here identify work items that meet the ten percent (10%) threshold, or that are above \$87,509. In stating the total estimated cost over the next five years for each development, including items that are not listed because they do not meet the PIH 99-51 clarified threshold. A more complete detailed plan showing all work items in our 5 year Modernization Plan is available for public review at the Harrison Housing Authority.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ16-1	Harrison Gardens	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Bathroom upgrade			335,000	2002
Window replacement (40% of units)			405,000	2002
Kitchen upgrade			300,000	2003
Window replacement (60% of units)			600,000	2004
Total estimated cost over next 5 years			1,640,000	

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ-16-2	Kingsland Court	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Bathroom upgrade			135,000	2002
Construction of new maintenance building			150,000	2002
Kitchen renovations			125,000	2004
Total estimated cost over next 5 years			410,000	

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant** \$61,432
- B. Eligibility type (Indicate with an "x")** N1 _____ N2 _____ R X _____
- C. FFY in which funding is requested** 2001
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Harrison Housing Authority's partner in the PHDEP program is the National Council on Alcoholism and Drug Dependence (NCADD) of Hudson County. They help sponsor a boys and girls summer basketball camp and league. This program will continue and expand next summer. NCADD will also be establishing five educational and drug prevention programs that will begin with residents aged 4 through senior citizens. The programs will address education, assessment, intervention, information, and monitoring.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Kingsland Court	54	112
Harrison Gardens	214	265

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** X _____ **Other** _____

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G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997	\$80,000	NJ39DEP0160197	\$54,379	In Process	12/20/00
FY 1998	\$80,400	NJ39DEP0160198	\$57,754	In Process	12/20/00
FY 1999	\$58,944	NJ39DEP0160199	\$58,944	N/A	12/6/01
FY 2000	\$61,432	NJ39DEP0160200	\$61,432	N/A	6/01/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The goal is to provide stable, crime free housing to low-income families, so they can work toward self-sufficiency. The objectives are as follows: to reduce the number of incidents on Authority property by 5% each year; reduce the use of drugs; have at least 35% of the children and teens participating in some type of prevention activity on site in the first year, and 50% in the following years; and have at least 20% of the adults participate in some type of prevention activity per year.

The Harrison Housing Authority’s partner in the PHDEP program is the National Council on Alcoholism and Drug Dependence of Hudson County. They provide the girls summer soccer camp and league. We will also be starting a basketball summer program. These programs will continue to expand. They will also be establishing five educational and drug prevention programs that will begin with residents aged four through senior citizens. The programs will address education, assessment, intervention, information, and monitoring. Besides tracking the crime figures, we will also track the number and type of residents participating in each activity, and the NCADD will provide monthly reports on their programs.

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B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$0
9120 - Security Personnel	\$0
9130 - Employment of Investigators	\$0
9140 - Voluntary Tenant Patrol	\$0
9150 - Physical Improvements	\$10,000
9160 - Drug Prevention	\$46,432
9170 - Drug Intervention	\$0
9180 - Drug Treatment	\$0
9190 - Other Program Costs	\$5,000
TOTAL PHDEP FUNDING	\$61,432

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$0	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

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9120 - Security Personnel					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

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9150 - Physical Improvements					Total PHDEP Funding: \$10,000		
Goal(s)	Provide stable, crime free housing to low-income families						
Objectives	Reduce the number of incidents by 5% each year						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. security cameras			6/1/00	10/1/00	\$5,000	0	Completion dates
2. lighting			6/1/00	10/1/00	\$5,000	0	Completion dates
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$46,432		
Goal(s)	Provide stable, crime free housing to low-income families						
Objectives	Reduce the number of incidents by 2% in 1 st year, and 5% the second year						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. NCADD Educational & Prevention Programs (5)		All residents	6/1/00	5/30/01	\$10,000	0	# participants, types of activities, children's grade improvements
2. NCADD Girls & boys summer basketball camp & league		Children ages	6/1/00	10/1/00	\$16,000	0	# participants
3. After-school program with Harrison School District		Children grades 1 to 8	9/1/00	6/30/01	\$7,000	0	# participants, types of activities, children's grade improvements
4. Homeownership Program		adults	6/1/00	5/30/01	\$13,432	0	# participants, activities, # who improve their credit history, become homeowners

nj016d02.

