

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2009

**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: Housing Authority of the City of New Britain

PHA Number: CT005

PHA Fiscal Year Beginning: (01/2009)

PHA Programs Administered:

☒ **Public Housing and Section 8**

☐ **Section 8 Only**

☐ **Public Housing Only**

Number of public housing units: 804

Number of S8 units:

Number of public housing units:

Number of S8 units: 693

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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- 12 Dobek, New Britain, CT

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 12 Dobek, New Britain, CT
- ☐ 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)

Department of Municipal Development, City of New Britain, City Hall

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)

Department of Municipal Development, City of New Britain, City Hall
Oval Grove Community Room, 12 Dobek Road, New Britain, CT

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[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 the 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 a part 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)

Begin the process of redeveloping MT Pleasant-look for assistance in moving forward with this project.

- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) 86% (2007)
 - ☒ Improve voucher management: (SEMAP score) 89% (2007)
 - ☒ Increase customer satisfaction:
 - ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections PH 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: Look to working with the City to
look into conversion of MT. Pleasant development to HCV Program and develop
property for homeownership/public housing/rental housing.
 - ☐ 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 all policies and procedures annually and make changes as required.

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.



Standard Plan



Troubled Agency Plan

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 views the fiscal year 2009 as one of continuing and substantial changes. The Authority is striving to improve the PHAS and REAC physical scores, striving to improve our financial situation, striving to improve the quality of life for public housing residents and to also improve the work place for Authority staff. The Authority did receive a score of 89 for SEMAP FY 2007 and will be working to improve that score for the Housing Choice Voucher Program in the year ahead.

The Authority shall continue to form partnerships with local agencies to provide training, homeownership opportunities, education and social activities for residents of public housing. The Authority will be discussing with the City of New Britain, interested banks, HUD and consultants about options, one of which may be conversion, for the MT. Pleasant family development. We will also work with the City; apply for grants, to assist the authority in revitalizing this older development.

Over the next year the authority will be reviewing our asset management to consolidate some of the amps. Other tough choices continue to be made as funding decreases.

The Authority shall strive to re-invent itself to survive in this ever-changing environment.

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:

<input checked="" type="checkbox"/>	Admissions Policy for Deconcentration	CT005A01
<input checked="" type="checkbox"/>	FY 2005 Capital Fund Program Annual Statement	CT005A04
	FY 2006 Capital Fund Program Annual Statement	CT005A04
	FY 2007 Capital Fund Program Annual Statement	CT005A04
	FY 2008 Capital Fund Program Annual Statement	CT005A04
	FY 2009 Capital Fund Program Annual Statement	CT005A04

☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

- ☒ List of Resident Advisory Board Members CT005A07
- ☒ List of Resident Board Member - Elaine LaVallie
- ☒ Community Service Description of Implementation – in plan
- ☒ Information on Pet Policy – CT005A05
- ☐ Section 8 Homeownership Capacity Statement, if applicable
- ☐ Description of Homeownership Programs, if applicable

Optional Attachments:

- ☒ PHA Management Organizational Chart CT005A03
- ☒ FY 2009 Capital Fund Program 5 Year Action Plan CT005A04
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text CT005A06
- ☒ Other (List below, providing each attachment name)
 CT005A02 Identify Impediments to Fair Housing/
 CT005A05 Updated Pet Policy; CT005A08 VAWA policy

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input 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
	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
N/A	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the Section 8 Administrative 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
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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
	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	4715	5	4	4	N/A	4	N/A
Income >30% but <=50% of AMI	3411	4	3	3	N/A	4	N/A
Income >50% but <80% of AMI	3823	3	2	2	N/A	3	N/A
Elderly	2621	5	4	3	N/A	N/A	N/A
Families with Disabilities	3026	5	4	3	5	N/A	N/A
Race/Ethnicity (White)	9140	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity (Black)	1727	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity (Asian Pacific)	459	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity (Native American)	58	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity (Other)	4974	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity (Hispanic- any Race)	4559	N/A	N/A	N/A	N/A	N/A	N/A

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 2000
- ☐ 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 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	204		5%
Extremely low income <=30% AMI	170	83.33	
Very low income (>30% but <=50% AMI)	27	13.24	
Low income (>50% but <80% AMI)	7	3.43	
Families with children	145	71.08	
Elderly families	31	15.2	
Families with Disabilities	18	8.82	
Race/ethnicity – White	165	80.88	
Race/ethnicity – Black	39	19.12	
Race/ethnicity- Hispanic	157	76.96	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			

Housing Needs of Families on the Waiting List			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 62</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>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</p>			

C. 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	201		25%
Extremely low income <=30% AMI	186	92.54	
Very low income (>30% but <=50% AMI)	11	5.47	
Low income (>50% but <80% AMI)	4	1.99	
Families with children	128	63.68	
Elderly families	9	4.48	
Families with Disabilities	22	10.95	
Race/ethnicity – White	179	89.05	
Race/ethnicity - Black	19	9.45	
Race/ethnicity American Indian/ Alaska Native	1	.5	
Race/ethnicity Asian	0	0	
Race/Ethnicity Hawaiian/Other Pacific Islander	0	0	

Housing Needs of Families on the Waiting List			
Race/Ethnicity Multi Racial	2	.1	
Race/Ethnicity Hispanic (any race)	168	83.58	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0	
1 BR	59	29	
2 BR	75	37.	
3 BR	56	28.	
4 BR	11	6.	
5 BR	0	0	
5+ BR	0	0	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 13</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>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</p>			

D. 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 (Elderly)			
<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	44		20%
Extremely low income <=30% AMI	42	95.45	
Very low income (>30% but <=50% AMI)	2	4.55	
Low income (>50% but <80% AMI)	0	0	
Families with children	0	0	
Elderly families	7	15.91	
Families with Disabilities	21	47.73	
Race/ethnicity – White	41	93.018	
Race/ethnicity - Black	2	4.55	
Race/ethnicity- Hispanic (any race)	28	63.64	
Race/ethnicity	1	2.27	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	2	5.	
1 BR	42	95.	

