

HOUSING AUTHORITY OF THE
BOROUGH OF HIGHLAND PARK

242 SOUTH SIXTH AVENUE
HIGHLAND PARK, NJ 08904

Deborah Hurley
Executive Director

Phone: 732-572-4400
Fax: 732-985-6485

**Highland Park Housing Authority
Board of Commissioners**

AGENDA

**Thursday, February 13, 2025
6:30 P.M.**

Call to Order

Pledge of Allegiance

Please note that adequate notice of this meeting as required by the Open Public Meetings Act of 1975, has been provided adequate notice. A copy of the meeting notice was provided on November 18, 2024, and posted on the Highland Park Housing Authority website and Housing Authority's official designated bulletin board located at 242 South Sixth Avenue, Highland Park, NJ and sent to the Borough Hall of Highland Park for posting and submitted to the Home News Tribune.

1. Roll Call

2. Approval of Previous Minutes:

Regular Meeting – January 9, 2025

3. Public Comment for agenda items/other matters – 15 mins. (3 mins. per person)

4. New Business:

5. Communications

6. Attorney's Report

7. Executive Director's Report:

8. Staff Reports:

- Resident Services
- Section 8
- Housing Director's and Maintenance.

9. Committee Reports:

10. Resolutions:

- | | |
|---------|--|
| 2025-03 | Resolution to approve the monthly bill list for the month of January in the amount of \$ <u>18,329.27</u> . |
| 2025-04 | Resolution by the Board of Commissioners of the Borough of Highland Park Housing Authority to approve the 2024 Year End Audit. |
| 2025-05 | Resolution by the Board of Commissioners of the Borough of Highland Park Housing Authority to approve the Highland Park Housing Authority 5 year Plan, 2025-2029 and the 2025 Annual Plan. |

11. Old Business:

12. Public Comment for other matters – 15 mins. (3 mins per person)

13. Adjournment

**HIGHLAND PARK HOUSING AUTHORITY
BOARD MEETING**

January 09, 2025

6:30 PM

MINUTES

The Regular Meeting of the Board of Commissioners of the Highland Park Housing Authority was held in the conference room at the Highland Park Housing Authority. The meeting was called to order at 6:30 pm.

Please note that adequate notice of this meeting as required by the Open Public Meetings Act of 1975, has been provided adequate notice. A copy of the meeting notice was provided on November 18, 2024 to , and posted on the Highland Park Housing Authority website and Housing Authority’s official designated bulletin board located at 242 South Sixth Avenue, Highland Park, NJ and sent to the Borough Hall of Highland Park for posting and submitted to the Home News Tribune and Star-Ledger.

Roll Call

In attendance: Chair Ruby Hope, Commissioner William Rainwater, Commissioner Padriac Millet, Commissioner Thuy Bozzet, Commissioner David Copperman, Commissioner Seth Hahn, Deborah Hurley - Executive Director, Borough of Highland Park, Council Liaison - Matthew Hersh, Terrance Corriston Esq., Counsel

Guest:

Tony Giampaolo, Giampaolo Associates

Approval of Minutes:

December 12, 2024

Motion: Commissioner William Rainwater

Second: Commissioner Thuy Bozzet

Discussions:

There was no discussion.

Minutes for December 12, 2024

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzet	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater	X			

Public Comment

1J: Acknowledged the maintenance team for their work, job well done, and raised a complaint about a staff member. Terrance Corrison, Esq., Counsel, advised that discussing individual staff members during board meetings is not appropriate.

Closed at 6:38 pm

New Business:

Auditor Tony Giampaolo was invited to present the audit, which confirmed a clear report and an increase in cash reserves. Chair Ruby Hope and Tony Giampaolo briefly discussed the need for accounts at Unity Bank to receive a higher interest rate.

Additional Highlights:

- Commissioner David Copperman sought clarification regarding the March 2023 audit, specifically the \$73,690 decrease in tenant services expenses (pg. 13).
- Tony Giampaolo explained that the reduction was related to CARES Act funding in 2022, which was received during COVID and used to cover salaries.
- Executive Director Deborah Hurley noted that the state would also be reviewing the audit. If the audit is not accurate they will circle back to the housing authority.

Communications:

Attorney's Report:

Terrence Corrison, Esq. had nothing to report.
There was no further discussion.

Executive Director Report

Deborah Hurley, Executive Director, provided the following updates:

- **Audit:** The audit has been completed.
- **Annual and 5-Year Plan:**
 - A 45-day notice has been issued to residents.
 - The website has been updated with plan details.
 - A public notice has been published in local newspapers.
 - **Annual Plan:** Covers policy updates and capital improvements, including:
 - Sidewalk repairs
 - Administrative Plan revisions
 - **5-Year Plan:** Focuses on capital improvements, such as:
 - Removal of old rooftop air conditioning units causing leaks
 - Replacement of approximately 20 hot water heaters
 - Upgrades and repairs to security cameras, with an additional camera planned for Park Terrace
 - A public hearing for both plans is scheduled for February 11th.
 - Work on the budget is ongoing, with completion targeted for March 30th.

