

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 2004

**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: The Housing Authority of the City of New Britain

PHA Number: ct005

PHA Fiscal Year Beginning: (01/2004)

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)

Mount Pleasant Development Community Room, 16 Armistice Street, New Britain, CT

Oval Grove Development Community Room, 80 Malikowski Circle, New Britain, CT

Knapp Village, 80 Halsey Road, New Britain, CT

John F. Kennedy Apts. 300 East Main Street, New Britain, CT

Abraham Ribicoff Apts., 67 Martin Luther King Drive, New Britain, CT

D'Amato Apts., 40 Chestnut Street, New Britain, CT

Graham Apts., 107 Martin Luther King Drive, New Britain, CT

New Britain Town Clerk's Office, City Hall, 27, West Main Street, New Britain, CT

New Britain Public Library, High Street, New Britain, CT

Office of the Mayor, City of New Britain, City Hall, 27 West Main Street, New Britain, CT

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)

Mount Pleasant Development Community Room, 16 Armistice Street, New Britain, CT

Oval Grove Development Community Room, 80 Malikowski Circle, New Britain, CT

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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: (state mission here)

The Housing Authority of the City of New Britain is a public agency committed to improving both the social as well as material well being of its residents. Our mission is to provide decent, safe and sanitary housing to all eligible residents of the City of New Britain. We believe our residents should be apart of the surrounding community. This includes participating in employment, homeownership, education, and social activities. Furthermore, we will strive to be our community's affordable housing of choice.

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.

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: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - 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:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - 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:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

To Review and revise the Section 8 Program Administrative Plan for 2004

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

In an effort to recover from our “Troubled Status” the Housing Authority of the City of New Britain has reduced staff from 60 employees to 45 employees. The reduction will save the Authority roughly \$1,000,000.00 a year in salaries and benefits beginning in 2004.

We are in the process of transferring all of our State units over to Connecticut Housing Finance Authority. We are going from an agency of 2,600 units to 1,705 units. We will be a Federal Agency only.

Our Two major programs will be Federal Low Rent and Section 8 Housing Choice Voucher. Each Program receives its own subsidy and will have its own Operating Budget which we will monitor monthly. Financial Statements with Budget variances will be produced and analyzed and sent to TARC.

Administrative overhead will be cut in half from current levels.

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of New Britain has prepared its Agency Plan for planning year 2004 in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. This document is the executive summary of the Authority's Annual Plan for planning year 2004 that is part of the Authority's Five-Year Plan, for the years 2000-2004.

In its 2000 Annual Plan the Authority adopted the following mission statement in order to guide its activities.

The Housing Authority of the City of New Britain is a public agency committed to improving both the social as well as material well being of its residents. Our mission is to provide decent, safe and sanitary housing to all eligible residents of the City of New Britain. We believe our residents should be apart of the surrounding community. This includes participating in employment, homeownership, education, and social activities. Furthermore, we will strive to be our community's affordable housing of choice.

The Five Year and Annual Plans are based on the premise that if we accomplish our goals and objectives we will be working towards the achievements of our stated mission.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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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 De-concentration
- FY 2004 Capital Fund Program Annual Statement
- FY 2005 Capital Fund Program Annual Statement
- FY 2006 Capital Fund Program Annual Statement
- FY 2007 Capital Fund Program Annual Statement
- FY 2008 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHA's 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
- Public Housing Drug Elimination Program (PHDEP) Plan
- 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 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.	5 Year and Annual Plans
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 (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" 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
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	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 (PHDEP) 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
X	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.

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	86						
Income >30% but <=50% of AMI	113						
Income >50% but <80% of AMI	0						
Elderly	N/A						
Families with Disabilities	N/A						
Race/Ethnicity	481						
Race/Ethnicity	108						
Race/Ethnicity	450						
Race/Ethnicity	5						

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/s
Indicate year:
- 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	433		
Extremely low income <=30% AMI	400	92%	
Very low income (>30% but <=50% AMI)	43	8%	
Low income (>50% but <80% AMI)	0	0	
Families with children	389	83%	
Elderly families	44	17%	
Families with Disabilities			
Race/ethnicity White			
Race/ethnicity Black			
Race/ethnicity Asian			
Race/ethnicity Hispanic			
Characteristics by Bedroom Size (Public Housing			

Housing Needs of Families on the Waiting List

Only)			
1BR	91		
2 BR	83		
3 BR	61		
4 BR	10		
5 BR	0		
5+ BR	0		

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

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 checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input 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	1055		
Extremely low income <=30% AMI	680	64%	
Very low income (>30% but <=50% AMI)	283	27%	
Low income (>50% but <80% AMI)	92	9%	
Families with children	1055	100	
Elderly families			
Families with Disabilities			
Race/ethnicity White			
Race/ethnicity Black			
Race/ethnicity Asian			
Race/ethnicity Hispanic			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 10 months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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 2004 grants)		
a) Public Housing Operating Fund	2,129,121.00	Operating expenses
b) Public Housing Capital Fund	1,291,612.00	Modernization
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,840,244.00 604,100.00	Provide rental assistance to private market
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	25,612	Service Coordinator Program
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,876,256.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
Nextel Towers	17,400.00	Offset operating expenses
Nathan Hale Refinance Agreement	165,279	Resident Services
4. Non-federal sources (list below)		
Shoot for the Stars Scholarship Fund raiser	10,421.25	Award at least 6 scholarships a year
Total resources	11,960,045.25	

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: (state time)
- Other: (describe) **Prior to move in and at application time**

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) **Credit History**

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)

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

- PHA main administrative office
- PHA development site management office
- Other (list below)
State of Connecticut Department of Social Services of New Britain
Public Library

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?

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**)

C. 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.

2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
- 1 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 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)

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:

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:

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)

State of Connecticut Department of Social Services of New Britain

Public Library

Department of Labor

City Hall

(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.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
- 1 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)

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

C. 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)

The Authority has adopted a rent-hardship policy under Section 6-2 of its ACO Policy. In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

- C. The family has lost its eligibility, or is awaiting eligibility determination for Federal, State or Local assistance.
- D. The Family would be evicted as a result of the imposition of the minimum rent requirement
- E. The income of the family has decreased due to loss of employment, death in the family, or other circumstances as determined by the Authority
- F. Three month reporting requirement: Families are required to verify household income quarterly to remain as a hardship.

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:

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	803	20%
Section 8 Vouchers		
Section 8 Certificates	801	5 %
Section 8 New Construction & Substantial Rehabilitation		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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.

C. Public Housing Maintenance and Management: (list below)

1. Absentee Control Policy
2. Admissions and Continued Occupancy Policy
- 2a. Admissions and Continued Occupancy-Revised Attorney's Fee
- 2b. Resident Charges for Maintenance Repairs/Damage
3. Alcohol and Drug Testing Policy
4. Blood-Borne Disease Policy
5. By-Laws—NBHA
- 5a. Labor Management Committee
6. Cash Receipt Policy
- C. Change in Policy & Procedures (BOC to initiate)
- D. Check Signing Authorization
- E. Community Service Requirement
- F. Consolidation of Existing Vacancies Policy
- G. Consolidation of Social Services & Administration
- H. Conversion of Public Housing
- I. Criminal Records Management
- J. De-concentration of poverty and income mixing
- K. Designated Housing
- L. Disposition Policy

- M. Drug-Free Workplace Policy
- N. Economic Viability Policy (State Moderate Rental)
- O. Elderly-Occupancy Incentive Program
- P. Employee Standard of Conduct Policy
- Q. Equal Housing Opportunity Policy
- R. Eviction Policy & Procedures
- S. Family and Medical Leave Policy

Book 2

- T. Fixed Asset Policy
- U. Funds Transfer Policy
- V. Grievance Procedure Policy
- W. Hazardous Materials Policy
- X. Homeownership Program (Revolving Loan)
- Y. Indemnify Commissioner—(Protect and save harmless)
- Z. Investment Policy
- AA. Master Key Control Policy
- BB. Natural Disaster Response Guidelines
- CC. Non-Profit Organization
- DD. Organizational Chart--NBHA
- EE. One Strike and You're Out Policy
- FF. Operation and Maintenance Plan
- GG. Overtime Policy
- HH. Parking Use (Authority-Wide) Policy
- II. Personnel Policy

- JJ. Pest Control Policy
- KK. Pet Control Policy
- LL. Private Use (For HA Premises) Policy
- MM. Procurement Policy
- NN. Procurement & Analysis for Construction & Professional Services
- OO. Ratio of Residents –vs- non residents
- PP. Resident Council Budget Handbook
- QQ. Risk Control Policy
- RR. Section 8 Administrative Plan
- SS. Sexual Harassment Policy
- TT. Sexual Offenders Policy
- UU. Shopping Cart Policy
- VV. Smoke Detector Policy
- WW. Substance Abuse Policy
- XX. Trespassing Policy
- YY. Warranty Inspection Policy

(2) Section 8 Management: (list below)

48. Section 8 Administrative Plan

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: Chapter 13 of the Admissions and Continued Occupancy Policy

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: Section 8 Administrative Plan, Part 15.0

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 (state name)

-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 (state name)

-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: (DD/MM/YY)	
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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> 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)	
<input type="checkbox"/> 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	

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 (1)]

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 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)
<i>Homework Program</i>	<i>Available to All</i>	<i>PHDEP</i>	<i>Resident Councils</i>	<i>Public Housing Section 8</i>
Computer Learning Centers	<i>Available to All</i>	FLR	Resident Councils	<i>Public Housing Section 8</i>
Scholarship Program	<i>Available to All</i>	Fundraising	Community Affairs	<i>Public Housing Section 8</i>
Summer Camp	<i>Available to All</i>	PHDEP	Community Affairs	<i>Public Housing Section 8</i>
Safe Option Summer	<i>Available to All</i>	PHDEP	Community Affairs	<i>Public Housing Section 8</i>
Arts & Adventure	<i>Available to All</i>	PHDEP	Community Affairs	<i>Public Housing Section 8</i>
Homeownership Program	<i>Available to All</i>	Revolving Loan	Community Affairs	<i>Public Housing Section 8</i>
Holiday Baskets	<i>Available to All</i>	Donations	Community Affairs	<i>Public Housing Section 8</i>
Elderly Clinical Services	<i>Available to All</i>	Operations	Community Affairs	<i>Public Housing Section 8</i>
File of Life Program	<i>Available to All</i>	Operations	Community Affairs	<i>Public Housing Section 8</i>
Resident Services	<i>Available to All</i>	Operations	Community Affairs	<i>Public Housing Section 8</i>
Victim Services	<i>Available to All</i>	Operations	Community Affairs	<i>Public Housing Section 8</i>
Domestic Violence Program	<i>Available to All</i>	Operations	Community Affairs	<i>Public Housing Section 8</i>
Christmas in April Volunteers	<i>Available</i>	Donations	Community Affairs	<i>Public Housing</i>

	<i>to All</i>			<i>Section 8</i>
Community Service Volunteers	<i>Available to All</i>	Donations	Community Affairs	<i>Public Housing Section 8</i>

(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

Housing Authority of the City of New Britain

Community Service Requirement Policy

COMMUNITY SERVICE REQUIREMENT POLICY

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COMMUNITY SERVICE REQUIREMENT POLICY

Section I: Introduction

- A. The purpose of this document is to establish the New Britain Housing Authority's (herein called the Authority) policy and procedures for the U.S. Department of Housing and Urban Development's (HUD) requirement that residents of federally assisted public housing undertake eight (8) hours of community service a month. The policy establishes the Authority's rules governing how the Community Service Requirement will be implemented.
- B. The policy contained herein adheres to the mandate for community service as outlined in both the "Quality Housing Work Responsibility Act of 1998" (Act) and HUD issued regulation 24 CFR Parts 5, 880 "Changes to Admission and Continued Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs; Final Rule" published March 29, 2000.