Housing Needs of Families on the Waiting List			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>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</p>			

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 2007 grants)		
a) Public Housing Operating Fund	4,035,849	
b) Public Housing Capital Fund	1,387,971	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,345,119	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	2,204,784	Offset Operating Expenses
4. Other income (list below)		
Nextel Towers	20,010	Offset operating expenses
Headstart Program Rentals	12,600	
4. Non-federal sources (list below)		
Total resources	13,006,333	

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: (Top 10)
- ☒ When families are within a certain time of being offered a unit: (within 1 week)
- ☒ Other: (describe) at application time, to determine eligibility for waiting list.

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)

- 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**)

This year we have a new ACOP

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

2 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:
MT. Pleasant, Oval Grove
- ☐ 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)
Rental and credit history
- 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)
on written release from the Section 8 participant

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

Not able to find a unit within 60 days and has written landlords name and address of apartments looked into or due to illness or disability necessitates more search time than 60 days. All reasons must be documented and verified by third party.

(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)
Elderly/disabled

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.

1 Date and Time

Former Federal preferences

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

2 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)
Elderly/Disabled

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)
Send notices to the social agencies in the city

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:

Family waiting for eligibility for state, federal, assistance, income has decreased due to changed circumstances, etc.

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 within 10 days
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)
Any time the family experiences change in family composition- must be reported within 10 days.

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- ☒ Annually
- ☐ Other (list below)

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

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

(2) Minimum Rent

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

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

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	796	25%
Section 8 Vouchers	679	5%
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

C. Management and Maintenance Policies

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

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

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

A. Admissions and Continued Occupancy Policy

a. Admissions and Continued Occupancy-Revised Attorney's Fee

b. Resident Charges for Maintenance Repairs/Damage

B. Blood-Borne Disease Policy

C. By-Laws—NBHA

D. Capital Expenditures

E. Cellular Telephone Policy and Use in the Workplace

F. Computer and Network Use Policy

G. Check Signing Authorization

H. Community Service Requirement

I. Criminal Records Management

J. De-concentration of poverty and income mixing

K. Disposition Policy

L. Drug-Free Workplace Policy

M. E-mail & Internet Policy

N. Emergency and Natural Disaster Response Guidelines

O. Employee Standard of Conduct Policy

P. Employee Confidentiality/Privacy Act Policy

Q. Equal Housing Opportunity Policy

R. EIV Policy

S. Eviction Policy & Procedures
T. Fraud and Abuse Policy
U. Funds Transfer Policy
V. Grievance Procedure Policy
W. Hazardous Materials Policy
X. Indemnify Commissioner—(Protect and save harmless)
Y. Investment Policy
Z. Master Key Control Policy
AA. NBHA Dwelling Lease
BB. Non-Profit Organization
CC. One Strike and You're Out Policy
DD. Operation and Maintenance Plan
EE. Overtime Policy
FF. Parking Use (Authority-Wide) Policy
GG. Personnel Policy
HH. Pest Control Policy
II. Pet Control Policy
JJ. Private Use (For HA Premises) Policy
KK. Procurement Policy
LL. Rental Collection Policy
MM. Record Retention Policy
NN. Risk Control Policy
OO. Sexual Harassment Policy
PP. Sexual Offenders Policy
QQ. Smoke Detector Policy
RR. Substance Abuse Policy
SS. Trespassing Policy

- TT. Vacant Unit Procedures
- UU. Violence Against Women Policy
- VV. Visitor's Policy
- WW. Warranty Inspection Policy
- XX. Workplace Threats & Violence Policy

(2) Section 8 Management: (list below)

Section 8 Housing Choice Voucher Program Administrative Plan
Family obligations
Briefing Packet
Violence Against Women Policy
Failed 24 Inspection Policy
Landlord Information Packet

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

- ☒ PHA main administrative office
☐ PHA development management offices
☒ Other (list below): 12 Dobek

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) CT005A04

-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) CT005A04

-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? We are reviewing this possibility.
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:
However, we are starting to look into the possibilities.

☐ 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: Ribicoff Apartments
1b. Development (project) number: CT005000057
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> Eminent Domain by Department of Transportation
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>04/28/2008</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development 725 square feet of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: anticipated: July 2008 b. Projected end date of activity: We are not sure, none given

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.)

However, over the next year the NBHA shall be looking to see if a conversion of one of our family sites may be mandatory or if not a volunteer act.