- o Highland Park Borough has agreed to assist with snow removal during heavy snowfall.
- o Light pole repairs are in progress, with assistance from the Director of Public Works, Business Administrator, and Councilman Matthew Hersh, the Borough Liaison. PSE&G is handling the request.

Staff Reports:

Chair Ruby Hope acknowledged that staff reports were included in the board packets. Public comments expressed appreciation for the maintenance team.

Zena Sutton presented an update on the Section 8 Department. (3) Three families leasing up and (2) two ported to another housing authority. In the month of February, there will be another briefing and will include reminders to people who have not responded yet.

Board Chair, Ruby Hope mentioned that the Section 8 Report has been consistent.

Commissioner David Coppermans requested clarification, as Ms. Sutton mentioned that one check clears the rent for the total number of units in one particular building (instead of sending separate checks for each unit in one building)

There were no further discussions.

Committee Reports:

No committee reports were presented. There were no further discussions.

Resolutions:

2025-1 Resolution to approve the monthly bill list for the month of December in the amount of \$27,465.41.

Moved: Commissioner Padriac Millet

Seconded: Commissioner Thuy Bozzet

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzet	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater	X			

2025-2 Resolution by Board of Commissioners for the Year end Audit Highland Park Housing Authority, Audit 2024-2025. (TABLED)

Discussion: Chair Ruby Hope recommended to table this to next month’s meeting so that everyone has time to thoroughly review the audit. Board Voted to table resolution.

Moved: Commissioner William Rainwater
Seconded: Commissioner David Copperman

	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Chair Ruby Hope	X			
Commissioner Thuy Bozzet	X			
Commissioner David Copperman	X			
Commissioner Seth Hahn	X			
Commissioner Padriac Millet	X			
Commissioner William Rainwater	X			

Old Business:
No Discussion.

Public Comment for Other Matters:

5F: If there is money why are the air conditioners etc. not fixed. Chair Ruby Hope cleared that this money was from the CARES ACT and there is no unused reserves.

Chair Ruby Hope closed the Public Meeting at 7:15 pm

Motion to adjourn: Commissioner Padriac Millet
Seconded: Commissioner Thuy Bozzet

All commissioners present voted to adjourn at 7:15 pm

Deborah M. Hurley, Secretary, Executive Director

Highland Park Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Highland Park Housing Authority- HA Voucher Administration

Doc Num	Payment	Document Recipient	Document Description	Amount
15620	01/17/2025	ANCERO, LLC	M telephone service 9/24/24 to10/23/24	\$914.82
15621	01/17/2025	Borough Of Highland Park	M Employee Dental remittance-January 2025	\$89.42
15622	01/17/2025	Diane M Dolgos	Q retiree Medicare reimbursement 4Q 2024	\$494.70
15623	01/17/2025	FRANCOTYP-POSTALIA, INC.	Q postage machine 10/12/24 to 04/11/25	\$117.00
15624	01/17/2025	Smartphone Secretary	M Answering service -02/04/25 - 03/03/25	\$65.20
15625	01/17/2025	SUPERIOR OFFICE SYSTEMS, INC.	Q copier maintenance-12/27/24 to 03/26/25	\$112.07
15626	01/17/2025	Telesystem	M telephone system-Jan 2024	\$232.15
15627	01/23/2025	Rutgers, The State University of New Jersey	As need 2 Courses for commissioner Thuy Bozzett	\$615.00
15628	02/07/2025	ANCERO, LLC	M telephone service 01/24/25 to 02/23/25	\$228.98
15629	02/07/2025	Borough Of Highland Park	M Employee Dental remittance-February 2025	\$89.42
15630	02/07/2025	Breslin & Breslin	M legal services January 2025	\$807.50
15631	02/07/2025	Edison Housing Authority	M January 2025 admin contract	\$11,596.57
15632	02/07/2025	N. J. A. H. R. A.	Annual invoice for 2025 membership	\$175.00
15633	02/07/2025	ONLINE INFORMATION SERVICES	M 6 criminal background checks	\$185.18
15634	02/07/2025	POLCARI & CO.	M Fee Accounting Services for December 2024	\$1,750.00
15635	02/07/2025	Smartphone Secretary	M Answering service -03/04/25 - 03/31/25	\$65.48
15636	02/07/2025	Staples Business Advantage	M office supplies Inv# 6021415569	\$395.86
15637	02/07/2025	Telesystem	M telephone system-Feb 2025	\$232.35
15638	02/07/2025	T-MOBILE	M employee cell phone-11/21/24 to 01/20/25	\$162.57
Total Payment for January 2025-HPHA Voucher				\$18,329.27

RESOLUTION # 2025-03

**ADOPTING MONTHLY BILL LIST FOR THE MONTH OF
JANUARY 2025**

WHEREAS, the Housing Authority has an ongoing commitment to improve internal controls; and

WHEREAS, the Board of Commissioners has adopted a Bill Review Procedure to ensure this commitment; and

WHEREAS, a consolidated bill list, representing all bills for the month which are subject to Board approval has been distributed to the Board of Commissioner; and

WHEREAS, a bill list totaling \$18,329.27 for the month of January, 2025 has been reviewed by the Board of Commissioners.