Section II: Mission Statement

- A. The Authority believes that the HUD mandated requirement for community service is in line with the Authority's stated mission statement as listed below:

"The Housing Authority of the City of New Britain is a public agency committed to improving both the social and material well being of its residents. Our overriding mission is to provide decent, safe and sanitary housing to all eligible residents of the City of New Britain.

The Authority is an organization that believes its residents should be part of the surrounding community which includes their employment, homeownership, education and social activities

- B. Through community service the Authority hopes that its residents will be able to improve not only their lives, hut also improve the surrounding community in the process.

Section III: General Statement

- A. It is the intent of the Authority to abide by both the new Federal laws and regulations as set forth by the Department of Housing and Urban Development (HUD) as it relates to the requirement that adult eligible residents of federally assisted public housing undertake eight (8) hours of community service per month.
- B. Eligible Adult residents that reside in any of the Authority's federally assisted public housing programs will be required to adhere to the Authority's Community Service Requirement Policy.

Section IV: Federal Laws & Regulations

- A. The "*Quality Housing Work Responsibility Act of 1998*" (Act) and HUD issued regulation 24 CFR Parts 5.880 "*Changes to Admission and Continued Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs; Final Rule*" published March 29, 2000, which outline the laws and regulations that local federal public housing authorities must adhere to when complying with the community service requirement
- B. The Act under *Subtitle A- General Provisions Section 512 Community Service and Family Self - Sufficiency requirements* outlines the federal law concerning community service.
- C. This policy adheres to all Federal laws, regulations and mandates concerning community service requirements. All disputes relating to the implementation and/or interpretation of this policy will be settled by referring to all Federal laws, regulations and mandates concerning community service requirements.

Section V Community Service Defined

- A. As stated in time Act, community service is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance residents' self-sufficiency, or increase resident self responsibility in the community.

- B. Political activities are not considered community service, as stated in the Act and its accompanying HUD issued regulations.
- C. Community service must be undertaken in the municipality where the public housing agency is located as stated in the Act and its accompanying HUD issued regulations.
- D. The Authority (or a contacted third party) will make the final determination (before time resident undertakes the activity) as to which activity is an acceptable community service as mandated under this policy.

Section VI: Community Service Requirement

- A. The community service requirement is defined as eight (8) hours per month of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance residents' self-sufficiency, or increase resident self-responsibility community.
- B. As mandated by the Act and its accompanying HUD regulations every adult (non-exempt) resident of federally assisted public housing must participate.
- C. Any resident declared to have to participate in community service has the right to challenge such ruling through the Authority's grievance process.

Section VII: General Requirements

- A. Except for family members who are exempt from this policy, each **ADULT** member of a federally assisted public housing program must undertake the following:
 - 1. Contribute eight (8) hours per month of community service; or
 - 2. Participate in an economic self-sufficiency program for at least eight (8) hours per month; or

3. Perform eight (8) hours of combined activities as listed in one and two above.
- B. An adult is defined as someone that has reached the age of eighteen (18) years of age.
- C. The Authority may allow a resident to complete more than (8) hours of community service a month in order to use the extra hours for another month. Before a resident undertakes this they must have prior approval in writing from the Authority (or a contracting third party if applicable).

Section VIII: Exempted Individuals From This Policy

- A. The following individuals are exempted from the Authority's Community Service Requirement policy
1. Residents sixty-two (62) years of age and older.
 2. A **blind or disabled** individual, as defined under the Social Security Act, who have certification that states that he or she is unable to comply with the service requirement provisions because of the disability; or the primary caretaker of such an individual.
 3. Residents that are employed.
 4. Residents that are exempt from having to engage in work activity under the State funded under part A of title IV of the Social Security program Act, or under any other welfare program of the State in which the public housing agency is located, including State administered welfare-to-work program.
 5. Any member of a family that:
 - a) Is receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State in which the public housing agency is located, including State administered welfare-to-work programs, and;
 - b) Has not been found by the State or other administering entity to be in non-compliance with such a program.

The exceptions listed above are mandated by the "Quality Housing Work Responsibility Act of

1998” (Act) and HUD issued regulation 24 CFR Parts 5, 880 “Changes to Admission and Continued Occupancy Requirements in the Public *Housing and Section 8 Housing Assistance Programs; Final Rule*” published March 29,2000.

- B. Authority residents that reside in a **STATE assisted public** housing program are automatically exempt from the Authority’ Community Service Requirement policy.
- C. If a resident claims exemption under a welfare program, the Authority (or contracting third party) must verify such exemption with the applicable Welfare Agency that the person *is* complying with a work activities requirement. Work Activities are defined under the Social Security Act. Such verification can be that the family member is receiving assistance under the TANF program without sanction for non-compliance with the work activity requirement.

Section IX: Employment Status of Resident & Authority and/or Community Service Provider

The Act and its accompanying HUD mandated regulations do not create or contemplate an employer/employee relationship between the Authority and the resident performing community service or other community service provider.

Section X: Persons With Disabilities & This Policy

- A. While both the Act and its accompanying HUD mandated regulations exempt persons with disabilities from adhering to this policy, it is not an automatic exemption (See Section VIII of this policy). Residents claiming that they cannot adhere to this policy must provide the Authority with the necessary documentation.
- B. The Authority cannot exempt those individuals that claim a disability who are not yet officially classified as such, because such documentation is required in both the Act and its accompanying HUD mandated regulations.
- C. The Authority encourages those residents, who can, to comply with this policy, as working with the community will benefit not only the surrounding neighborhood but also the residents themselves,

Section XI: Implementation Date of This Policy

This policy will be implemented starting with the beginning of the Authority 2001 fiscal year (January 1, 2001) as mandated by RUD regulations.

Section XII: Resident Council Involvement

- A. The Authority encourages its Resident Councils to participate in the adherence of this policy. Resident Councils can present suggestions for community service activities.
- B. Voluntary work performed for a duly constituted Authority Resident Council will be considered as meeting the community service requirement as outlined in this policy.

Section XIII: Admissions and Policy Compliance

- A. To ensure that non-exempt residents are adhering to the Community Service Requirement Policy the following internal procedures shall be implemented:
 - 1. Upon registering with the Authority the leaseholder and ALL family members eighteen years of age and older will receive a copy of this policy and sign the *Community Service Requirement Agreement Form* (See Appendix A) that indicates that they (1) have received a copy of the policy; (2) understand the policy; (3) will comply with the policy and; (4) understand that they could be evicted if they do not comply with the policy.
 - 2. Upon registering with the Authority the leaseholder and all family members eighteen (18) years of age and older will receive information on how they can claim exemption status this policy. This will be documented in the Community Service Requirement Exemption Form.
 - 3. The Authority will review family compliance with this policy and verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term. If qualifying activities are administered by an outside organization, other than the Authority, the Authority shall obtain verification of family compliance from such third parties.
 - 4. Documentation of community service and/or exemption status will be retained in the tenant files.

Section XIV: Administration Of This Policy

- A. The Authority reserves the right to determine the best method of implementing its Community Service Requirement Policy. Implementation can take the three following forms:
 - 1. Direct Authority implementation:
 - 2. Third party contractor: or
 - 3. Partnerships with qualified organizations; including resident organizations and community agencies or institutions
- B. The Authority will issue internal directives and plans in order to successfully implement this policy.
- C. If the Authority contracts with the local Welfare Agency for third party implementation of this policy it will be stated in the contract that the Welfare Agency will provide the Authority the welfare status of the resident.

Section XV: Assuring Resident Compliance

- A. The Authority will document on a monthly basis what the non-exempt family member's activities were for any given month.
- B. If the Authority contracts with an outside-qualified party to implement this policy the third party contractor must keep on file what the family member has performed for each month of qualifying activities. The third party will have to provide a signed authorization that the family member has performed such qualifying activities, This must be done on a monthly and annual basis.
- C. Thirty (30) days before the end of each non-exempt leaseholders annual lease-up, the Authority or third party contractor will provide a report summarizing the adherence to this policy. This document will include the following but not limited to:
 - 1. Number of activities
 - 2. Total hours broken down per month

3. Types of activities
4. Number of months the policy was not adhered to
5. Reasons given **for** failure to comply
6. Any problems associated with compliance or acutely undertaking of activities

Section XVI: Failure To Comply With This Policy

- A. If the Authority or its third party contractor determines that a non-exempt family member is not complying with the community service requirement, then a ***Failure to Comply with the Community Service Requirement*** notice will be sent by both certified and regular mail. This notice will contain the following:
1. A description of non-compliance.
 2. A statement that the Authority will not renew the lease at the end of the twelve (12) month lease unless:
 - A family member enters into a written agreement with the Authority to cure such non-compliance; or
 - A family provides written documentation that is satisfactory to the Authority that states that the resident is non-compliance no longer lives at that dwelling unit.
 3. A statement that the family member may request a grievance hearing and that the tenant may exercise his/her rights to seek timely redress for the Authority's non-renewal of the lease from any available judicial source.
- B. If any member of a non-exempt dwelling unit has violated the Authority's Community Service Requirement, the Authority will not renew their lease. This will not apply if all other non-exempt family members are currently complying with the community service requirement.
- C. The non-compliant family member who wishes to regain compliance must enter into a written agreement with the Authority (and if applicable with the contracting third party)

to cure such non-compliance. The cure could include completing additional hours of community service or economic self-sufficiency activity to make up the hours needed over the twelve-month term of the new lease.

Section XVII: Evictions & This Policy

- A. As mandated by HUD regulations, a family member cannot face eviction during their lease for non-compliance with the Authority's Community Service Requirement policy.
- B. The Authority can begin eviction proceedings for non-compliance of its Community Service Requirement policy after the family members annual re-certification if it is determined, as outlined in this policy, that they are in non-compliance with this policy and that the family members will not take steps to cure the non-compliance.
- C. If the Authority undertakes eviction proceedings it will follow its normal eviction policy and procedures.