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:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)

- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
 - ☐ Requirements no longer applicable: site now has less than 300 units
 - ☐ Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)
2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA 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) Preferences for families working

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>After School Homework program</i>	30	6-13 ages	OIC/Oval Grove	Public Housing
Computer Learning Centers- Parent/Adult classes	Available to All	Open to adult residents	Oval Grove/OIC	Public Housing
Scholarship Program	Available to All		Oval Grove Office	Public Housing Section 8
Summer Camp	30	5-13	Oval Grove/OIC	Public Housing
Clinical Services	Available to all	Seniors	All elderly dev.	Public Housing
File of Life	Available to all	All residents	Oval Grove/ Main Office	Public Housing
Tier 1, Capital Workforce Partners Sponsored by the Dept. of Labor 14-16 summer program/may go through school year	20 at Oval Grove/	Applicants given by the Dept. of Labor geared toward NBHA residents	Dept. of Labor- Oval Grove	Both
Tier II/MT Pleasant Capital Workforce Partners summer program 16-17/may go through school year	30 at MT. Pleasant	Applicants given by Dept of Labor- geared toward NBHA residents	MT Pleasant	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 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:

The authority is working this year on putting a FSS action plan together.

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)

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 a 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, but 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 the 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 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.

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 working at least 30 hours per week
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 is participating in a welfare to work 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. If a resident claims exemption under a welfare program, the Authority contracting 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. 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 Property Managers 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 Property Managers will verify the leaseholders 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

The Authority will not use community service to replace any union job at the authority.

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 from the New Britain Police Department
- ☒ 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)

MT. Pleasant Federal Family Developments
Oval Grove Federal Family Development
Graham Apartments

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)
- Work closely with police/residents to identify the drug dealers for police to pursue.

Updating security systems at high-rises

2. Which developments are most affected? (list below)

MT. Pleasant Federal Family Developments

Oval Grove Federal Family Development

Graham Apartments

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)

MT Pleasant Federal Family Development

Oval Grove federal Family Development/Graham Apartments

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 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 2005 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 POLICY

[24 CFR 5.309]

Pet Policy

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.

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,

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.

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 very 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)

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.)

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.

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 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.

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)

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.

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.

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.**

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.

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 is allowed in the pet areas.

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

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 or is not properly cared for.

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.

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.

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 CHO P 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

Pet Fees & 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 an 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. Payments for fish and birds have been suspended as of January 2006 per Board of Commissioners. 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.

Notice for Pet Removal & 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) Energy Services Agreement

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) CT005A06
- ☐ 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) met with residents, documented comments and made changes where necessary

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) resident commissioner appointed by the Mayor
- 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) Resident Commissioner is appointed by the Mayor.

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) City of New Britain
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.

Follow Up Plan to RASS Certification

Communication:

The Property Managers are attending resident monthly meetings to discuss issues, provide information and/or answer any questions residents may have. Also quarterly newsletters are distributed to every household.

Safety:

This year the residents in the high-rise buildings are receiving new cameras/security systems in their buildings. The property managers have developed a good relationship with the police department to identify troubled households. More volunteer security guards are being recruited to watch the buildings during the late hours which seem to be the trouble times.

Neighborhood Appearance:

For the summer months additional staff was hired to mow lawns pick up trash. Community Service residents are used to pick up trash and paint graffiti on the buildings. The authority is looking into different options for MT. Pleasant development.

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				

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN

RESIDENT ADVISORY MEMBERS

Betty Evans, Property Manager – NBHA
Evelyn Rodriguez, Property Manager – NBHA
Patricia Herman, Resident- Mount Pleasant
Nellie Rivera, Resident, Kennedy Apartments
Jeanne Burby, Resident, Ribicoff Apartments
Ethel Fuller, Oval Grove
Veronica Lucy, Oval Grove
Loo Pacheco, NBHA General Attorney

Resident Board Member

Elaine LaValle, Resident-Kennedy Apartments

DECONCENTRATION OF POVERTY **AND INCOME MIXING**

The Housing Authority of the City of New Britain's (NBHA) Admission Policy is designed to provide for deconcentration 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 NBHA 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 deconcentration efforts. We also utilize a system generated report to show if our deconcentration goals have been met.

The NBHA will use the gathered tenant income 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 deconcentration 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 NBHA will evaluate the changes to determine whether, based on the NBHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the NBHA has met the deconcentration goals and the project needs no particular designation.

DECONCENTRATION AND INCOME-MIXING GOALS:

The housing authority has established a goal for housing no less than 40% of its new Public Housing admissions whose incomes are at or below the area median income.

The housing authority has established a goal for housing no less than 75% of its new Section 8 admissions whose incomes are at or below the area median income.

PROJECT DESIGNATION METHODOLOGY:

Aggregate Average Method:

The NBHA will review the annual resident income of Mt. Pleasant and Oval Grove and using the income 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.

The Housing Authority will designate lower income developments those with average income below the aggregate average.

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
16 ARMISTICE STREET * NEW BRITAIN, CT 06053