NOW, THEREFORE, Be It Resolved by the Board of Commissioners of the Housing Authority of the Borough Highland Park, New Jersey that the attached bill list is hereby approved and listed payments are authorized for disbursement.

MOVED: _____

SECONDED: _____

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chair Ruby Hope				
Commissioner Thuy Bozzett				
Commissioner David Copperman				
Commissioner Seth Hahn				
Commissioner Padraic Millet				
Commissioner William Rainwater				

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular meeting of February 13, 2025.

Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corriston, Esq.

RESOLUTION 2025-04
**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK
TRANSMITTAL FORM**

LOCAL AUTHORITIES BOARD RESOLUTION

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended March 31, 2024 has been completed and filed with the Housing Authority of the Borough of Highland Park pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments,**" "**Recommendations,**" and "**Schedule of Findings and Questioned Costs,**" and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments,**" "**Recommendations,**" and "**Schedule of Findings and Questioned Costs,**" in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Housing Authority of the Borough of Highland Park hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended March 31, 2024, and specifically has reviewed the sections of the audit report entitled "**General Comments,**" "**Recommendations,**" and "**Schedule of Findings and Questioned Costs,**" and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE
RESOLUTION PASSED AT THE MEETING HELD ON _____**

Secretary

Date

**HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK
TRANSMITTAL FORM**

**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of Housing Authority of the Borough of Highland Park, in the County of Middlesex, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of Housing Authority of the Borough of Highland Park in the County of Middlesex.
2. In performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of our Annual Housing Authority Audit files with the Clerk pursuant to N.J.S.A. 40A:5.6 for the year ending March 31, 2024.
3. We certify, that we have each reviewed the annual report for the fiscal year ended March 31, 2024 and specifically the section of the audit report entitled "Notes to Financial Statements", "Supplemental Information" and "General Comments, Schedule of Findings and Questioned Cost and Recommendations".

NAME	SIGNATURE
Commissioner Ruby Hope	_____
Commissioner Thuy Bozzet	_____
Commissioner David Copperman	_____
Commissioner Seth Hahn	_____
Commissioner Padriac Millet	_____
Commissioner William Rainwater	_____
_____	_____

Sworn to and subscribed before me
this _____ day of _____ 2025

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

**U.S. Department of Housing and Urban
Development**
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 09/30/2027

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Elsie Foster, the Mayor of Highland Park certify that the 5-Year PHA Plan for fiscal years 2025-2029 and/or Annual PHA Plan for fiscal year 2025 of the NJ044 - Highland Park Housing Authority is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the The Borough of Highland Park pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

The Highland Park Housing Authority is consistent with the consolidated plan or State Consolidated Plan: The Highland Park Housing Authority has fully implemented the HUD RAD Program Project Based Voucher Program and continues to manage the on-going operations of 24 family (Park Terrace) apt. units and 100 Senior (S.J. Kronman) apt units as well as oversees the management of 269 conventional Section 8 vouchers.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official:	Elsie Foster	Title:	Mayor of Highland Park
Signature:	<i>Elsie Foster</i>	Date:	<i>12/23/2024</i>

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Form identification: NJ044-Highland Park Housing Authority form HUD-50077-SL (Form ID - 2563)
printed by Deborah Hurley in HUD Secure Systems/Public Housing Portal at 12/20/2024 06:36PM EST