9170 - Drug Intervention					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$5,000		
Goal(s)							
Provide stable, crime free housing to low-income families							
Objectives							
Improve record keeping for evaluation							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. supplies			6/1/00	5/30/02	\$5,000	\$0	Evaluation reports
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

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Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150			Activities 1,2	10,000
9160	Activities 1, 2, 3, 4	34,000	Activities 1, 2	26,000
9170				
9180				
9190				
TOTAL		\$34,000		\$36,000

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

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Statement of Progress in Achieving Goals and Objectives

During the past year, the Harrison Housing Authority has made good progress in achieving the goals and objectives outlined in its Five-Year Agency Plan.

In its efforts to “improve the quality of assisted housing” the HHA has exceeded its goal. It received an advisory score of 9.1 on the resident survey section of the PHAS 2000 Advisory scores, which is above its targeted 8.0 score.

In its efforts to “provide an improved living environment” to its residents, the HHA has through its PHDEP program successfully funded police foot patrols to provide greater security for its residents developments.

Among the other goal and objectives it indicated in its Five-Year Plan, the HHA has:
(Roman numerals correspond to relevant sections of the HHA Five-Year Plan).

- I. Established an adequate waiting list of 116 names.
- II. Exceeded the 90% goal of applicants accepting new apartments. About 96% of applicants accepted the first apartments offered to them.

All items under “resident site safety” have been completed.

Our PHAS advisory scores support that all objectives under improving “apartment conditions” were met.

- III.B. There have been no criminal violent or drug related evictions this year. The HHA has effectively dealt with its drug related and crime related goals.
- IV.A. The HHA has increased the number of working families by about five percent. The HHA currently has no families in residence on public assistance. Our effort to improve opportunity for residents is working.
- C. Rental income at the HHA has increased as people in families go to work.
- V. Increases in the cost of energy have made it difficult if not impossible for the HHA to meet its energy cost reduction goals.
- VII. The HHA has added all new computers, a new server, and new PH management software. It has also provided additional training for staff and purchased additional technical support for equipment maintenance
- VIII. All maintenance staff were sent to a boiler maintenance and state license program. All succeeded in meeting the licensing goals.

nj016f01. Statement on PH Resident Community Service Requirement

In Section I of its community service policy, the Harrison Housing Authority outlines some general aspects of its approach to community service. It outlines the statutory requirements, indicates that under this provision of law, noncompliance with the community service and self-sufficiency requirement is grounds for non-renewal of the lease at the end of a 12-month lease term, and indicates too that the requirement for community service and self-sufficiency activity applies to all nonexempt, adult residents in public housing.

The HHA has determined so far that the following activities are acceptable to meet the community service requirement:

- ◆ Assisting with a literacy and self-esteem program in an after school or summer youth program.
- ◆ Assisting in the Harrison senior center providing families with information on various services including transportation, meals, etc.
- ◆ Assisting in operation of our proposed on-site recreation center.

The HHA supports the community service and self-sufficiency requirement because that requirement provides an additional incentive for nonexempt unemployed residents to explore and experience work opportunities. Residents should benefit from this exposure to the world of work, and may discover opportunities that could possibly lead to further training, employment and ultimately enhance their quality of life. Their success would also provide long-range benefit to the public housing community.

Implementing the community service and self-sufficiency activities requirement might also increase the need for additional support services for those residents who may have been unemployed for several years, and who may have multiple barriers to employment such as a poor work history, a need for child care services or a need for help to meet their transportation needs.