Section XVIII: Prohibition Against Replacement Workers

Exclusive of any agreement the Authority may have with its collective bargaining units, the Authority may not substitute community services or self-sufficiency activities performed by residents for work ordinarily performed by Authority collective bargaining employees, or replace a job at any location where residents perform activities to satisfy the service agreement.

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 use 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)

Mount Pleasant Federal Family Development
Oval Grove Federal Family Development

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)

Mount Pleasant Federal Family Development
Oval Grove Federal Family Development

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)

Mount Pleasant Federal Family Development
Oval Grove Federal Family Development

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 2004 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

PET CONTROL POLICY

[24 CFR 5.309]

A. GENERAL STATEMENT:

The purpose of this policy is to establish the Authority's policy and procedures for the ownership of pets. Residents of the Authority will be allowed to maintain the reasonable ownership of certain types of pets under the policies and regulations contained herein. It also establishes reasonable rules governing the keeping of common household pets.

It is also intended to discourage the unlawful introduction of those pets, herein outlined, which are dangerous or vicious and which otherwise are deemed a menace to our Community.

The Authority believes that through vigorous oversight, a sense of responsibility and community involvement will enable this Policy to be implemented successfully.

B. QUALITY HOUSING & WORK RESPONSIBILITY ACT OF 1998 (ACT)

The regulations and policies of the Authority's Pet Control Policy is in accordance with the Act's pet ownership provisions.

1. ACT's Pet Provisions: Below is the Act's provisions concerning pet ownership in public housing:

SEC. 526. PET OWNERSHIP

Title I of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.), as amended by the preceding provisions of this Act, is further amended by adding at the end the following section:

SEC. 31. PET OWNERSHIP IN PUBLIC HOUSING, and Section * Housing

(a) **OWNERSHIP CONDITIONS.** — A resident of a dwelling unit in public housing (as such term is defined in sub section (c) may own 1 or more common household pets or have 1 or more common household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the public housing agency, if the resident maintains each responsibly

and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations and with the policies established in the public housing agency plan.

(b) **REASONABLE REQUIREMENTS.** — The Reasonable requirements referred to in subsection (a) may include —

- (1) Requiring payment of a nominal fee, a pet deposit, or both , by residents owning or having pets present, to cover the reasonable operating costs to the project relating to the presence of pets present, to cover the reasonable operating costs to the project relating to the presence of pets and to establish an escrow account for additional costs not otherwise covered, respectively;
- (2) Limitation on the number of animals in a unit, based on unit size;
- (3) Prohibitions on —
 - (a) types of animals that are classified as dangerous;
 - (b) Individual animals, based on certain factors, including the size and weight of the animal; and
- (4) Restrictions or prohibitions based on size and type of building or project, or other relevant conditions.

(c) **PET OWNERSHIP IN PUBLIC HOUSING DESIGNATED FOR OCCUPANCY BY ELDERLY OR HANDICAPPED FAMILIES** –

For purpose of this section, the term “public housing” as the meaning given the term in section 3 (b), except that such term does not include any public housing that is federally assisted rental housing for the elderly or handicapped, as such term is defined in section 227 (d) of the Housing and Urban— Recovery Act of 1983 (12 U.S.C. 1701r— 1(d).

(d) **REGULATIONS** –

This section shall take affect upon the date of the effectiveness of regulations issued by the Secretary of HUD to carry out this section. Such regulations shall be issued after notice and opportunity for public comment in accordance with the procedure under section 553 of title 5, United States Code, applicable to substantive rules (notwithstanding subsections (a) (2), (b)(B), and (d) (3) of such section)

C. DEFINITION OF A COMMON HOUSEHOLD PET

A Common Household Pet (CHOP) is defined as any domesticated dog, cat, bird, rodent, turtle and fish. (Fish aquariums must be approved by the Authority and not be over ten (10) gallons and cannot be used for commercial purposes.)

D. SPAYING AND NEUTERING OF COMMON HOUSEHOLD PETS

All CHOPs (except fish and turtles) **must be spayed or neutered** before the pet can be registered with the Authority.

E. ANIMALS THAT ASSIST THE HANDICAPPED/DISABLED

The provisions of the Authority PCP shall not be applied in a manner which would prohibit seeing/hearing dogs used to assist a disabled or handicapped person. The Authority of the City of Authority is committed to improving the lives of its handicapped or disabled residents through the PCP. The following qualifications must be met in order for a resident to fall under the Handicap/Disabled provisions of the PCP:

Article 1. Verification of Handicapped/Disabled Exemptions: To qualify for this exemption, an acceptable verification establishing the disability (blind/deaf) must be provided.

Article 2. Verification of Pet/Animal Training: All residents utilizing the PCP Handicapped/Disabled exemption must provide written verification in the form of a training certificate that the animal has been trained to assist a person with that specific handicap.

Article 3. Pet Assists Person with Handicap/Disability: For a resident to be allowed a pet under the Handicap/Disabled Exemption of PCP the pet/animal must actually assist that person with the Handicap/Disability.

F. NUMBER OF COMMON HOUSEHOLD PETS PER RESIDENCY

Only one (1) Common Household Pet (CHOP) will be allowed per unit. (Fish are excluded from this provision)

G. ABIDING BY FEDERAL, STATE, AND MUNICIPAL LAWS AND ORDINANCES

All residents must abide by all applicable Federal, State and Municipal laws and ordinances concerning the care/treatment of animals.

H. TYPES OF ALLOWABLE PETS

The following lists the types of pets allowed under the Authority's PCP. (The Authority reserves the right to use discretion in the allowable weight and height of each pet)

Article 1. Dogs and Cats must not weigh over **40** pounds each when fully grown. The pet owner must be able to carry his/her pet.

Article 2. Only pets with a gentle disposition will be allowed.

Article 3. No dog shall be more than **20** inches in height at the shoulder at maturity.

I. PETS NOT ALLOWED

The following lists the types of pets not allowed to reside within the Authority's residential units.

Article 1. Vicious or dangerous pets such as, but not limited to:

Pit Bulls, Doberman Pinchers, German Shepherds, Huskies, Rotweillers, Chow Chows
poisonous reptiles and arachnoids.

Article 2. Pets over the weight and/or height limits.

Article 3. Only birds that can be held in a reasonable sized cage (as determined by the Authority) will be allowed. Farm animals and fowl are prohibited under any circumstances.

J. CONDUCT OF PETS

The Authority reserves the right to require the removal of a pet if the conduct or condition is determined under the provisions of State and/or local law, in the discretion of the Authority to constitute a nuisance and/or threat to other residents, staff and the general public.

K. DESIGNATION OF PET/NO-PET TYPE OF PET AREAS

The Authority reserves the right to designate buildings, floors of buildings, or sections of buildings as pet and no-pet areas. Authority management may direct such initial moves as may be necessary to establish pet and no pet areas. The Authority will post signs and send notice to the residents concerning the designated pet/no pet areas.

Article 1. The Authority can establish what type or breed of pets are allowed in the pet areas.

Article 2. No dogs of any type size or breed are allowed in the Authority's high-rise buildings.

L. INSPECTIONS

The Authority can conduct inspections of units under the following articles:

Article 1. The Authority may enter and inspect the unit and premises, after reasonable notice during reasonable hours for compliance with the PCP and other lease obligations.

Article 2. The Authority may also enter and inspect the unit if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health and or safety of the other occupants or other persons in the community.

M. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate at least one responsible party for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

N. PET CARE & CONDUCT REGULATIONS

The Authority reserves the right to establish Pet Care and Conduct Regulations (PCCR). PCCR's are established in order to maintain a high quality of life for all of the residents and to ensure the safety of the staff and general public.

Article 1. No pet (excluding fish) will be left unattended in any unit for a period of fourteen (14) hours.

Article 2. All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention of his/her pet.

Article 3. Residents /pet owners must recognize that the other residents may be chemically sensitive or have allergies related to pets or may be easily frightened or disorientated by animals.

Article 4. Birds, rodents, and turtles must be caged at all times.

Article 5. Dogs and cats shall remain inside the residents unit. No animals shall be permitted to be loose in hallways, lobby areas, Laundromats, yards, community rooms or other common areas.

Article 6. When taken outside, dogs and cats must be kept on a leash at all times and controlled by an adult. Roaming of dogs and cats is strictly prohibited in all Authority developments.

Article 7. Residents shall not allow their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms “disturb, diminish and interfere” shall include, without limitation to barking, urinating in hallways, common areas or doorways, howling, chirping, biting, scratching; producing an Odor that infringes on other peaceful enjoyment and other like activities.

Article 8. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall neither allow refuse from litter boxes to accumulate nor to become unsightly or unsanitary.

Article 9. Residents/pet owners are solely responsible for cleaning up pet droppings, if any, outside the unit and/or on the development grounds Droppings must be disposed of by being placed in a sack and then placed in a NBHA container outside the development building.

Article 10. If pets are left for more than fourteen (14) hours unattended the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities. NBHA accepts no responsibility for the animal under such circumstances and the resident will be responsible for any costs that the Authority incurs as a result of the removal of such pet.

Article 11. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall consist of having a pet without written permission by the Authority.

Article 12. Pets not owned or registered by the resident with The Authority shall not be kept by the resident for any length in time or under any circumstances.

Article 13. No pet under any circumstance shall be left chained or leashed to Authority property outside the unit regardless of whether resident/pet owner is present.

Article 14. All leashes shall not exceed six (6) feet in length, furthermore, the use of quick release leashes are forbidden.

Article 15. Pets/animals not owned by the resident shall not be kept on a temporary basis for any length of time or under any circumstance.

(14) LICENSING, INSURANCE, & REGISTRATION OF PETS

The Authority reserves the right to establish reasonable guidelines for the registration and licensing of pets on Authority property. Furthermore copies of documents including but not limited to: Licensing, registration, Insurance and training must be provided to the Authority at time of pet registration.

Article 1. Prior written Authority approval, evidenced by a signed lease addendum must be obtained prior to a resident owning or keeping a CHOP in a dwelling unit. (See Occupancy Lease)

Article 2. All residents/pet owners must register their pet with the City of New Britain prior to bringing such pet to the Authority.

Article 3. Residents must show written proof -at the time the pet is registered- from a licensed veterinarian of annual rabies, distemper, and all other Inoculations required by state and local law and that the animal has been spayed or neutered.

Article 4. All pets maintained by the residents must be registered with the Authority. This will include photos of dogs or cats.

Article 5. All residents/pet owners will be required to have appropriate insurance to cover unanticipated costs of their pet.