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 09/30/2027
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.																		
<p> PHA Name: Highland Park Housing Authority PHA Code: NJ044 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 04/2025 The Five-Year Period of the Plan (i.e., 2019-2023): 2025-2029 Plan Submission Type <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> How the public can access this PHA Plan: Plan will be made available Monday through Friday at the Highland Park Housing Authority. The administrative office will have on hand two (2) copies of the plan made available to the public between the business hours of operation 8:00 am to 4:00 pm. Also, a copy will be available on the website. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.) </p> <table border="1" data-bbox="170 1123 1458 1192"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th colspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th></th> <th></th> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia		No. of Units in Each Program				PH	HCV							
Participating PHAs				PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia		No. of Units in Each Program										
			PH			HCV												
B. Plan Elements. Required for all PHAs completing this form.																		
<p> 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 for the next five years. </p> <p> B.1 Our aim is to ensure safe, decent and affordable housing; create opportunities for residents' self-sufficiency and economic independence; and assure fiscal integrity by all program participants. In order to achieve this mission, we will: Recognize the residents as our ultimate customer. Improve PHA management and service delivery efforts through oversight, assistance, and selective intervention by highly skilled, diagnostic, and results-oriented field personnel. Seek problem-solving partnerships with PHA, resident, community, and government leadership. Act as an agent for change when performance is unacceptable and we judge that local leadership is not capable or committed to improvement. Efficiently apply limited HUD resources by using risk assessment techniques to focus our oversight efforts </p>																		
<p> B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low-income families for the next five years. </p> <p> The Highland Park Housing Authority's (HPHA) quantifiable goals and objectives for the next five years aim to serve the needs of low-income, very low-income, and extremely low-income families by fostering a safe and supportive environment where families can thrive and enjoy an enhanced quality of life. This will be achieved through the provision of wellness, educational, and health-focused programs. Key initiatives include: - **Policy Updates**: The HPHA will revise its Administrative (ADMIN) Plan to incorporate new INSPIRE regulations, HOTMA provisions, and updates to the Domestic Violence Policy. - **Capital Improvements**: Planned upgrades include repairing sidewalks around Park Terrace and S.J. Kronman properties, as well as removing the outdated rooftop HVAC unit from the Kronman Building. Install 24 new water heaters at Part Terrace Property, Add ventilation system to every unit on the first floor at Kronman Property, update cameras and fire alarm for Park Terrace Property. - **Resident Services**: In response to resident feedback, the authority will explore options to enable online rent payments to improve convenience and accessibility. These actions reflect HPHA's commitment to improving living conditions and providing comprehensive support for its residents. </p>																		
<p> B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. </p> <p> The previous Five-Year Plan include the following goals that have been completed: The completion of the walk-in showers, which included seating capability and sliding shower doors for all 100 senior housing units at the S.J. Kronman building. Also, provision was made for the Project Based Voucher Holders having the opportunity to exercise the option to sign up for the traditional Housing Choice Vouchers at least one year, after attaining the Project Based Voucher via the HUD RAD conversion. </p>																		

B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Highland Park Housing Authority (HPHA) is committed to supporting the rights and protections afforded under the Violence Against Women Act (VAWA) to applicants and participants in the Housing Choice Voucher Program. The following measures will be implemented to ensure compliance with VAWA and to provide clear communication of its provisions: Information Accessibility The HPHA will make the following information available in its offices, on its website, and upon request: 1. Summary of Rights: A summary of rights and protections under VAWA for applicants and participants who are or have been victims of domestic violence, dating violence, or stalking (refer to Exhibits 16-1 and 16-2). 2. Definitions: Definitions of domestic violence, dating violence, and stalking as outlined in VAWA (see Exhibits 16-1 and 16-2). 3. Documentation Requirements: Details on documentation that may be required by the HPHA from individuals claiming protections under VAWA (included in Exhibits 16-1 and 16-2). 4. Certification Form: A copy of HUD-50066, *Certification of Domestic Violence, Dating Violence, or Stalking*. 5. Confidentiality Policy: A statement of HPHA's obligation to keep victim information confidential unless: - Written consent is provided by the victim. - The information is required for an eviction proceeding. - The release is mandated by law (included in Exhibits 16-1 and 16-2). 6. National Domestic Violence Hotline: Contact information for the National Domestic Violence Hotline: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2). 7. Local Advocacy Contacts: Contact information for local victim advocacy groups and service providers. Participant and Applicant Notifications 1. Participants: - All participants will be notified of their rights and protections under VAWA at the time of admission and during annual reexaminations. - Notices will outline VAWA protections, confidentiality requirements, and provide contact information for local victim advocacy resources. - Assistance termination notices will include a statement regarding termination protection under VAWA. 2. Applicants: - Applicants will be informed of their rights and protections under VAWA upon requesting housing assistance. - Notices will include explanations of VAWA protections, confidentiality requirements, and contact information for local victim advocacy resources. - Notices of denial will include a statement on protections against denial provided by VAWA. Owner and Manager Responsibilities The HPHA will educate property owners and managers on their responsibilities regarding screening and termination policies under VAWA. This will be achieved through: 1. Day-to-day interactions with owners and managers. 2. Inserts in Housing Assistance Payments (HAP), 1099s, and during owner workshops, classes, orientations, or newsletters. 3. Notices in HPHA offices and/or mass mailings, which will include model VAWA certification forms. By implementing these measures, HPHA ensures a robust and supportive framework to uphold the rights and safety of victims of domestic violence, dating violence, and stalking.</p>
C.	<p>Other Document and/or Certification Requirements.</p>
C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Presently, there is no significant amendment to the five-year plan.</p>
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations</p> <p>Yes met with RAB Board. They requested the following was mentioned: -Repair sidewalks -Request to have pay rent online service -Consider additional parking space behind the Kronman Building. -Consider solution for Kronman Building loop in front of building, making it safer for residents, as people still speed through the loop.</p>
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>
D.1	<p>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p>

Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by HCV-Only PHAs. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	<p>PHA Name: <u>Highland Park Housing Authority</u> PHA Code: <u>NJ044</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>4/2025</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Housing Choice Vouchers (HCVs) <u>269</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><small>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</small></p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 20%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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Lead HA:																																				

Name of Executive Director: **MRS Deborah Hurley**

Name of Board Chairperson: **Ruby Hope**

Signature:

Date:

12/26/2024

Signature:

Date:

12/26/2024

Executive Director Signature:

Board Chairperson Signature:

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Form identification: NJ044-Highland Park Housing Authority form HUD-50077-CR (Form ID - 2237) for CY 2025 printed by Deborah Hurley in HUD Secure Systems/Public Housing Portal at 12/26/2024 01:47PM EST

**Civil Rights Certification
(Qualified PHAs)**

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 09/30/2027

**Civil Rights Certification
Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 04/2025 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Highland Park Housing Authority

NJ044

PHA Name

PHA Number/PHA Code

B.	Plan Elements.
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> X Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> X Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> X Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> X Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> X Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> X Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> X Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> X Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> X Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> X Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s): The former Executive Director, Donna Brightman retired. Therefore, the Edison Housing Authority is now managing the Highland Park Housing Authority, under the supervision of Deborah Hurley, Exec. Director</p>
B.2	<p>New Activities. – The housing authority has implemented wellness and education programs for families, including a monthly food pantry. We have also partnered with Robert Wood Johnson to bring healthy programs.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p>
B.4	<p>Capital Improvements. – Not Applicable</p>
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N (However, the RAB Board met to discuss what they would like to see regarding policy and capital improvements. The following was discussed: Implementing a pay on-line feature, and the sidewalks surrounding the buildings need improvement.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

D Affirmatively Furthering Fair Housing (AFFH)

D.1 Affirmatively Furthering Fair Housing (AFFH)
 Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal:
Describe fair housing strategies and actions to achieve the goal

HUD RAD conversion that was attained 2019 resulted in a rehabilitation of S.J. Kronman building (100 apt. Units) roof replacement, bathroom upgrades as well as replacement of windows & sliding glass door. Additional improvements include replacement of common area flooring and painting of stairwells. Park Terrace Family apartments underwent bathroom upgrades in addition to replacement windows in all three buildings. (Total 8 family apartment per building.) Please note: Park Terrace Building is separate and apart from the S.J. Kronman RAD Conversion.

Fair Housing Goal:
Describe fair housing strategies and actions to achieve the goal

Additional goals completed was the installation of walk-in showers which included seating capability & sliding shower doors for all 100 senior housing units at the S.J. Kronman building. Providing was made for Project Base Voucher Holders having the opportunity to exercise the option to sign up for traditional Housing Choice Vouchers at least one year after attaining the Project Based Voucher via the HUD RAD Conversion.

Fair Housing Goal:
Describe fair housing strategies and actions to achieve the goal

1. Goals to be accomplished: Update ADMIN Plan to include:
 - INSPIRE regulations
 - HOTMA
 - Update Domestic Violence Policy
2. Assess if there is a need to open the waiting list
3. Capital Improvements: Sidewalks repairs surrounding Park Terrace and S.J. Kronman Buildings.

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.I Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. All PHAs must complete this section. (24 CFR §903.11(c)(3))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(e)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. This section refers to new capital activities which is not applicable for HCV-Only PHAs.

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(e)(3), 24 CFR §903.7(c)(1))
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(n))
- C. Other Document and/or Certification Requirements.**
- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)
- C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. Impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.
- D. Affirmatively Furthering Fair Housing (AFFH).**

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

RESOLUTION # 2025-05

RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HIGHLAND PARK HOUSING AUTHORITY TO APPROVE THE HIGHLAND PARK HOUSING AUTHORITY’S 5 YEAR PLAN, 2025-2029 AND THE 2025 ANNUAL PLAN.

WHEREAS, HUD regulations require all Public Housing Authorities to submit a 5 year and an Annual “PHA Plan; and

WHEREAS, the 5 year and Annual PHA Plan must be approved by the Housing Authority’s Board of Commissioners prior to submission.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Highland Park Housing Authority approves Resolution 2025-05 and authorizes the Executive Director to execute all necessary documents.

MOVED: _____

SECONDED: _____

<u>Member Recorded Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Chair Ruby Hope				
Commissioner Thuy Bozett				
Commissioner David Copperman				
Commissioner Seth Hahn				
Commissioner Padraic Millet				
Commissioner William Rainwater				

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular meeting of February 13, 2025.

Deborah M. Hurley, Secretary

Approved as to legal form by Terrence Corriston, Esq.

**HOUSING AUTHORITY
OF THE
BOROUGH OF HIGHLAND PARK**

**242 SOUTH SIXTH AVENUE
HIGHLAND PARK NJ 08904
Tel: (732) 572-4420 Fax: (732) 985-6485
Email: Info@hphousing.org**



January 31, 2025

REPORT TO THE BOARD OF COMMISSIONERS
January - 2025

Administrative Report:

- Processed (60 out of 70) recertifications,
 - These Tax Credit recertifications are due by April 4th, 2025.
- We are still awaiting on a reply from PNC Bank regarding our 2024 File Audit.
- Held our Quarterly Resident Meeting.
 - Our guest speaker was Lisa Cheng from Robert Wood Johnson University Hospital.
 - Commissioner David Cooperman was also in attendance.
- Completed our In-house Annual Inspection.
 - Housekeeping Violations were noted- Residents are working closely with HP's Social Worker Kettly Giles to remedy the issues.
 - Coordinated with Lisa Cheng from Robert Wood Johnson University Hospital and Medical-students from surrounding Universities on performing fall risk assessments within units.
 - 75 residents consented and participated in the assessment.
- We are still waiting on a reply from - **NJHMFA** (NJ Housing & Mortgage Finance Agency) who conducted an Annual Audit of files & physical inspection of the building on November 15th – 25th 2024.
- Coordinated off hours snow removal – With Department of Public Works and HP- Staff.
- No Resident concerns to address. – Residents have been singing Reema's praises regarding her professionalism and overall attitude towards them. She is a true asset to the Authority.