Because of this likely need, the HHA has made it a specific part of its policy to pursue full cooperative interaction with its local welfare agency. There are many benefits to such cooperation. The Harrison Housing Authority is working to develop a streamlined process for verifying which persons may be exempt from community service requirement because they receive welfare assistance, benefits, or services. The HHA is working with its local TANF agency to create a cooperation agreement to strengthen or enhance the self-sufficiency activities and collaborative efforts that support low-income families in achieving economic independence. A cooperation agreement will assist the Harrison Housing Authority in the process of verifying persons who are exempt from the service requirement due to participation in work activities or receive benefits or assistance under a State or local welfare program.

Residents and applicants who have demonstrated their eligibility for exemption under the allowable criteria for elderly persons 62 years or older, for the blind or disabled, or as primary caretakers of such an individual, do not have to provide any additional verification to the Harrison Housing Authority to meet the exempt status under the community service and self-sufficiency provision. Persons with such a disability who wish to be exempt, however, must self-certify that they are unable to participate in the

service requirement due to the nature of their disability. Some persons who claim to be exempt on other grounds may be required to provide written documentation or sign a release of information form, to allow the Harrison Housing Authority to obtain information from the welfare agency to verify their exempt status.

The community service policy outlines the statutory responsibilities by which residents of public housing at the Harrison Housing Authority are bound. In addition, it outlines that families have important obligations under the lease, some so important that failing to meet them can damage a resident's tenancy: residents are required under 24 CFR 960.607 to comply with the service requirement. The HHA lease specifies that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement.

In addition to any and all of the above, the Harrison Housing Authority will administer its Community Service Policy and implementation plan in full compliance with all equal opportunity and fair housing requirements.

In its policy, the HHA lists the following as legitimate **work activities** under that meet the self-sufficiency requirement.

- 1) Unsubsidized employment.
- 2) Subsidized private-sector employment.
- 3) Subsidized public-sector employment.
- 4) Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private-sector employment is not available.
- 5) On-the-job-training.
- 6) Job search and job-readiness assistance.
- 7) Community service programs.
- 8) Vocational educational training (not to exceed 12 months with respect to any individual).
- 9) Job skills training directly related to employment.
- 10) Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency.
- 11) Satisfactory performance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such as certificate.
- 12) The provision of child care services to an individual who is participating in a community service program.

The Harrison Housing Authority has adopted in its Pet Policy “reasonable pet rules” that incorporate State and local laws governing pets that include inoculating, licensing, and restraining them. The policy allows residents to own pets, but also provides sufficient flexibility to protect the right and privileges of our residents who choose not to own pets. What follows below are some of the main elements in our family pet policy.

This policy applies to non-elderly, non-disabled families living in public housing. It does not apply to “service animals that assist persons with disabilities” residing in public or assisted housing or service animals that visit the Authority.

According to this “Pet Policy and Rules,” families living within Authority dwelling units are permitted to own common household pets. A common household pet is defined as a cat, dog, goldfish, tropical fish, canary, parakeet, or lovebird. A resident may have either a cat or a dog, and/or one fish tank or bowl, and/or one birdcage with no more than two birds.

All pets must be registered with Authority management. Such registration must show the type of pet, a recent picture of it, its name, age, and if applicable, its license registration number, current inoculation information, and the name and address of its veterinarian. Proper registration will also include a signed Pet Responsibility Card. Residents will be required to reimburse the Authority for the real cost of any and all damages caused by his/her pet.

A resident dog or cat owner must pay a non-refundable nominal monthly pet maintenance charge of \$5.00 with the rent by the first of each month. Any dog or cat must be no less than six (6) months old and completely housebroken. Proof that the dog or cat is already neutered or spayed must be furnished before the dog will be allowed to reside on Authority property. The resident must provide the authority with proof that the dog has a current valid license and wears a proper license identification tag. A dog or cat must always wear a collar that shows its license and owner’s name and address. It must also wear a proper flea collar. Resident’s must verify to the authority that their pets have had all required annual inoculations. A pet dog cannot be over 14 inches tall at the top of the shoulder or weigh over 25 pounds when it is considered full-grown. No pet cat can be over eight (8) inches tall at the shoulders and weigh over 15 pounds.