Article 6. All registered canine owners must have appropriate insurance that covers at a minimum \$6,000 in property damage and \$100,000 in general liability. In addition, the Authority must be named as the additional insurer in order for the Authority to be notified if the insurance is canceled. Proof of insurance must be provided at time of pet registration.

(15) PET FEES AND CHARGES

The Authority reserves the right to establish reasonable fees and charges (in accordance with federal, state and municipal laws and ordinances) in order to enforce the PCP.

Article 1. Annual Pet Fee: When the resident undergoes their Annual Income Verification they must pay an annual pet fee of \$35.00.

Article 2. Verification of Canine Training: If the owner of a canine can show verification of a AKA sanctioned canine training class then the \$35.00 Annual Pet Fee will be reduced to \$20.00

Article 3. Pet Deposit: All residents/pet owners must pay a one time refundable Pet Deposit (PD). The PD shall pay for reasonable expenses directly attributed to the presence of the pet in the unit/development, including, but not limited to, the cost of repairs, replacement, fumigation of the unit; etc. The PD for dogs is \$80.00 and \$50.00 for cats. All other pets require a PD of \$ 40.00. The PD will be put into an interest bearing escrow account and be refunded, reduced by the

amount of damage, if any, to the premises caused by the pet, to the resident upon his/her termination of residency or when pet is removed.

Article 4. Pet Registration Charge: All residents registering a pet for the first time must pay a one time Pet Registration Charge of approximately \$15.00.

Article 5. Pet Waste Removal Charge (PWRC): Residents/pet owners that do not pick up their pets droppings will be fined a PWRC of approximately \$5.00 per occurrence.

Article 6. Violation of PCP Charges: The Authority shall establish a schedule for fees and/or charges to be assessed against the resident /pet owner who violates the Authority's PCP. These charges and reasonable expenses directly attributable to the presence of the pet in the developments shall be deducted from the security deposit or charged to the pet owner if such charges exceed the pet deposit.

Article 7. Other Fees and Charges: The resident shall pay for the costs of repairs, any and all damages caused by the pet to the buildings, grounds, flooring, trim, finish, tiles, carpeting and other appurtenances. If damage is in the nature of stains or chemicals requiring the removal of stains and such damage cannot be restored to the original condition, residents shall pay the full cost and expense of replacing the item.

Article 8. Additional Fees and Charges: The owner of the pet (CHOP) is responsible for any attacks, bites, intimidation, barking or any adverse action that would disturb other persons and/or residents peaceful enjoyment of their accommodations and will be conducive to maintaining the development in a decent, safe and sanitary condition. The Housing Authority of the City of New Britain will be held harmless and its officers, agents, and employees from the against all claims, damages, losses and expenses, including but not limited to.

(16) NOTICE FOR PET REMOVAL AND TERMINATION OF TENANCY

If the resident/pet owner and the Authority are unable to resolve a violation of the PCP or the pet owner fails to correct the violation within ten (10) days, or such time as allowed by Federal and/or State law or fails to make a written request for a meeting to discuss the violation, the Authority may service notice to remove the pet and/or terminate residents tenancy.

The notice shall contain:

1. A brief statement of the factual basis for the Authority's determination of the PCP rule that has been violated.
2. The requirements that the resident/pet owner must remove the pet within ten (10) days, or such time as allowed by Federal and/or State law, of the effective date of the notice of pet removal.

3. The Pet's owner failure to correct the violation, to request a meeting or to appear at the requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

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:

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)

 - (14) Reviewed previous 5 year plan for 2003 in detail ensuring that all current procedures are reflected in the new 5 year plan for 2004.
 - (15) Made changes to plan as documented during the procedure review process
 - (16) Added new procedures and policies based upon staff and resident input.

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)
Elected by the mayor of the City

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: (provide name here)

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)
- Other: (list below)

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

D. Other Information Required 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.

PHA Plan Table Library

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: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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)	
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	

Annual Statement
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

Annual Statement

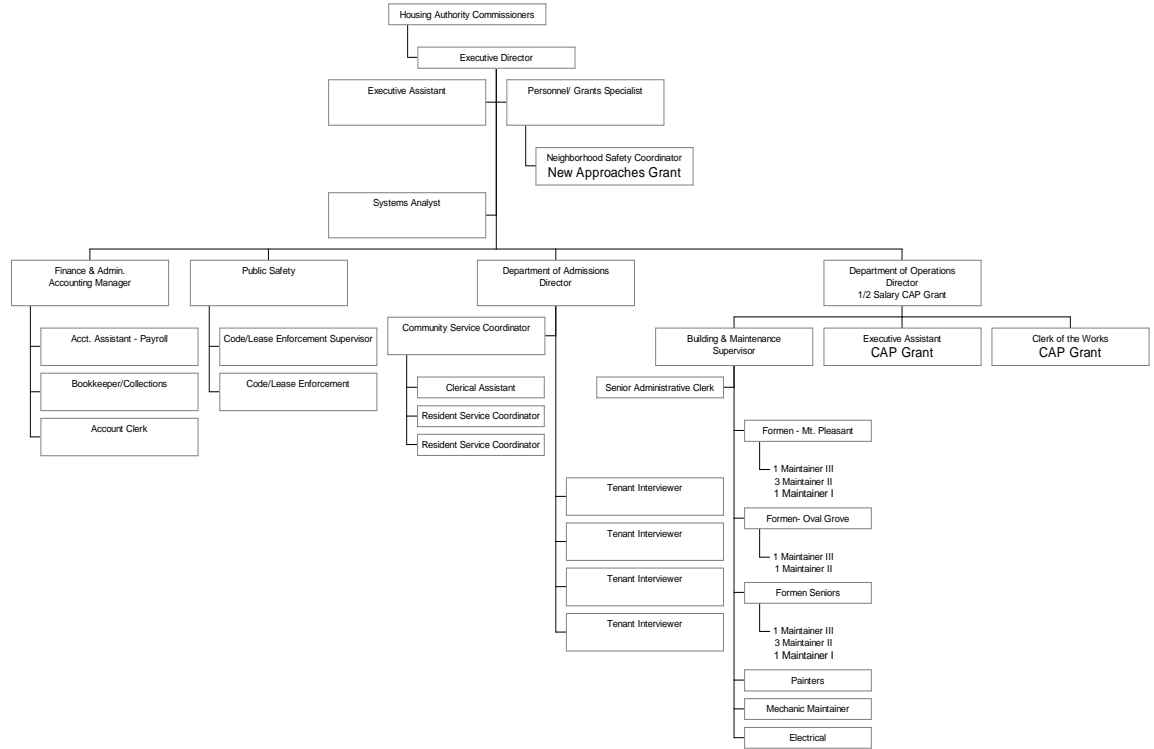
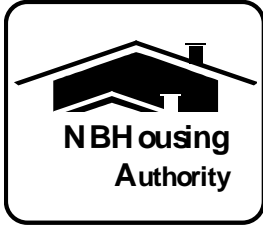
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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				



**Housing Authority of the City of New Britain
2003**

CAPITAL FUND PROGRAM 2004

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550104, ORIG. Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Rev. 1	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	165,000.00			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	142,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	88,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,050,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	305,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,750,000.000			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: CT26P00550104 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original		Actual	Original		Actual		
CT 5-1 A.	9/2006			9/2008				
CT 5-3 A.	9/2006			9/2008				
B.	9/2006			9/2008				
CT 5-5 A.	9/2006			9/2008				
CT 5-7 A.	9/2006			9/2008				
B.	9/2006			9/2008				

Capital Fund Program Five-Year Action Plan CT26P00550104
Part I: Summary

PHA Name NEW BRITAIN HOUSING AUTHORITY		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1 2004	Work Statement for Year 2 FFY Grant: 2005 PHA FY:	Work Statement for Year 3 FFY Grant: 2006 PHA FY:	Work Statement for Year 4 FFY Grant: 2007 PHA FY:	Work Statement for Year 5 FFY Grant: 2008 PHA FY:
A. CT 5-1 MT PLEASANT CT 5-2 OVAL GROVE CT 5-3 KNAPP VILLAGE CT 5-4 KENNEDY APTS. CT 5-5 RIBICOFF APTS. CT 5-7 GRAHAM APTS. CT 5-9 D'AMATO APTS.	Annual Statement				
B. Physical Improvements Total		1,355,000.00	1,355,000.00	1,355,000.00	1,355,000.00
C. Administration		142,000.00	142,000.00	142,000.00	142,000.00
D. Fees & Costs		88,000.00	88,000.00	88,000.00	88,000.00
E. Operations		165,000.00	165,000.00	165,000.00	165,000.00
Total CFP Funds (Est.)	1,750,000.00	1,750,000.00	1,750,000.00	1,750,000.00	1,750,000.00
Total Replacement Housing Factor Funds					

CAPITAL FUND PROGRAM 2003

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: NEW BRITAIN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: CT26P00550103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	165,000.00			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	142,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	88,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	320,000.00			
10	1460 Dwelling Structures	955,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	105,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	25,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,750,000.00			
	Amount of line XX Related to LBP Activities	340,000.00			
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: CT26P00550103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
CT 5-1	A.	9/2005			9/2007			
	B.	9/2005			9/2007			
	C.	9/2005			9/2007			
	D.	9/2005			9/2007			
CT 5-2	A.	9/2005			9/2007			
CT 5-3	A.	9/2005			9/2007			
CT 5-5	A.	9/2005			9/2007			
	B.	9/2005			9/2007			
CT 5-7	A.	9/2005			9/2007			
	B.	9/2005			9/2007			
CT 5-9	A.	9/2005			9/2007			
	B.	9/2005			9/2007			

CAPITAL FUND PROGRAM 2002

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	135,000.00			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	142,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	108,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	225,000.00			
10	1460 Dwelling Structures	1,053,641.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,663,641.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

CAPITAL FUND PROGRAM 2001

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550101, REV. 2 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Rev. 1	Rev. 2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	349,636.60		
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	140,000.00	140,000.00	83,480.31	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	169,355.00	129,050.00	109,355.00	0
8	1440 Site Acquisition				
9	1450 Site Improvement	732,300.00	430,488.22	12,300.00	0
10	1460 Dwelling Structures	561,006.82	554,537.00		
11	1465.1 Dwelling Equipment—Nonexpendable	120,521.18	120,521.18	91,195.00	0
12	1470 Nondwelling Structures	25,000.00	23,950.00		
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,748,183.00	1,748,183.00	296,330.31	0
	Amount of line XX Related to LBP Activities	60,000.00	19,695.00	0	0
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security—Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