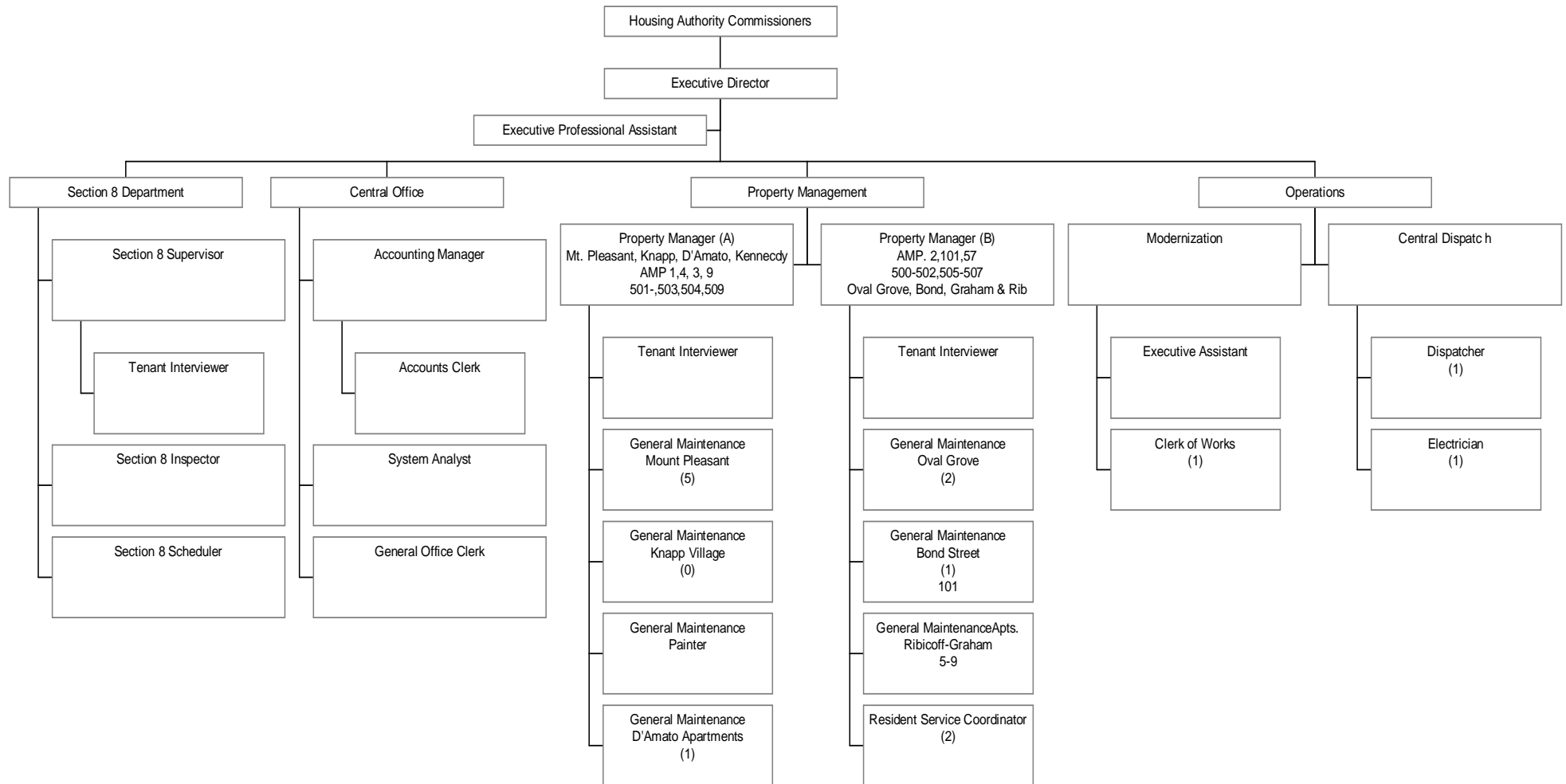
**ANNUAL EXAMINATION OF NBHA PROGRAMS TO IDENTIFY IMPEDIMENT
TO FAIR HOUSING**

The Housing Authority of the City of New Britain reviewed its Annual Plan for Fiscal Year 2009 to identify any impediments to Fair Housing Choice for applicants and residents.

The Authority identified several impediments that we are currently working on:

1. The Authority has a large Spanish speaking population and staff has begun the process of translating a number of documents into Spanish. In addition, the Authority has several Spanish-speaking persons on staff who can communicate with residents and applicants.
2. The second impediment identified is the need for additional ADA units. The Authority has set aside funds in its Capital Fund Program for FY2006, to begin renovations in the Mount Pleasant Development. The Authority has had to move this back to FY2010 so we may first deal with the lead issue before renovating buildings.

Housing Authority of the City of New Britain 2009



CAPITAL FUND PROGRAM 2009

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: CT26P00550109 , Original Replacement Housing Factor Grant No:		Federal FY of Grant: 2009	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) Original <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		Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	138,797.00			
3	1408 Management Improvements Soft Costs	25,000.00			
	Management Improvements Hard Costs				
4	1410 Administration	138,797.00			
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	526,257.00			
11	1465.1 Dwelling Equipment—Nonexpendable	180,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	291,120.00			
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.....)	1,387,971.00			
	Amount of line XX Related to LBP Activities	100,000.00			
	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 II: Supporting Pages

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550109 Orig. Replacement Housing Factor Grant No:					Federal FY of Grant: 2009		
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
					Original				
PHA WIDE	DIRECTOR OF OPERATIONS		1410		39,000.00				
	CLERK OF THE WORKS		1410		64,000.00				
	EXECUTIVE ASSISTANT		1410		35,797.00				
	OPERATIONS		1406		138,797.00				
	MANAGEMENT IMPROVEMENTS		1408		25,000.00				
	ARCHITECT/ENGINEER		1430		88,000.00				
	SUBTOTAL				390,594.00				