Occupancy Expectation:

- For month of January -
 - Kronman = **95%** occupied
 - Currently – Interviewing 1 applicant and Processing 2 applicants
 - 1 - Move-In Scheduled for February
 - Park Terrace = **100%** occupied

**HOUSING AUTHORITY
OF THE
BOROUGH OF HIGHLAND PARK**

**242 SOUTH SIXTH AVENUE
HIGHLAND PARK NJ 08904
Tel: (732) 572-4420 Fax: (732) 985-6485
Email: Info@hphousing.org**



Rents Collected Report:

- Total potential tenant rent for **Kronman/JANUARY 2025:** \$40,438.00
Total rent collected from Kronman/January 2025: \$40,132.00 (99.2%)
- Total potential tenant rent for **Park Terrace/ JANUARY 2025:** \$12,603.00
Total rent collected from Park Terrace/ January 2025: \$11,684.00 (92.7%)

Rent Collection for January:

- **Kronman Affordable:** Rents were slightly impacted by:
 - 2 – Hardships – we are still working on finding financial-aid for these 2 residents
- **Park Terrace:** Rents have been slightly impacted by:
 - 1- Resident dispute,
 - If this issue is not resolved by March, this account will be turned over to our Attorneys office.
 - Receiving partial and late rent payments from other residents

Maintenance Report:

- For **January** there were a total of **31** work orders. **30** Work Orders were completed.
 - **23** Work orders were routine maintenance issues.
 - **1** - Work order were emergency issues
 - **1**- Work orders were urgent
 - **5** - Work orders were required for inspections
 - **1** - Work order is outstanding due to resident 'NOT' granting us access.
 - **9** – In house - Plumbing
 - **6** - Heating Cooling
 - **2** – Keys
 - **6** - General Stove Issue
- Miguel replaced - Exterior lamp post domes.

A special thanks to "DPW" for assists us with snow removal.

Submitted by:
Denise Blake
Director of Housing

**Highland Park Housing Authority
Summary for Section 8 Voucher**

Jan-25

VMS Type Description	# of Vouchers	# of New Vouchers	Amount
Project Based Voucher	118		\$64,366.00
Regular Vouchers	109	2	\$123,252.00
Totals	227	2	\$187,618.00

Number of HAP Expenses After the First of Month: 1

Amount of HAP Expenses After the First of Month: \$101

Number of Voucher Units - End Month: 249

Number of Port Out Portable Out Vouchers: 21

Amount of Port Out Portable Out Vouchers: \$33017.00

Number of Checks written: 38

Date	Voucher Briefing	
	Issued	Leased
18-Jan-24	16	9
26-Mar-24	18	10
14-Jun-24	15	4
5-Dec-24	10	0
1-Jan-25	0	4
<u>Total</u>	<u>59</u>	<u>27</u>

We have 21 more to meet our goal

TO: Deborah Hurley – HPHA Executive Director

FROM: Kettly Gilles – HPHA Service Coordinator

DATE: January 31, 2025

SUBJECT: Monthly Report for January 2025

This report outlines the housing related assistance and activities provided to residents of Highland Park Housing Authority throughout the month of January. The report highlights the various support services, programs and community building activities aimed at enhancing the well-being of residents.

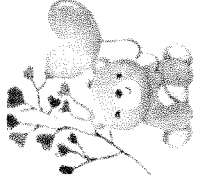
- Assisted residents with referrals made by the building manager.
- Assisted Managers with housekeeping Inspections
- Provided Housekeeping resources for residents
- Assisted 8 residents with rent, recertification and cluttering issues.
- Assisted 10 residents with Case Management
- Assisted 8 residents with personal hygiene issues
- Intervene in conflicts with different residents to bring about resolution
- Assisted residents with Blood Pressure Screenings and Glucose monitoring.
- Counseled 10 residents with anxiety issues, personal issues and issues with family members.
- Assisted 10 residents with scheduling Doctors' appointments.
- Assisted 4 residents with Long Term Care Alternative and Placement issues.
- Assisted 6 residents with referrals for Home Health Aides.
- Assisted 10 residents with mental health services, counseling and addiction support.
- Assisted 3 residents with Medicaid (NJ family Care) forms, 10 residents with SNAP new applications and recertification forms 6 residents with LIHEAP (Low-income home energy assistance program, 12 residents with Anchor benefit status online. Assisted 6 residents with New Jersey Motor Vehicle Commission (NJMVC) documents renewals (licenses, Identification cards, and title and registration.