MARCH 2003

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550101, REV. 2 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
					Rev. 1	Rev. 2		
CT 5-1	A. BASEBOARD HEATING SYSTEM		1465.1		120,521.18	120,521.18		
MT PLEASANT	SYSTEM AND STEAM CONTROLS							
CT 5-2	A. SIDEWALKS, STOOPS, STORM		1450		400,000.00	98,188.22		
OVAL GROVE	DRAINS AND PARKING AREAS							
CT 5-3	A. SITE IMPROVEMENTS AND		1450		12,300.00	12,300.00		
KNAPP	DRAINAGE							
VILLAGE	B. COMMUNITY ROOM UPGRADES		1470		25,000.00	23,950.00		
CT 5-4	A. SITE IMPROVEMENTS		1450		50,000.00	50,000.00		
KENNEDY	B. REPLACE/REFURBISH WINDOWS & INSTALL A/C SLEEVES		1460		250,000.00	100,000.00		
CT 5-5	A. SITE IMPROVEMENTS		1450		70,000.00	70,000.00		
RIBICOFF	B. REPLACE/REFURBISH WINDOWS & INSTALL A/C SLEEVES		1460		153,183.00	118,657.50		
CT 5-7	A. SITE IMPROVEMENTS		1450		200,000.00	200,000.00		
GRAHAM	B. REPLACE/ REFURBISH WINDOWS & INSTALL A/C SLEEVES		1460		0	118,657.50		CFP 2003
CT 5-9	A. ENCLOSE SANITARY LINES AND		1460		157,823.82	217,222.00		
D'AMATO	INSULATE , INSTALL FIRE PROOFING							
	SUBTOTAL				1,458,183.00	1,129,496.40		
	TOTAL				1,748,183.00	1,748,183.00		

MARCH 2003

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: CT26P00550101, REV 1 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Rev. 1	Actual	Original	Rev. 1	Actual		
CT 5-1 A.	9/2003	9/2003		9/2004	9/2004			
CT 5-2 A.	9/2003	9/2003		9/2004	9/2004			
CT 5-3 A.	9/2003	9/2003		9/2004	9/2004			
	B.	9/2003		9/2004	9/2004			
CT 5-4 A.	9/2003	9/2003		9/2004	9/2004			
	B.	9/2003		9/2004	9/2004			
CT 5-5 A.	9/2003	9/2003		9/2004	9/2004			
	B.	9/2003		9/2004	9/2004			
CT 5-7 A.	9/2003	9/2003		9/2004	9/2004			
	B.	9/2005	9/2003		9/2005	9/2004	MOVED FROM CFP 2003	
CT 5-9 A.	9/2003	9/2003		9/2004	9/2004			

MARCH 2003

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: HOUSING AUTHORITY of the CITY of NEW BRITAIN	Grant Type and Number Capital Fund Program Grant No: CT26P00550100, REV. 3 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Revision 2	Revision 3	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	170,942.00	170,942.00	170,942.00	-----
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	133,500.00	133,500.00	133,500.00	-----
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	115,000.00	115,000.00	45,000.00	-----
8	1440 Site Acquisition				
9	1450 Site Improvement	283,975.00	283,975.00	103,975.00	-----
10	1460 Dwelling Structures	210,000.00	210,000.00	210,000.00	-----
11	1465.1 Dwelling Equipment—Nonexpendable	221,000.00	221,000.00	81,000.00	-----
12	1470 Nondwelling Structures	575,000.00	575,000.00	550,000.00	-----
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,709,417.00	1,709,417.00	1,294,417.00	-----
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

DECONCENTRATION OF POVERTY AND INCOME MIXING

The New Britain Housing Authority's admission policy is designed to provide for de-de-concentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. The projects to be affected are those occupied predominantly by families with children.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The Housing Authority will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Authority's de-concentration efforts.

The New Britain Housing Authority will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the Authority in its de-concentration goals.

* If the Authority's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the Housing Authority will evaluate the changes to determine whether, based on the New Britain Housing Authority methodology of choice, the project needs to be re-designated as a higher or lower income project or whether the Housing Authority has met the de-concentration goals and the project needs no particular designation.

De-concentration and Income-Mixing Goals

* Admission policies related to the de-concentration efforts of the Authority do not impose specific quotas. Therefore, the New Britain Housing Authority will not set specific quotas, but will strive to achieve de-concentration and income mixing in its developments.

* The New Britain Housing Authority's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The Housing Authority will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the Authority.

*The New Britain Housing Authority's income mixing goal, in conjunction with the requirement to target at least 10 percent of new admissions to public housing in each fiscal year to "extremely low—income families", will be to achieve the following occupancy percentages:

For higher income projects, all occupancy rate of 20% very low- and extremely- low—income families.

For lower income projects, an occupancy rate of 20% families at or above the low-income limit (75% of area median).

In 2003, the New Britain Housing Authority will strive to achieve the following goals for de-concentration of poverty and income-mixing:

1. Increase of 3 lower income families into higher income developments.

2. Increase of 3 higher income families into lower income developments.

* In the upcoming fiscal year, the Housing Authority will target the following developments for de-concentration and income mixing to achieve the goals stated above:

Lower income developments where the Authority's goal is to increase higher income families:

Mt. Pleasant CT005-O1

Higher income developments where the Authority's goal is to increase lower income families:

Oval Grove CT005-O2

* The New Britain Housing Authority will add additional sites to its de-concentration goals each year until it has met its desired goal for all of its developments.

Project Designation Methodology

* Aggregate Average Method

The New Britain Housing Authority will review the annual resident income of Mt. Pleasant and Oval Grove and using the incomes of all families in listed developments as a baseline, determine the average income of all of its resident families.

The Housing Authority will designate higher income developments those with average income above the aggregate average.

* **PHA Incentives for Higher Income Families**

The New Britain Housing Authority will offer a flat rent option as an incentive to higher income families willing to move into lower income projects. The Authority will not take any adverse action against any higher income *family* declining an offer by the Authority to move into a lower income project.

* **Site Based Certificates**

In the incoming year, The *New* Britain Housing Authority plans on requesting authorization from HUD to convert 15% of the Authority's Section 8 Vouchers to site based which will be utilized in the Authority's State Moderate Program.

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
NEW BRITAIN, CONNECTICUT

DWELLING LEASE

LEASE NO.

UNIT NO. «Unit»

I. DEFINITION:

- A. The terms "we", "us", and "our" mean the Housing Authority of the City of New Britain.
- B. The terms "you" and "your" mean «Name».
- C. The term "apartment" means the dwelling unit at «Address».

«Bedrooms»	«Prorata»	«Project»
# of rooms	Pro rata	Project

II. PARTIES AND PREMISES:

We hereby lease to «Name» and «Tenant1» who accept(s) possession for you and the members of your Household shown in Section III under the terms and conditions stated therein.

III. MEMBERS OF YOUR HOUSEHOLD WHO WILL LIVE IN UNIT:

Name	Relationship	Date of Birth	Social Security Number
«Name1»	«Relationship1»	«DOB1»	«SSN1»
«Name2»	«Relationship2»	«DOB2»	«SSN2»
«Name3»	«Relationship3»	«DOB3»	«SSN3»
«Name4»	«Relationship4»	«DOB4»	«SSN4»
«Name5»	«Relationship5»	«DOB5»	«SSN5»
«Name6»	«Relationship6»	«DOB6»	«SSN6»
«Name7»	«Relationship7»	«DOB7»	«SSN7»
«Name8»	«Relationship8»	«DOB8»	«SSN8»

Any additions to the Household members listed above require our advance written approval. This includes Live-in Aids and foster children or adults, but excludes natural births. We shall approve the additions if they pass the screening and an appropriate size unit is available. Deletions from the Household shall be reported to us within ten (10) days.

IV. TERM:

LEASE TERM: This Lease shall begin on «Leasedate». The term shall be one year.

V. RENT:

- A. Rents are established and revised by us under applicable federal and state laws and regulations.
- B. Each month, until revised, you will pay the amount of \$ «Rent» for rent. You will pay the rent on the first day of each month.
- C. You must pay your rent on or before the tenth day of each month. If you fail to pay your rent on or before the tenth day of each month, or at such times as provided by governmental regulations, we may terminate this lease. A \$25.00 late charge will be imposed by us which will become due and collectible as part of the rent.

D. Check One:

«Re This rent is based on the Authority-determined flat rent for this unit.

«Re This rent is based on the income and other information reported by the Resident.

If a family is paying the minimum rent and its circumstances change creating an inability to pay the rent, the family may request suspension of the minimum rent because of a recognized hardship.

E. If a check with which you have paid your rent is not honored by the bank on which it is drawn, a charge of \$20.00 will be added to all sums due from you.

F. Acceptance of rent after your default of this Lease shall not constitute a waiver of our right to terminate this Lease.

VI. SECURITY DEPOSIT:

- A. If your apartment is in a federal low rent project, you will pay one month's rent as a security deposit.
- B. If your apartment is in a state moderate rent project, you will pay one month's rent as a security deposit.
- C. When your lease is at an end, we may use the security deposit to pay for repairs of damage to the apartment caused by you or any person who was in the apartment with your knowledge. We may also use the security deposit for any rent or charges in addition to rent which you owe us when you vacate the apartment. We will tell you, in writing, of all charges which we paid out of your security deposit when you vacate.
- D. We will not use the security deposit to pay for rent or other charges while you occupy the apartment.
- E. Your security deposit will be \$ «Securitydep».

VII. UTILITIES:

A. Utilities provided by us are determined in accordance with federal and state laws and regulations.

B. «U We will provide the apartment with heat and hot water.

«U We will not provide the apartment with heat and hot water.

C. «U We will provide the apartment with gas, but no more than «C cubic feet every three months. You will pay for the use of gas in excess of this amount at the prevailing rate.

«U We will not provide the apartment with gas.

D. «U We will provide the apartment with limited electricity. The amount is as follows:

January through March «C KWH

April through June «C KWH

July through September «C KWH

October through December «C KWH

You will pay for the use of electricity in excess of these amounts at the prevailing rate.

You will pay for excess utility use in addition to and as part of the rent in the month after we determine the amount which you owe.

«U We will not provide the apartment with electricity. If we do not provide any of the above (A-C) at any time, you will be notified, in writing.

E. We may change the amount of utilities stated in this lease at any time during the lease, provided you are given written notice of the change.

F. We are not responsible if we fail to furnish utilities for any cause beyond our control.

G. Prior to occupancy the residents are responsible to transfer utilities.

VIII. CHARGE(S) IN ADDITION TO RENT:

- A. Charge(s) in addition to rent shall be determined in accordance with federal and state laws and regulations.
- B. You will be charged by us for the cost of maintenance and repairs beyond normal wear and tear which shall not be collectable until two weeks after we give you written notice of the charge(s).
- C. Maintenance and repair costs shall be determined by a schedule of charges. A copy of the fee schedule for charges in addition to rent is posted and available at the project office for your review.
- D. If you disagree with a charge(s) in addition to rent, you are entitled to request a grievance hearing in accordance with Section XIV of this lease.