A dog or cat must be on a leash at all times when outside of the owner’s apartment unless it is in an approved locked pet carrier. Small dogs should be held and carried through the building even if on a leash. Dogs and cats may not be exercised or curbed on the Harrison Housing Authority’s property.

No monthly maintenance fee is required for residents owning a bird, unless a problem of health or safety should require it. No more than two (2) birds to a unit will be permitted – canaries, parakeets, or lovebirds only. No parrots! The birdcage must be no larger than three (3) feet high and two (2) feet wide.

In a facility where a resident does not pay for electricity, a non-refundable nominal monthly maintenance charge of \$2.00 for electric heat and pump use for a fish tank is to be paid with the rent. There will be no charge for a fishbowl that is less than three (3) quarts capacity. Only one fish tank is permitted to a dwelling unit. It must be no bigger than five (5) gallon capacity size, or a resident may have one (1) large goldfish bowl no more than one (1) gallon capacity size.

Any pet suffering illness must be taken within two (2) days to a veterinarian for diagnosis and treatment. Upon its request, the Harrison Housing Authority must be shown a statement from the veterinarian indicating the pet illness diagnosis. Any pet suspected of suffering rabies or any other disease considered to be a health threat must be immediately removed from the premises until signed evidence from a veterinarian can be produced to indicate that the animal is not so afflicted.

Resident pet owners must agree to control the noise of their pet such that it does not constitute a nuisance to other residents. Failure to control pet noise may result in the removal of the pet from the premises.

THE HARRISON HOUSING AUTHORITY SHALL TAKE ALL NECESSARY ACTIONS UNDER LAW TO REMOVE ANY PET THAT CAUSES BODILY INJURY TO ANY RESIDENT, GUEST, VISITOR OR STAFF MEMBER.

No pet shall be left unattended in any unit for longer than the time periods indicated in this policy. All resident pet owners shall provide adequate care, nutrition, exercise and medical attention for their pet.

In the event of the death of a resident, the resident pet owner agrees that management shall have discretion to dispose of the pet consistent with guidelines laid out in this policy unless written instructions with respect to such disposal are provided in advance by the resident to the Authority project office. Management may move to require the removal of a pet from the premises on a temporary or permanent basis for good cause.

Residents shall not alter the interior of their unit or patio to create an enclosure for an animal or bird. Residents shall not allow pets to be tied outside of their dwelling unit, or directly on the grounds of the Authority. Residents shall not feed stray or unregistered animals. This shall constitute having a pet without permission of the Authority.

VISITING PETS ARE NOT PERMITTED. THIS DOES NOT INCLUDE SERVICE ANIMALS THAT ASSIST PERSONS WITH DISABILITIES.

nj016h01. Statement of Resident Membership on the PHA Governing Board

The Harrison Housing Authority does not currently have a resident on its governing board.

It has no resident because the town council of Harrison has not appointed a resident to the Board.

The next expired term of a commissioner on the Harrison Housing Authority Board of Commissioners will occur on June 6, 2001.

The appointing authority for members of the Harrison Housing Authority Governing Board is the town council of the city of Harrison, New Jersey.

nj016i01. Statement of Membership on our Resident Advisory Board

The following are the members of the Resident Advisory Board of the Harrison housing Authority:

Alicen Lucas	Kingsland Court
Donna Anders	Kingsland Court
Margie Machado	Harrison Gardens
Dana Machado	Harrison Gardens
Anne Kurzic	Harrison Gardens

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management							
Development Identification		Activity Description					
Order, or, ID Number	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- owners/ Conversion <i>Component 11a</i>