Overall, the month of January has been productive in terms of residents' support and community engagement. We remain dedicated to ensuring all residents have access to the services they need to thrive within the housing community. We look forward to continuing our efforts in the coming months.

Please stay safe and keep each other safe



HPHA ACTIVITIES CALENDER



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

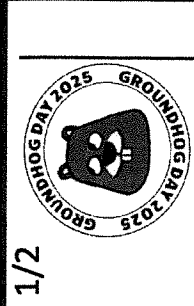
SATURDAY

TAX CREDIT
PLEASE SEE IMPORTANT
DENISE for
RE-CERTIFICATION

HPHA extends our condolences for the passing of resident Huldah Rohan (4-L). We wish comfort to all who knew her.

PLEASE DROP OFF the ANNUAL INFORMATION SHEET UPDATE WITH REEMA AT THE FRONT DESK TO UPDATE EMERGENCY CONTACT INFO

FEB FUN FACTS
 Black History Month
 National Golden Retriever Day: Feb 3
SUPER BOWL: Feb 9
 National Tater Tot Day: Feb 2



3
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

4
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

5
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

6
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

7
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

8/9

 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

10
Office closed

11
PEST CONTROL
 Annual and Five Yr Plan

 PUBLIC HEARING

12
 CHAIR YOGA with ELLEN – 11:00AM
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

13
 ART CLUB – more details coming soon
Board of Commissioners meeting- 6:30pm

14
HAPPY Valentine's Day

15/16

 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

17
Office closed

18
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

19
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

20
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

21
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

22/23
 ART CLUB – more details coming soon

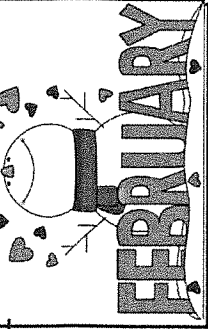
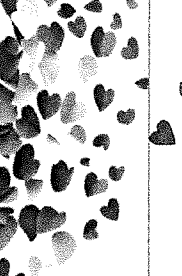
24
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

25
 De-stress Wellness Program
 Details to follow

26
 CHAIR YOGA with ELLEN – 11:00AM
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

27
 Walking Group – 6:00 PM
 Jeopardy & Wheel of Fortune – 7:00 PM

28
Pop Up Pantry – 11:00-3:00 PM



LANDMARK

Hello Everyone!

GREETINGS FROM YOUR COMMUNITY NEWS LIAISON

I hope you've all been staying warm in these particularly cold temperatures. Personally, I've been bundling up in sweaters, drinking lots of tea, and catching up on my reading! Are you reading any good books lately? Taking up any interesting hobbies? If not, I encourage you to get involved with some of our resident events, like game night or Ellen Rosner's fantastic yoga and meditation sessions. I personally take part in them and they've helped me relax and deepen my breathing so much. There's also some information, later in this newsletter, about two social programs, Matter of Balance and Bingo-size that will be offered to our community later this year. Please get involved if you can. Socializing with your neighbors is an essential aspect of well-being and independent living, and the more we participate, the more we can do! More interest shown means more resources received. Our community calendar has the most updated schedule. I hope to connect with you all soon!

ALLISON BALDWIN
COMMUNITY NEWS LIAISON
APARTMENT 3A

INSIDE THIS ISSUE:

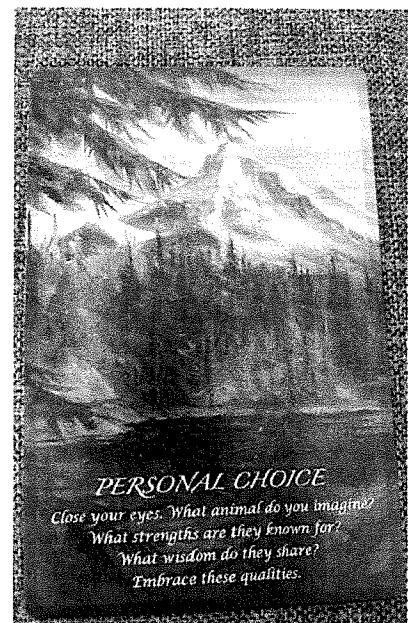
- Greetings from the Community News Liaison
- Oracle Card Message of the Month
- Meet the Staff: Denise Blake, Director of Housing
- Call for Resident Interviews/Condolences
- Tenant Meeting Round-Up
- Reminders and Encouragements

ORACLE CARD OF THE MONTH

Mountain (Personal Choice)
from the **Spirit of the Animals**
Oracle by **Jody Bergsma**. The
affirmation on the card reads:

Close your eyes. What animal do you imagine? What strengths are they known for? What wisdom do they share? Embrace these qualities.

Affirmation: I can choose what I want. I can do what I want. I can be who I want to be.