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: CT26P00550109 Orig. Replacement Housing Factor Grant No:				Federal FY of Grant: 2009			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost Original		Total Actual Cost		Status of Work
CT 5-1	A. ADA UNIT CONVERSIONS		1460	4	233,257.00				
MOUNT PLEASANT	B. LEAD PAINT REMOVAL		1460	252	50,000.00				IN DESIGN
CT 5-2	A. LEAD PAINT REMOVAL		1460	160	50,000.00				IN DESIGN
OVAL GROVE									
CT 5-3	A. ELECTRICAL UPGRADES		1465.1	60	180,000.00				
KNAPP VILLAGE									
CT 5-4	A. PAINT AND CARPET COMMON AREAS		1460	1	40,000.00				
KENNEDY APT									
CT 5-5	A. PAINT AND CARPET COMMON AREAS		1460	1	60,000.00				
RIBICOFF APT									
CT 5-7	A. PAINT AND CARPET COMMON AREAS		1460	1	60,000.00				
GRAHAM APT									
CT 5-9	A. PAINT AND CARPET COMMON AREAS		1460	1	33,000.00				
D'AMATO APT	B. ELEVATOR UPGRADES		1475	2	291,120.00				IN DESIGN
	SUBTOTAL				997,377.00				
	TOTAL				1,387,971.00				

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: CT26P00550109 Orig. Replacement Housing Factor No:					Federal FY of Grant: 2009
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.	2011			2013			
B.	2011			2013			
CT 5-2 A.	2011			2013			
CT 5-3 A.	2011			2013			
CT 5-4 A.	2011			2013			
CT 5-5 A.	2011			2013			
CT 5-7 A.	2011			2013			
CT 5-9 A.	2011			2013			
B.	2011			2013			

Capital Fund Program Five-Year Action Plan CT26P00550109
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 2009	Work Statement for Year 2 FFY Grant: 2010 PHA FY:	Work Statement for Year 3 FFY Grant: 2011 PHA FY:	Work Statement for Year 4 FFY Grant: 2012 PHA FY:	Work Statement for Year 5 FFY Grant: 2013 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					
C. Administration		138,797.00	138,797.00	138,797.00	138,797.00
D. Fees & Costs		88,000.00	88,000.00	88,000.00	88,000.00
E. Operations		138,797.00	138,797.00	138,797.00	138,797.00
F. Management Improvement		25,000.00	25,000.00	25,000.00	25,000.00
Total CFP Funds (Est.)	1,387,971.00	1,387,971.00	1,387,971.00	1,387,971.00	1,387,971.00
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities

CT26P00550109

Activities for Year 1	Activities for Year : 2010			Activities for Year: 2011		
	FFY Grant: PHA FY:			FFY Grant: PHA FY:		
	<u>DEV. NO.</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>	<u>DEV. NO.</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>
	CT 5-3	REPLACE HEATING SYSTEM	337,900.00	CT 5-1	ADA CONVERSIONS	260,000.00
		REPAIR PARKING LOTS	189,900.00		REMOVED DEAD AND DECEASED TREES	80,000.00
					CLEAN CATCH BASINS AND YARD DRAIN	80,000.00
	CT 5-4	REPLACE HEATING SYSTEM	323,177.00			
		REPAIR SIDEWALKS	25,000.00	CT 5-3	UPGRADE SITE LIGHTING	29,378.00
					REPAIR PARKING LOTS	102,864.00
	CT 5-7	REPAIR PATIO DOORS AND RAILINGS	35,000.00			
		REPLACE COMPACTOR ROOM DOORS	3,000.00	CT 5-4	REPLACE AIR HANDLING UNITS	20,000.00
		REPLACE COMMON AREA ELECTRIC HEATERS	18,000.00		BRICK REPAIR BY FRONT DOOR AND RE- POINTING	100,000.00
					REFURBISH FIRE PUMP SYSTEMS	33,000.00
	CT 5-9	REPLACE EMERGENCY FIRE PANEL	52,200.00			
		REHAB COMMON AREA BATHROOMS	13,200.00	CT 5-5	REPLACE AIR HANDLING UNITS	33,000.00
					REPLACE COMMON AREAS ELECTRIC BASEBOARDS	15,000.00
					BRICK REPAIR AND RE-POINTING	92,135.00
				CT 5-7	REPLACE AIR HANDLING UNITS	28,000.00
					REFURBISH FIRE PUMP SYSTEMS	33,000.00
				CT 5-9	REPLACE AIR HANDLING UNITS	10,000.00
					REPLACE KITCHEN FLOORING	56,000.00
					REPLACE GARAGE AND SERVICE DOOR	25,000.00
		TOTAL =	997,377.00		TOTAL =	997,377.00

Capital Fund Program Five-Year Action Plan CT26P00550109
Part II: Supporting Pages—Work Activities

Activities for Year : <u>2012</u> FFY Grant: PHA FY:			Activities for Year: <u>2013</u> FFY Grant: PHA FY:		
<u>DEV. NO.</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>	<u>DEV. NO.</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>
CT 5-1	SOFFIT REPLACEMENT	144,138.00	CT 5-1	1450 REPAVE BASKETBALL COURTS	50,000.00
				1465.1 ELECTRICAL UPGRADES	40,000.00
CT 5-2	REPLACE APT WINDOWS	502,119.00		1450 BOND ST FENCING/BENCHES	40,000.00
				1460 KITCHEN CABINETS	366,142.00
CT 5-4	INSTALL LOWER PEEP HOLES IN DOORS	5,000.00		REPLACE EXTERIOR DOORS	256,120.00
	REPLACE BATHROOM FLOORS	25,000.00			
	REPLACE ROOFING SYSTEM	191,120.00	CT 5-7	1460 KITCHEN REPLACEMENT	245,116.00
	REPAIR BALCONY AND RAILINGS	25,000.00			
CT 5-5	REPLACE BATHROOM FLOORS	35,000.00			
CT 5-7	REPLACE BATHROOM FLOORS	35,000.00			
	HANDICAP GRAB POLES IN BATHROOMS	20,000.00			
CT 5-9	INSTALL ADA DOOR FOR ROOF PATIO	15,000.00			
	TOTAL =	997,377.00		TOTAL =	997,37.00