IX. REDETERMINATION OF RENT; APARTMENT SIZE; ELIGIBILITY:

- A. Periodically and at our request, you agree to furnish such information and certifications regarding family composition and income as may be necessary for us to make determinations with respect to rent, eligibility, and appropriateness of dwelling size. Failure to provide such information is grounds for eviction.
- B. We will use this information to decide if your rent should be changed, if your apartment size is right for you and if you are still eligible for public housing. We will decide in accordance with the approved schedule of rent and the statement of income and occupancy limits which are posted in the administrative offices.
- C. (1) Income reviews will be held every third year for Residents choosing the flat rent option. Residents who have chosen this option will be notified at the appropriate time for their recertification. At the time of the review the Resident may elect to change his or her rent choice option. We will have rental determinations each year for Residents who are paying rent based on their income. If you are in a low rent project, your rent may be changed before the next regular rent determination for any of the following reasons:
 - (a) Your circumstances change and have continued for at least one month and seem likely to continue for some time so that a decrease in rent is justified under the schedule of rents or to avoid a hardship.
 - (b) You begin to get public assistance, or your public assistance ends. You must report the change to us in ten days.
 - (c) You misrepresented the facts to us upon which your rent is based so that your rent has been less than what you should have been paying. In this case, the rent will be raised retroactively.
 - (d) By governmental law or regulations.
- (2) Residents must promptly report to us any of the following changes in Household circumstances when they occur between Annual Rent recertification:
 - (a) A member has been added to the family through birth, adoption, or court-awarded custody.
 - (b) A Household member is leaving or has left the family unit.

In addition, Residents paying rent based on a percentage of income may report the following activities that occur between the Annual Rent Recertifications:

- (a) A decrease in annual income;
- (b) Childcare expenses for children under the age of 13 that are necessary to enable a member of the Household to be employed or to go to school;
- (c) Handicapped assistance expenses, which enable a family member to work;
- (d) Medical expenses of elderly, disabled, or handicapped-headed Households that are not covered by insurance; or
- (e) Other family changes that impact their adjusted income.

Notwithstanding the provisions listed above, a Resident's rent shall not be reduced if the decrease in the family's annual income is caused by a reduction in the welfare or public assistance benefits received by a family that is a result of the Resident's failure to comply with the conditions of the assistance program requiring participation in an economic self-sufficiency program or other work activities. In addition, if the decrease in the family's annual income is caused by a reduction in welfare or public assistance benefits received by the family that is a result of an act of fraud, such decrease in income shall not result in a rent reduction. In such cases, the amount of income to be attributed to the family shall include what the family would have received had they complied with the welfare requirements or had not committed an act of fraud.

For the purposes of rent adjustments, the reduction of welfare or public assistance benefits to a family that occurs as a result of the expiration of a time limit for the receipt of assistance will not be considered a failure to comply with program requirements. Accordingly, a Resident's rent will be reduced as a result of such a decrease.

(3) If we change your rent, we will mail or deliver to you a "Notice of Rent Adjustment".

(a) The notice shall state the new amount, the date from which the new amount takes effect, and the deadline to request a grievance hearing.

(b) You may ask us for an explanation stating the specific grounds for the rental redetermination. If you do not agree with the rental redetermination, you have the right to request a grievance hearing, if you give us notice in accordance with Section XIV of this lease.

(c) If we decrease your rent, the change will have effect from the first of the following month, if you give us written notice with written verification by your employer or other source by the 15th of the previous month. If we increase your rent, the change will have effect from the first day of the second following month, unless the increase results from your misrepresentation of the facts to us.

D. If you are in a moderate rent development, we will change your rent as approved by the Department of Economic and Community Development of the State of Connecticut.

E. If we decide that your apartment is no longer the right size for you, we shall notify you of this. Then, you must sign a new lease in the same form as this lease, for another apartment. You must transfer to the right-sized apartment within seven days after you receive our notice that a unit is available. You may ask for an explanation stating the specific grounds for the transfer determination. If you do not agree with the transfer determination you have the right to request a grievance hearing, if you give us notice in accordance with Section XIV of this lease.

X. OCCUPANCY:

A. Your Right to Use and Occupancy:

(1) You shall have the right to exclusive use and occupancy of the apartment for residence by your Household.

(2) You also have the right to reasonably accommodate guests or visitors. "Guest" means a person in the apartment with the consent of a Household member. Household members shall comply with our rules on use of the dwelling unit by guests or visitors in any 15 days.

(3) With our consent, in writing, you may accommodate foster children and live-in care of a member of your family, or engage in legal profit-making activities that are incidental to the primary use of the apartment.

B. Our Obligations:

Our obligations under the lease shall include the following:

(1) To provide services and maintenance for the dwelling unit, equipment, and for the common areas and facilities, which are needed to keep the housing in decent, safe and sanitary conditions. In addition, to provide a stove and refrigerator in the low rent program only.

(2) To comply with the requirements of applicable state and local building or housing codes concerning matters materially affecting the health or safety of the occupants.

(3) To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators.

(4) To provide and maintain appropriate receptacles and facilities, excluding exclusive use containers of the individual Household, for the deposit of ash, garbage, rubbish, and other waste.

(5) To supply running water and reasonable amount of hot water and reasonable amounts of heat at the appropriate times of the year.

(6) To notify you of the specific grounds for any lease termination or any proposed adverse action by us including but not limited to: material non-compliance with the lease, transfer to another unit, imposition of charges for maintenance and repair, or for excess consumption of utilities.

(a) The notice of lease termination or proposed adverse action shall inform you of the right to request a grievance hearing; excluding, lease termination for any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or our employees, or any drug-related criminal activity on or near our premises.

(b) In the case of a proposed adverse action other than lease termination, we shall not take the proposed adverse action until the time for you to request a grievance hearing has expired and if a grievance hearing was timely requested, until the grievance process is completed.

(7) If the apartment is damaged to the extent that conditions are created which are hazardous to life, health or safety of the occupants:

(a) We shall repair the unit in a reasonable time, provided that if the damage was caused by you, your Household or guests, the reasonable cost of the repairs shall be charged to you.

(b) Where repairs cannot be made within a reasonable time, we shall offer alternative accommodations similar to the damaged unit, if available. However, if you are responsible for apartment damage costs of such damage to be paid or arranged prior to any transfer.

(c) If we fail to abide by paragraphs b or c of this section, your rent may be abated in proportion to the seriousness of the damage and loss in value of the unit or if alternate accommodations are not provided, except that no abatement of rent shall occur if you request the alternative accommodations or if the damage was caused by you, your Household or guests.

C. Your Obligations:

The obligations of you and your Household under the lease shall include the following:

(1) Shall use the dwelling unit (A) solely for residence by the Household, and (B) as your only place of residence, and not use or permit its use for any other purpose.

(2) Shall not sublease or assign the lease, or provide accommodations for boarders or lodgers.

(3) If the apartment is damaged to the extent that the conditions are created which are hazardous to life, health or safety of occupants, you shall immediately notify management of the damage.

(4) Shall supply any certification, release information or documentation which we, HUD or the State Department of Economic and Community Development determine to be necessary, including submissions required by us for an annual reexamination or interim reexamination of Family income and composition in accordance with HUD and State regulations and sign a new lease on an annual basis.

(5) Shall move from the dwelling unit in either of the following circumstances:

(A) We determine the Household is residing in a unit which is larger or smaller than appropriate for the Household size and composition under our unit size standards, or determine that the character of the unit is otherwise inappropriate for the Household size and composition, or determine that the unit requires substantial repairs, is scheduled for modernization, or is not in decent, safe and sanitary condition, and we offer you another dwelling unit. The offered unit shall be decent, safe and sanitary and of appropriate size under our unit size standards.

(B) The dwelling unit is hazardous to the health or safety of the occupants, and we offer you another dwelling unit if available.

(6) Shall abide by necessary and reasonable regulations promulgated by us for the benefit and well being of the housing project and the tenants, which shall be posted in the project office.

(7) Shall comply with all obligations imposed upon you by applicable provisions of building and housing codes materially affecting health and safety.

(8) Shall keep the dwelling unit and such other areas as may be assigned to you for your exclusive use in a clean and safe condition.

(9) Shall dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner.

(10) Shall use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appurtenances including elevators.

(11) Shall refrain from, and to cause the Household and guests to refrain from destroying, defacing, damaging, or removing or modifying any part of the dwelling unit or project.

(12) Shall pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, or the project (including damages to project buildings, facilities or common areas) caused by you, a member of the Household or a guest.

(13) Shall act, and cause Household members or guests to act, in a manner that will not disturb other resident's peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe and sanitary condition.

(14) Shall not engage in criminal activity in the dwelling unit or premises, and shall prevent criminal activity in the unit or premises by Household member and/or guests. Any of the following criminal activities by a Household member, on the premises, shall be a violation of the lease a cause for termination of tenancy and for eviction from the unit; (a) any crime of physical violence to persons or property that threatens the health, safety or right to peaceful enjoyment of our premises by other residents or employees; (B) illegal use, sale manufacture or distribution of narcotics, or possession with the intent to use, sell, manufacture, or distribute controlled substances

(C) illegal use, sale, manufacture or distribution of alcohol in a way that may interfere with the health, safety or rights to peaceful enjoyment of the premises by other residents.

(14a) The possession of an illegal unregistered firearm in public housing is a direct violation of your Rental Lease Agreement and is subject to eviction.

(15) Shall not commit any fraud in connection with any Federal housing assistance program.

(16) Shall not receive assistance for occupancy of any other unit assisted under the Federal housing assistance program during the term of the lease.

(17) Failure to abide by the Authority's **Trespassing Policy**. Leaseholder and/or household members shall not allow the presence of guests who have been listed as "trespassers" by the Authority after you or your Household members have received notice from the Authority that the individual(s) have been admonished to stay away from the Authority premises on penalty of arrest for trespass.

(18) Shall not change or alter the locks in any manner without written permission of the Authority.

(19) Lease holder, household members and/or guests committed the following violations (s) of the Authority **Smoke Detector Policy**; (a) tampered, defaced, damaged, removed or disengaged smoke detector (s) from their dwelling unit and/or legally required common areas; (b) Lease holder failed to notify Housing Authority's Maintenance Division of a non-functioning (result of dead or low batteries) smoke detector within their dwelling unit.