THE SAMUEL KRONMAN
NEWSLETTER

LANDMARK

CALL FOR CONTRIBUTORS AND RESIDENT INTERVIEWS

The Landmark newsletter wants to bring back the resident interview series! We want to learn about you: how you came to live here, your favorite things about Highland Park, your hobbies. This is your chance to tell us who you are on your terms. We also want your art, recipes, stories, insights, and observations. If you're interested in participating in an interview, please sign-up with the office. When signing up, please include your name, apartment number, and the best way to contact you. Allison will be in touch. You can also email her directly at the email below. We look forward to hearing from you!

To contribute, email Allison at allisonbldwn@gmail.com

DEEPEST CONDOLENCES

The Highland Park Housing Authority offers our deepest condolences for the passing of Samuel Kronman resident **Huldah Rohan (4-L)**. We wish all who knew her warmth and comfort during this time.



MEET THE STAFF:

Denise Blake, Director of Housing

This month *Landmark* sat down with the Highland Park Housing Authority's new Director of Housing, Denise Blake. She has been with the Highland Park Housing Authority for 1.5 years and has worked in the industry for over 15 years.

Denise Blake was born in England on June 11th. Her favorite color is pink. Her favorite food is potato chips. She loves fashion, and particularly dressing in the fall season because she's found she can wear anything during that time. She loves to travel, with a trip to the Maldives planned for next year. She loves anything to do with art--music writing, fashion, count her in! Her favorite book is *The Lion, the Witch, and the Wardrobe* by C.S. Lewis. Her favorite movie is *The Matrix*. Her favorite television show is *Bridgerton*. She has a mini aussie doodle pup named Izzie.

We sat down with Denise and asked her about her experience working with the Highland Park Housing Authority.

What is something you want residents to know about your job?

My job can be demanding--it's time consuming and emotionally taxing--but I truly love what I do. I want residents to know that I am on their team. I understand that this is their home, and my role is to make it a better place for them to live.

What your favorite part about your job?

I enjoy problem solving and seeing the residents smile. Helping people find housing is incredibly rewarding and I also love organizing events and parties that bring everyone together.

What is your overall vision for the building?

My goal is to make sure that residents live here with complete independence and dignity. I also want to foster positive social interactions among them and ensure they have a voice in what happens within the building. One of my ideas is to refresh the decor and overall look of the space to create a more inviting environment.

THE SAMUEL KRONMAN
NEWSLETTER

LANDMARK

REMINDERS AND ENCOURAGEMENTS

Please be mindful of recycling and trash protocols. The trash room is getting full again. Please dispose of trash properly, in bags, and if you can walk outside to the bins, please do so.

The temperatures are particularly cold this winter. Please bundle up when going outside and be especially aware of ice, particularly black ice, which can be invisible and very slippery. Housing will distribute salt to any residents who need it and staff is willing to escort you to and from your car. Please call our emergency line (732)-207-5783 in the event of an office closure.

Residents are not allowed to smoke anywhere in the building, even for medical reasons. If you do smoke, please smoke at least 25 feet away and in the designated smoking areas (our gazebo).

We are still handling tax credit certifications and are ahead of schedule. Please see our staff if you still need to do your paperwork. Zena (section 8) is in the building Mon/Thurs.

TENANT MEETING ROUND-UP

The Samuel Kronman Building had its first community meeting of the year as scheduled on Thursday, January 16, 2025 in the community room. We celebrated birthdays for the coming quarter with cookies and coffee.

Lisa, a community worker from Robert Wood Johnson, came to speak with residents about two social programs which will be offered to our community later this year--Matter of Balance and Bingo-size. Matter of Balance involves educational materials and exercises meant to help residents prevent falls, while Bingo-size involves playing Bingo while doing exercises to prevent falls. Both programs have a set number of sessions residents are required to attend and involve receiving a certificate, as well as other perks such as the opportunity to win raffle prizes. More information about both programs will be distributed in the coming weeks. Please sign up if you are interested. These are free programs to help residents stay healthy and independent.

Lisa, and her interns, also came to the building to conduct safety checks of individual apartments for any resident who signed up. This program allowed the interns to enter apartments and make safety recommendations and also allows for the purchasing of materials should residents request anything. (such as a grab bar, or nonslip bath mats, for example.)

Regarding mail and packages: Reema has now put name and apartment number labels on each of the resident mailboxes, in an effort to make mail distribution easier for the postal workers and to cut down on missing mail or mail ending up in wrong boxes. Denise also called the postmaster and sent them a list of all residents and their current address, so the post has updated information. Denise was also told that the post is aware that there have been problems and that a new mail person has been hired and will be trained better to meet the needs of our building.

Maintenance is encouraging residents to be aware of trash and recycling protocols. Recycling, (the blue bin) is only for cans, bottles, paper, and cardboard. Please do not put any plastic in this bin. If you are unsure of where something goes, ask Miguel or Jeff. And please try to collapse any boxes that you have. We know this is difficult for some residents, but please do so if you can. If you need help, please inform a staff member and we will help you. Please do not put large items in the dumpster. Our bulk pick up is in April. You can also call Public Works and they will give you the dates.