CAPITAL FUND PROGRAM 2008

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: CT26P00550108, Rev.1 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) 1 <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	134,531.00	138,797.00		
3	1408 Management Improvements Soft Costs	25,000.00	25,000.00		
	Management Improvements Hard Costs				
4	1410 Administration	134,531.00	138,797.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	88,000.00	88,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	100,000.00	95,000.00		
10	1460 Dwelling Structures	329,000.00	736,377.00		
11	1465.1 Dwelling Equipment—Nonexpendable	534,257.00	55,000.00		
12	1470 Nondwelling Structures		60,000.00		
13	1475 Nondwelling Equipment		51,000.00		
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.....)	1,345,319.00	1,387,971.00		
	Amount of line XX Related to LBP Activities		190,378.00		
	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 II: Supporting Pages

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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: CT26P00550108 Rev. 1 Replacement Housing Factor Grant No:					Federal FY of Grant: 2008		
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
					Original	Rev. 1			
CT 5-1	A. ADA UNIT CONVERSIONS		1465.1	3	195,000.00	----			Moved to CFP 2009
MOUNT	B. LANDSCAPING AND TREE REMOVAL		1450		100,000.00	----			Moved to CFP 2010
PLEASANT	C.REPLACE CLOSET DOORS		1460	252		250,000.00			IN BID PHASE
	D.LEAD PAINT REMOVAL		1460	252		95,189.00			IN DESIGN
CT 5-2	A. KITCHEN REHAB		1460	160	136,000.00	----			Moved to CFP 2007
OVAl	B. FLUE PIPE REPLACEMENT		1465.1	160	144,257.00	----			Moved to CFP 2007
GROVE	C.REPLACE CLOSET DOORS		1460	160		250,000.00			IN BID PHASE
	D.SITE LIGHTING IMPROVEMENTS		1450	28 BLDS		20,000.00			IN DESIGN
	E. REHAB PLAYGROUND AND PLAYS CAPE		1470	1		60,000.00			IN DESIGN
	F. LEAD PAINT REMOVAL		1460	1		95,188.00			IN DESIGN
CT 5-3	A. ELECTRICAL UPGRADES		1465.1	60	180,000.00	----			Moved to CFP 2009
KNAPP Village	B.INSTALL DOOR BELLS		1465.1	60		10,000.00			IN DESIGN
	C.REPLACE CLOSET DOORS		1460	60		46,000.00			IN DESIGN
CT 5-4	A. PAINT AND CARPET COMMON AREAS		1460	6 FL	40,000.00	----			Moved to CFP 2009
KENNEDY APT	B. REPLACE SECURITY CAMERA AND INTERCOM		1465	1	5,000.00	15,000.00			IN DESIGN
	C.REPLACE MAILBOXES		1475	70		17,000.00			IN DESIGN
CT 5-5	A. PAINT AND CARPET COMMON AREAS		1460	9 FL	60,000.00	----			Moved to CFP 2009
RIBICOFF APT	B. REPLACE SECURITY CAMERA AND INTERCOM		1465	1	5,000.00	15,000.00			IN DESIGN
	C.REPLACE MAILBOXES		1475	104		17,000.00			IN DESIGN
	SUBTOTAL				865,257.00	890,377.00			

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: CT26P00550108 Rev. 1 Replacement Housing Factor Grant No:					Federal FY of Grant: 2008		
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
					Original	Rev. 1			
CT 5-7	A. PAINT AND CARPET COMMON AREAS		1460	9 FL	60,000.00	----			Moved to CFP 2009
GRAHAM APT	B. REPLACE SECURITY CAMERA AND INTERCOM		1465	1	5,000.00	15,000.00			IN DESIGN
	C.REPLACE MAILBOXES		1475			17,000.00			IN DESIGN
	D.ADDITION OF NEW PARKING LOT		1450	12 SPACES		75,000.00			IN DESIGN
CT 5-9	A. PAINT AND CARPET COMMON AREAS		1460	5 FL	33,000.00	----			Moved to CFP 2009
D'AMATO APT									
	SUBTOTAL				98,000.00	107,000.00			
	TOTAL				1,345,319.00	1,387,971.00			

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: CT26P00550108 Rev. 1 Replacement Housing Factor No:					Federal FY of Grant: 2008
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.	2010	----		2012	----		Moved to CFP 2009
B.	2010	----		2012	----		Moved to CFP 2009
C.		2010			2012		
D.		2010			2012		
CT 5-2 A.	2010	----		2012	----		Moved to CFP 2007
B.	2010	----		2012	----		Moved to CFP 2007
C.		2010			2012		
D.		2010			2012		
E.		2010			2012		
F.		2010			2012		
CT 5-3 A.	2010	----		2012	----		Moved to CFP 2009
B.		2010			2012		
C.		2010			2012		
CT 5-4 A.	2010			2012			Moved to CFP 2009
B.	2010	2010		2012	2012		
C.		2010			2012		
CT 5-5 A.	2010			2012			Moved to CFP 2009
B.	2010	2010		2012	2012		
C.		2010			2012		
CT 5-7 A.	2010	----		2012	----		Moved to CFP 2009
B.	2010	2010		2012	2012		
C.		2010			2012		
CT 5-9 A.	2010	----		2012			Moved to CFP 2009