(20) Leaseholder, members of the household and/or guests violated the following provision (s) of the Housing Authority's **Pet Control Policy**; (a) failure to spade or neuter; (b) failure to register the pet with the Authority; (c) having a pet not allowed by the Authority; (d) not caring for the pet as mandated by the **Pet Control Policy (PCP)** and/or State and Local Health and/or Anti-Animal cruelty laws; (e) failure to license and/or register the pet with the local municipality;

(f) failure to use a leash and/or inappropriate use of a leash; (g) failure to abide by the provision (s) contained in the PCP ; (h) failure to properly dispose of pet waste/droppings

(21) Leaseholder, members of the household and/or guests violated the following provision (s) of the Housing Authority's **Parking Use Policy (PUP)**; (a) failure to register motor vehicle with the State of Connecticut and/or Authority; (b) parking in a prohibited area; (c) conducting unauthorized auto repairs on Authority property; (d) having an abandoned/inoperable motor vehicle(s) on Authority property; (e) failure to abide by the provision (s) contained in the PUP Policy

(22) Failure to abide by the Authority's **Pest Control Policy**

(23) Leaseholder, household members and/or guest committed the following violations(s) of the Authority's **Call-For-Aid Policy** (a) tampered, defaced or damaged the Call-for-Aid unit(s) within the dwelling unit and/or legally required common areas; (b) lease holder failed to notify NBHA's Maintenance Department of a non-function Call-for-Aid unit within their dwelling unit; (c) NBHA Personnel (Maintenance and/or Public Safety) may enter your apartment without notice to test, inspect and/or verify operation of the Call-for-Aid unit(s); this is classified as an emergency.

(24) Failure to abide by the Authority's **Visitor's Policy**.

(25) Failure to abide by the Authority's **"One Strike and You're Out"**

(26) Failure to abide by the Authority's **Shopping Cart Policy**.

XI. PRE-OCCUPANCY AND POST-TERMINATION INSPECTIONS; ENTRY:

A. Before you move into your apartment we both shall inspect it and note, in writing, the condition of the apartment and equipment. You may have a representative join in the inspection.

B. After you move in, we may enter your apartment at reasonable times for the purpose of performing routine inspections and maintenance or for making improvements or repairs. We will give you at least 24 hours prior notice of the date and purpose of our entry.

C. We may enter your apartment without notice if we have reasonable cause to believe there is an emergency.

D. If we enter the unit while your and your Household members are absent, we will notify you, in writing, at once of the date, time and purpose of entry prior to leaving the unit.

E. When you vacate, we will inspect the apartment and tell you, in writing, of any charge which you must pay. You and your representatives may join in our inspection.

XII. LEGAL NOTICE:

- A. Any notice shall be given in accordance with federal and state laws and regulations.
- B. Any notice which we must give you under this lease will be in writing. Unless the law requires otherwise, we can give sufficient notice in any one of the following ways:
 - (1) Notice may be delivered to you by first class mail.
 - (2) Notice may be mailed to you by certified mail, return receipt requested, postage paid.
 - (3) Notice may be hand delivered to you or any adult who answers your door.
 - (4) Notice may be delivered by any other means reasonably likely to give you actual notice.
 - (5) If you are visually impaired, all notices will be in an accessible format.
- C. Any Notice you must give us under this lease will be in writing. You can give sufficient notice in any one of the following ways:
 - (1) Notice may be delivered to our office.
 - (2) Notice may be mailed by certified mail, postage paid, to Housing Authority of the City of New Britain, 34 Marimac Road, New Britain, Connecticut 06053.
- D. Either you or we can give notice on any day of the month.

XIII. TERMINATION OF LEASE:

- A. You may terminate this lease any time by giving us 30 days notice. You will leave your apartment in clean and good condition. You will return all keys to us.
- B. We may terminate your lease for serious or repeated violations of the lease or other good cause by giving you notice as required by law. Serious violation of the lease or other good cause includes, but is not limited to the following cases.
 - (1) Your failure to timely supply to us any certification, release information or documentation on Family income or composition;
 - (2) Your non-payment of rent or charges;
 - (3) You caused, (a) physical violence to other tenants or employees, or threaten the health, safety or right to peaceful enjoyment of our premises by other residents or employees; (b) illegal use, sale, manufacture or distribution of a controlled substance, or possession with the intent to use, sell, manufacture, or distribute controlled substances, on or near the premises; and/or "One Strike and You're Out"
 - (4) You failed to comply with the rules and regulations or obligations referred to in your obligations, Section X-C.
- C. You have the right to a grievance hearing except for conduct which is a threat to the health and safety of other tenants and our personnel or the illegal use, sale, manufacture or distribution of a controlled substance, or possession with the intent to use, sell, manufacture, or distribute controlled substances on or near the premises. Your tenancy shall not terminate until the time for you to request a grievance hearing has expired, and if a grievance hearing was timely requested, after the grievance process has been completed.

XIV. GRIEVANCE PROCEDURE:

We have posted a Grievance Procedure in our administrative office. Its terms are part of this lease. You must follow this procedure if you wish to resolve any grievance or appeal arising from this lease.

XV. LEGAL COSTS:

In the event we sue you for any sum due under this lease, and judgment is rendered against you, we shall be entitled to collect that sum together with the costs of collection such as attorney's fees as allowed under the law.

XVI. MODIFICATION:

Modification of this lease must be accomplished by a written rider, executed by both parties, except those that are posted in accordance with 24 CFR 966.5 or adopted by the Authority and approved by HUD as part of the annual plan submission.

XVII. CERTIFICATION:

A. You certify that you and other members of the Household have not committed any fraud in connection with any Federal and State moderate housing assistance programs, unless any such fraud was fully disclosed to us before execution of this lease or our approval for occupancy of the unit by Household members.

B. You certify all information or documentation submitted by you and other Household members to us in connection with your application for or continued occupancy of any Federal housing assistance program or any State moderate rental program are true and complete to the best of your knowledge and belief.

IN WITNESS WHEREOF, we, through our duly authorized officer or representative, and you, have executed this lease this «Day» day of «Month», «Year».

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN

Signed, Sealed and Delivered
in the presence of:

Head of Household

Duly Authorized

Spouse

Witness – NBHA Management

Other

Witness – NBHA Management

Membership of the Resident Advisory Board - 2003

ROSTER

NAME/ADDRESS/CITY/ST	STAFF	RESIDENT
Mary Brody, Systems Analyst Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 236	X	
Victor F. Cassella, Deputy Executive Dir. Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 207	X	
Kim Burton, Lease & Code Supervisor Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 210	X	
Nancy Fontanez, Code Lease Enforcement Officer Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 210	X	
Betty Evans, Director of Comm. Affairs Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 230	X	
Ethel Fuller, Vice-President Oval Grove Resident Council 73 Malikowski Circle New Britain, CT 06053 860/229-9983		X Oval Grove
	X	

NAME/ADDRESS/CITY/ST	STAFF	RESIDENT
Axel Gonzalez, Director of Operations Housing Authority City of NB 34 Marimac Road New Britain, CT 06053		
Fredrick Gucken, Secretary Senior Tenant Coalition 107 Martin Luther King Dr. Apt. 812 New Britain, CT 06051		X Graham Apartments
Patricia Herman, Treasurer Mount Pleasant Resident Council 10 Armistice Street New Britain, CT 06053 No phone		X Mount Pleasant
Melvin Yopp, Vice-President Pinnacle Heights Resident Council 158 Marimac Road New Britain, Ct 06053		X Pinnacle Heights
Grizzella Pinero, President Oval Grove Resident Council 205 Malikowski Circle New Britain, CT 06053	X	X Oval Grove
Evelyn Rodriguez, Tenant Selection Supervisor Housing Authority City of New Britain 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 226	X	
Ronald Simpson, Director Of Admissions Housing Authority City of New Britain 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 203	X	
Robin Spencer, Commissioner / President 107 Martin Luther King Dr. Apt. 810 New Britain, CT 06051 860/612-0289		X Graham Apartment

Resident Membership on the Governing Board - 2003

John King
469 Lincoln Street
New Britain, CT 06053

David I. Pollowitz, Vice-Chairperson
541 Lincoln Street
New Britain, CT 06052

Kyle D. Anderson, Treasurer
148 Henry Street
New Britain, CT 06053

Bienvenido Sanchez, Commissioner
48 Marimac Road
New Britain, CT 06053

Resident

Robin Spencer, Commissioner
107 Martin Luther King Drive, Apt. 810
New Britain, CT 06051

Resident

Resident Advisory Board Meeting
5-Year Plan
4/30/03

Participants: Betty Evans, Director of Community Affairs and Programs, Kim Burton, Public Safety Supervisor, Melvin Yopp, Pinnacle Heights Resident Council, Victor Cassella, Deputy Executive Director, Grizzella Haughton, Oval Grove Resident Council and Judy Dubree, Maintenance Department

The meeting was held to review any suggested changes to the policies that were reviewed by the Advisory Board.

The following was discussed:

- Pest Control Policy
- Parking Policy
- Private Use Policy

Page 1, Article I, first paragraph to include the following: within the entire building including basement according to the City of New Britain housing code standard

Page 2, Article III, including wording such as 15 day notice instead of 14 day notice

Number 4 also included good house keeping standards according to the Housing Code of the City of New Britain

Additional grammatical changes:

Added a #8 to state the following: The Housing Authority has the right to enter all Authority property no one should have their own locks on their doors. The Authority does not want the keys, keep Authority locks on the doors. Should the Authority have to give you entrance into your unit after 4:30 p.m. you will be charge a lockout fee.

Public Use Policy:

Added an (I) to read: As stated in the fire regulations of the City of New Britain and (g) to read: All Authority Community Space will be available during the hours of 8:00 a.m. to 9:00 p.m. unless otherwise permitted by the Authority

The Application process: paragraph one, made the following changes: at least 14 days

Page 3

Bottom of page in (d) the sentence no reads no cooking with deep fat fryers will be allowed

Page 4

A third paragraph was included to read:
Shall be excluded from further consideration for use of Authority space and the Authority will take any other legal action afforded to cover.

Private Use Agreement

First paragraph: Change name from NITIBA to Housing Authority of the City of New Britain

2. added (if applicable)
6 or designee
7 removed at the rate of
13(d) no deep fat fryers
(e) or propane grills or deep fat fryers only on the exterior buildings 10 feet

Parking Policy

Page 1 Sec 1-1 change the name of the Authority from NBI-IA to Housing Authority of the City of New Britain

Sec 3-3 removed repetitive written to have one sentence read: Current, new residents and guest of the Authority housing development

Sec 4-4 #1 added or designee

Resident Advisory Board Meeting
5-Year Plan
5/07/03

Participants: Betty Evans, Director of Community Affairs and Programs Melvin Yopp, Pinnacle Heights Resident Council, Patricia Herman, Mount Pleasant Resident Council, Fred Gucken, Senior Coalition and Grizzella Haughton, President, Oval Grove Resident Council

The meeting was held to review any suggested changes to the policies that were reviewed by the Advisory Board.

