



Housing Authority of the Town of Morristown

31 Early Street
Morristown, N.J. 07960-3883

April 24, 2018

Telephone: (973) 538-6343
Fax: (973) 292-4191

Dear Tenant(s):

This letter is to inform you of a No-Smoking Policy that is being implemented by the Morristown Housing Authority ("Housing Authority"). Beginning **July 30, 2018**, all residents will be required to adhere to this policy. The No Smoking Policy is being implemented to protect the health of our residents, staff and guests.

On December 5, 2016, the United States Department of Housing and Urban Development ("HUD") adopted Final Rule 81 FR 87430, which **requires** every Public Housing Authority to implement a No-Smoking Policy by **July 30, 2018**. Therefore, the Housing Authority must put into effect a no-smoking policy, banning the use of prohibited tobacco products in all public housing units, indoor common areas, and Housing Authority administrative office buildings. The no-smoking policy must also extend to all outdoor areas up to twenty-five (25) feet from all public housing buildings and administrative offices.

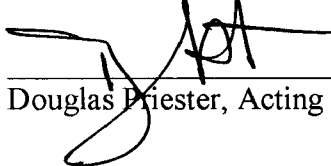
In order to comply with HUD's new smoke-free requirement, the Housing Authority must adopt a No-Smoking Policy and make revisions to the Admissions & Occupancy Policy, Tenant Lease Agreement, and the Housing Authority Rules and Regulations. Pursuant to Federal Regulations (24 CFR 966.3 and 24 CFR 966.5), tenants will be given at least 30 days' notice of any new policies or proposed changes to the Tenant Lease Agreement or the Housing Authority Rules and Regulations. During this notice period, tenants will have the opportunity to present written comments to the Housing Authority, which shall be taken into consideration prior to any new policies or changes to the Lease or Rules and Regulations becoming effective.

On April 23, 2018, the Board of Commissioners of the Housing Authority approved a No Smoking Policy, Tenant Lease Addendum, revisions to the Admissions and Occupancy Policy, and revised Rules and Regulations for the Housing Authority incorporating the No Smoking Policy. The proposed No-Smoking Policy, Tenant Lease Addendum, insert for the Admissions and Occupancy Policy, and revised Rules and Regulations are enclosed herein and are available for review at the Housing Authority's Administrative Office. Comments will be accepted in writing, addressed to Acting Executive Director Douglas Priester, until 4:00pm on May 29, 2018.

Thank you.

Very truly yours,

MORRISTOWN HOUSING AUTHORITY



Douglas Priester, Acting Executive Director