CAPITAL FUND PROGRAM 2007

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: CT26P00550107 , Rev. 1 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) Rev. 1 <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	134,531.00	141,766.00	141,766.00	70,883.17
3	1408 Management Improvements Soft Costs	25,000.00	25,000.00	25,000.00	
	Management Improvements Hard Costs				
4	1410 Administration	134,531.00	141,766.00	141,766.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	88,000.00	40,000.00	40,000.00	
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000.00			
10	1460 Dwelling Structures	641,757.00	1,050,575.00	1,050,575.00	
11	1465.1 Dwelling Equipment—Nonexpendable	291,500.00	18,557.00	18,557.00	
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.....)	1,345,319.00	1,417,664.00	1,417,664.00	70,883.17
	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 II: Supporting Pages

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550107 Orig. Replacement Housing Factor Grant No:					Federal FY of Grant: 2007		
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
					Original	Rev. 1			
PHA WIDE	DIRECTOR OF OPERATIONS		1410		37,000.00	40,000.00			
	CLERK OF THE WORKS		1410		62,000.00	62,000.00			
	EXECUTIVE ASSISTANT		1410		35,531.00	39,766.00			
	OPERATIONS		1406		134,531.00	141,766.00			
	MANAGEMENT IMPROVEMENTS		1408		25,000.00	25,000.00			
	ARCHITECT/ENGINEER		1430		88,000.00	40,000.00			
	SUBTOTAL				382,062.00	348,532.00			

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: CT26P00550107 Rev. 1 Replacement Housing Factor Grant No:					Federal FY of Grant: 2007		
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
					Original	Rev. 1			
CT 5-1	A.EXTERIOR METER BOX REPAIRS		1475.1	24	50,000.00	----			MOVED TO CFP 2008
MOUNT	B. ADA UNIT CONVERSIONS		1460	2	131,757.00	----			MOVED TO CFP2010
PLEASANT									
CT 5-2	A. SITE LIGHTING IMPROVEMENTS		1450	28 Bld	30,000.00	----			MOVED TO CFP 2008
OVAL	B. HEATING SYSTEM UPGRADES		1465	160	100,000.00	18,557.00	1,218,222	00	UNDER CONTRACT
GROVE	C. KITCHEN REPLACEMENT		1460	160	100,000.00	768,575.00	793,380	00	UNDER CONTRACT
	D. REHAB PLAYGROUND AREA AND		1470	1	70,000.00	----			MOVED TO CFP 2008
	PLAYSCAPE								
CT 5-3	A. INSTALL DOORBELLS		1460	60	20,000.00	----			MOVED TO CFP 2008
KNAPP	B. REPLACE BR CLOSET DOOR		1460	60	50,000.00	----			MOVED TO CFP 2008
VILLAGE	C. KITCHEN UPGRADES		1460	60		282,000.00	282,000	00	UNDER CONTRACT
CT 5-4	A. REPLACE MAILBOXES		1465	70	10,500.00	----			MOVED TO CFP 2008
KENNEDY APT	B. INSTALL NEW PHONE INTERCOM		1475	1	20,000.00	----			MOVED TO CFP 2008
CT 5-5	A. REPLACE MAILBOXES		1465	70	10,500.00	----			MOVED TO CFP 2008
RIBICOFF APT	B. INSTALL NEW PHONE INTERCOM		1475	1	20,000.00	----			MOVED TO CFP 2008
CT 5-7	A. REPLACE MAILBOXES		1465	70	10,500.00	----			MOVED TO CFP 2008
GRAHAM APT	B. INSTALL NEW PHONE INTERCOM		1475	1	20,000.00	----			MOVED TO CFP 2008
CT 5-9									
D'AMATO APT	A.REPLACE UNIT FLOORING &PAINT		1460	58	170,000.00	----			MOVED TO CFP 2009
	B. ELEVATOR UPGRADES		1475	2	150,000.00	----			MOVED TO CFP 2009
	SUBTOTAL				963,257.00	1,069,132.00			
	TOTAL				1,345,319.00	1,417,664.00			

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: CT26P00550107 Rev. 1 Replacement Housing Factor No:					Federal FY of Grant: 2007
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.	9-2009	----		9-2011	----		
B.	9-2009	----		9-2011	----		
CT 5-2 A.	9-2009	09/2009		9-2011	09/2011		
B.	9-2009	09/2009		9-2011	09/2011		
C.	9-2009	----		9-2011	----		
D.	9-2009	----		9-2011	----		
CT 5-3 A.	9-2009	----		9-2011	----		
B.	9-2009	----		9-2011	----		
C.		09/2009			09/2011		
CT 5-4 A.	9-2009	----		9-2011	----		
B.	9-2009	----		9-2011	----		
CT 5-5 A.	9-2009	----		9-2011	----		
B.	9-2009	----		9-2011	----		
CT 5-7 A.	9-2009	----		9-2011	----		
B.	9-2009	----		9-2011	----		
CT 5-9 A.	9-2009	----		9-2011	----		
B.	9-2009	----		9-2011	----		