The following was discussed:

Resident Council Budget Handbook

Page 1, made changes to #3 to include submit a board resolution to the Community Affairs Department

#4 to include resident activity sign-up log and five working days

Page 2 #5 change the heading to read Financial reporting instead of Quarterly and at the end of the paragraph (as requested by councils)

#6 change to 1. List of designated monthly activities, 2. projected cost, 3. Budget and 4. Actual cost

Deleted paragraph in #6

#7 removed (both line item and) added Executive Director to last sentence

Removed # 8 Page 3, removed Section XIV

Page 5 Sec IV Copied bullet to sentence

Page 6 Sec V, letter a, added board resolution and change from Community Specialist to Community Affairs

Deleted letter c and made d. c

Page 7, Section VI, #1 added the language (within five working days)

#3 added (originals) and deleted the last sentence in the paragraph

#4 added (originals)

Page 8, #5 added (this in money within the annual budget

#6, removed both line item and added Executive Director to the end of sentence

Section VII, #1, grammar change

#3 grammar change

#6 added (or the Community Affairs Office
will assist in making trip decisions

Page 9, Deleted #1, made #2 1 to read (Below are the steps each Resident Council must make in
requesting to reallocate finds from one month to the next

#1, letter B, added (Executive Director)

#1, letter C, deleted, making D, C and deleted the second sentence

Page 10 change the wording from Quarterly to Financial

Section IX, #1 as language (as requested to end of sentence)

Section IX, #2 Added Financial Statement #3 Added Financial Statement

Section X. #1 deleted first letter a and made b the new a

Letter b added (originals)

Page 11, Sec XI, #1 change the word to contin”ent

#1 added (and council by-laws) Deleted Section XII

Section XIII, Letter A change format to annual planning document and budget breakdown

Page 12, removed b, c, d and Capital B Letter C added (RC)

#3 grammar changes and added Executive Director to the end of sentence

See. **XIV**, Removed section Completed new forms

Resident Advisory Board Meeting
5-Year Plan
5/12/03

Participants: Betty Evans, Director of Community Affairs and Programs Melvin Yopp, Pinnacle Heights Resident Council, Patricia Herman, Mount Pleasant Resident Council and Fred Gucken, Senior Coalition

The meeting was held to review any suggested changes to the policies that were reviewed by the Advisory Board.

The following was discussed:

Parking Policy

Parking Policy

Page 2 #4 was changed to read Upon move-in or 15 days or immediately securing a vehicle the resident's change in vehicle plate/vehicle registration and insurance information will be verified and registered with the Authority

Section 5, included new language to create and I (in front of buildings>

Section 5 #2 removed the following wording: of Connecticut

Section 5 #3 added the language or cosmetic improvement

Section 5 #4 added the language of (If a resident has a motor vehicle not registered and cannot be safely operated then the Authority will grant the resident twenty four (24) hours to have the motor vehicle removed

Section 5 # 5 twenty four hours (24)

Section 5 #6 Removed: Guest of the Authority and its residents must park in those spaces allocated to visitors

Section 5 # 8 added language: No trucks or other vehicles are permitted on lawns when moving flirniture in or out of buildings; (2) School buses, boats, campers and commercial trucks are permitted to park anywhere in the housing

authority's developments; this includes parking lots and housing authority maintained streets within the development; (3) Parking lots cannot be used to repair or service cars; (4) Any violation of this towing policy will be subject to charge in addition to rent as, post posted in the main office for review.

Page 3 Added new Visitor's Pass Policy, which was provided by Public Safety Department

Page 4, removed paragraph letter A

Resident Advisory Board Meeting
5-Year Plan
5/21/03

Participants: Betty Evans, Director of Community Affairs and Programs Melvin Yopp, Pinnacle Heights Resident Council, Patricia Herman, Mount Pleasant Resident Council, Fred Gucken. Senior Coalition and Grizzella Haughton, President, Oval Grove Resident Council

The meeting was held to review any suggested changes to the policies that were reviewed by the Advisory Board.

The following was discussed: Shopping Cart Policy
 Trespasser
 Shopping Cart
 Smoke Detector

Trespasser Sec 1-1 removed
 Sec 3-3 removed RTUV
 Sec 4-4, deleted and wrote the basic
 statement for the Authority
 Sec 5-5 B. deleted (and state)
 Sec 9-9 deleted
 Sec 11-11 deleted
 Sec 12-12 deleted (both fedefal and state)
 Sec 13-13, #1 and #2 added (and/or
 designee)
 Sec 13-13, # 3 added (will)
 Sec 14-14 change address on Appendix
 Deleted Chiefs Office request for
 information
 Modified trespasser letter
 Deleted Trespass Affidavit

Section 1, Deleted Title of Policy Section 2, letter a, wrote the proper name of the agency, deleted last statement on letter b. deleted letter c, to make d, c
Section 3, made grammar changes Deleted Section 4
Section 5 added the language (with number assigned to the resident Section 7 deleted b Section 8 deleted

Smoke Detector Policy

Section 2, change name to (Housing Authority of the City of New Britain) Section 5 deleted the first sentence Section 7, deleted (either the) and change the spelling of publicly Smoke Detector Agreement deleted #3 and deleted the word disengaged in the last paragraph
Section 8 deleted A Section 8, B deleted first paragraph
Step three added (Public Safety Department) Step Four added(once conferring with agency attorney)

Resident Advisory Board Meeting
5-Year Plan
6/25/03

Participants: Betty Evans, Director of Community Affairs and Programs, Patricia Herman, Mount Pleasant Resident Council, Fred Gucken, Senior Coalition and Grizzella Haughton, President, Oval Grove Resident Council, Kim Burton, Public Safety Supervisor, Axel Gonzalez, Director of Operations and Victor Cassella, Deputy Executive Director

The meeting was held to review any suggested changes to the policies that were reviewed by the Advisory Board.

The following was discussed:

Section 8 Administrative Plan
ACOP Policy
Shopping Cart
Smoke Detector
Resident Council Handbook
Pest Control Policy
Trespasser Policy
Public Use Policy
Parking Policy

Upon final review of the list policies there were no changes of the following:

Shopping Cart
Smoke Detector
Resident Council Handbook
Pest Control Policy
Trespasser Policy
Public Use Policy
Parking Policy

The committee reviewed the suggested changes for the ACOP Policy for chapter one to include by legal counsel:

E: Non-Discrimination Standards (Book One) Added the following to page 1-4

Applicants employed by the Housing Authority of the City of New Britain

Section 8 Administrative Plan, Section 3

Add:

A.

- c. Date and time of application will only begin when all required information is received.
- d. Section 8 applicants employed by the Housing Authority of the City of New Britain.
- e. Admission Department employees are not to work on their own application or any family members including data entry
- f. All Section 8 Vouchers including employees or employees family members require the current signature of the Executive Director or his/her designee
- g. Data entries on a file of an employee or relative will be deemed to be a violation of 24CFR982.161 (a)(2)
- h. Effective immediately, the award of a Section 8 Voucher will be reported to the Executive Director as to the identity of the recipient whether there is any relation to any and that all required procedures have been followed

Public Hearing
5-Year Plan
9/03/03

Participants: Betty Evans, Director of Community Affairs and Programs, Attorney Arnold from Arnold & Associates, Board of Commissioners: Kyle Anderson, Treasurer, David Pollowitz, Vice Chairperson, Robin Spencer and Ben Sanchez, 4 residents from the D'Amato Building, Alderman Salvio, and two residents from the D'Amato Building

The public meeting was held to review all suggested changes to the policies that were reviewed by the Advisory Board.

The following was discussed:

Chapter One of the ACO Policy
Chapter 3 of the Section Admin Plan

The Board of Commissioners reviewed the following changes to the policies listed above.

ACOP

Chapter 1, Page 1-4, additional information was added to E: Non-Discrimination Standards to read: Applicants employed by the Housing Authority of the City of New Britain

Section 8 Administrative Plan

Chapter 3.0, Section 3.2 Family Status to read: A.
Family status.

A family with or without children. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that lives together in a stable family relationship.

A. Children temporarily absent from the home due to placement in foster care are considered family members.

b. Unborn children and children in the process of being adopted are considered family members for purposes of determining bedroom size, but are not considered family members for determining income limit,

c. *Date and time of application will only begin when all required information is received*

d .Section 8 applicants employed by the Housing Authority of the City of New Britain

e. Admissions Department employees are not to work on their own application or any family member including data entry

f. All Section 8 Vouchers including employee or employees family members require the current signatures of the Executive Director or his/her designee

g. Data entries on a file of an employee or relative will be deemed to be a violation of 24CFR 982.161(a)(2)

h. Effective immediately, the award of a Section 8 Voucher will be reported to the Executive Director as to the identity of the recipient whether there is any relation to any and that all required procedures have been followed

The Board of Commissioner suggested the following changes were suggested for the following policies that were reviewed by the Advisory Board.

Authority Wide Pest Control Policy
Smoke Detector Policy
Authority Wide Trespassers Policy
Authority Wide Parking Policy
Private Use Policy
Authority Wide Shopping Cart Policy
Resident Council Handbook

Authority Wide Pest Control Policy:

Page 4, #8 to read ***The Housing Authority has the right to enter all Authority property. No one should have their own personal locks on the doors.***

Should the Authority have to change your locks and give a resident access into their unit after 4:30 p.m., the resident will be charged a lockout fee.

Residents should not tamper with their locks.

Smoke Detector Policy:

Page 7, Sec 4 ***The Housing Authority has the right to enter all Authority property. No one should have their own personal locks on the doors.***

Should the Authority have to change your locks and give a resident access into their unit after 4:30 p.m., the resident will be charged a lockout fee.

Residents should not tamper with their locks.

Authority Wide Trespassers Policy:

Suggested grammatical changes on page 6 Section 10-10 # 3 Appeal Process: The following lists the appeal process

Authority Wide Parking Policy:

Suggested Changes: Page 4, Sec 5 Parking & Motor Vehicle Prohibitions: Added Blocked emergency vehicle entrance/handicap vamp

(2) Page 5, Sec 5 #8 , #2 to read No School buses, boats, campers and commercial trucks are permitted to park anywhere in the housing authority's development; this includes parking lots and housing authority maintained streets within the developments , ***exceptions to this rule may be applied at the discretion of the Executive Director and/or designee***

Grammatical changes in Sec. 7-7 Visitor's Pass Policy on Page 5

Verified information with the New Britain Policy Department for Sec 9-9 fees & Charges for parking a vehicle in Handicapped Parking Space with proper Identification

Private Use Policy

Page 6, Section Private Use Agreement, letter (e) ***Charcoal grills, deep-fat fryers or propane grills used for cooking shall be allowed only on the exterior of the building at least 10 feet away to avoid burns and accidental knockovers; and***

No changes in the Shopping Cart Policy

Resident Councils Budget Handbook:

Was not reviewed at the public hearing and Board of Commissioners will review and make any suggested changes at the Board of Commissioners meeting on Wednesday, September 17, 2003.