CAPITAL FUND PROGRAM 2006

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: CT26P00550106, REV.4 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) 4					
<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	
		Rev. 3	Rev. 4	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	134,531.00	134,531.00	134,531.00	134,531.00
3	1408 Management Improvements Soft Costs	25,000.00	13,067.00	13,067.00	13,067.00
	Management Improvements Hard Costs				
4	1410 Administration	134,531.00	134,531.00	134,531.00	61,475.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	88,000.00	88,000.00	88,000.00	22,005.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,003,003.00	----		
11	1465.1 Dwelling Equipment—Nonexpendable		1,014,936.00	1,014,936.00	
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.....)	1,385,065.00	1,385,065.00	1,385,065.00	348,658.00
	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				

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: CT26P00550106 REV. 4 Replacement Housing Factor Grant No:					Federal FY of Grant: 2006		
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. 3	Rev. 4			
PHA WIDE	DIRECTOR OF OPERATIONS		1410		37,000.00	37,000.00			
	CLERK OF THE WORKS		1410		62,000.00	62,000.00			
	EXECUTIVE ASSISTANT		1410		35,531.00	35,531.00			
	OPERATIONS		1406		134,531.00	134,531.00			
	MANAGEMENT IMPROVEMENTS		1408		25,000.00	13,067.00			
	ARCHITECT/ENGINEER		1430		38,200.00	38,200.00			
	SUBTOTAL				382,062.00	320,329.00			

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: CT26P00550106 REV.4 Replacement Housing Factor Grant No:					Federal FY of Grant: 2006		
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. 3	Rev. 4			
CT 5-1	A. ADA UNIT CONVERSION (504)		1460	4	233,257.00	----			MOVED TO CFP 2009
MOUNT	B. LEAD ABATEMENT		1460		75,000.00	----			MOVED TO CFP 2008
PLEASANT	C. APT DOOR REPLACEMENT		1460	826	82,600.00	----			MOVED TO CFP 2008
	D. PHYSICAL NEEDS ASSESMENT		1430	252	15,608.88	15,608.88			COMPLETE
CT 5-2	A. KITCHEN UPGRADES		1460	160	357,146.00	----			MOVED TO CFP 2007
OVAL	B. LEAD ABATEMENT		1460		75,000.00	----			MOVED TO CFP 2008
GROVE	C. PHYSICAL NEEDS ASSESMENT		1430	160	9,910.40	9,910.40			COMPLETE
	D. HEATING SYSTEM REPLACEMENT		1465	160		1,014,936.00	1,218,222	00	UNDER CONTRACT
CT 5-3	A.KITCHEN UPGRADES		1460	60	180,000.00	----			MOVED TO CFP 2007
KNAPP	B. PHYSICAL NEEDS ASSESMENT		1430	60	3,716.40	3,716.40			COMPLETE
VILLAGE									
CT 5-4	A. PHYSICAL NEEDS ASSESMENT		1430	70	4,335.80	4,335.80			COMPLETE
KENNEDY									
CT 5-5	A. PHYSICAL NEEDS ASSESMENT		1430	104	6,442.00	6,442.00			COMPLETE
RIBICOFF									
CT 5-7	A. PHYSICAL NEEDS ASSESMENT		1430	100	6,194.00	6,194.00			COMPLETE
GRAHAM									
CT 5-9	A. PHYSICAL NEEDS ASSESMENT		1430	58	3,592.52	3,592.52			COMPLETE
D'AMATO									
	SUBTOTAL				1,003,003.00	1,064,736.00			
	TOTAL				1,385,065.00	1,385,065.00			

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: CT26P00550106 REV.4 Replacement Housing Factor No:					Federal FY of Grant: 2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Rev.3	Rev.4	Actual	Rev.3	Rev.4	Actual	
CT 5-1 A .	9/2008	---		9/2010	---		
B.	9/2008	---		9/2010	---		
C.	9/2008	---		9/2010	---		
D.	9/2008	7/2008		9/2010	7/2010		
CT 5-2 A.	9/2008	---		9/2010	---		
B.	9/2008	---		9/2010	---		
C.	9/2008	7/2008		9/2010	7/2010		
D.		7/2008			7/2010		
CT 5-3 A.	9/2008	---		9/2010	---		
B.	9/2008	7/2008		9/2010	7/2010		
CT 5-4 A.	9/2008	7/2008		9/2010	7/2010		
CT 5-5 A.	9/2008	7/2008		9/2010	7/2010		
CT 5-7 A.	9/2008	7/2008		9/2010	7/2010		
CT 5-9 A.	9/2008	7/2008		9/2010	7/2010		

CAPITAL FUND PROGRAM 2005

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: CT26P00550105, REV. 5 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) 5 <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	
		Rev. 4	Rev. 5	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	143,572.00	143,572.00	143,572.00	143,573.00
3	1408 Management Improvements Soft Costs	50,000.00	50,000.00	50,000.00	25,000.00
	Management Improvements Hard Costs				
4	1410 Administration	142,000.00	142,000.00	142,000.00	142,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	54,994.19	54,995.19	54,995.19	30,522.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	851,439.91	851,439.91	851,439.91	684,970.00
11	1465.1 Dwelling Equipment—Nonexpendable	187,168.90	187,168.90	187,168.90	31,851.05
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	6,550.00	6,550.00	6,550.00	6,550.00
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...)	1,435,726.00	1,435,726.00	1,435,726.00	1,057,916.05
	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	171,662.00	16,344.15	16,344.15	16,344.15
	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 II: Supporting Pages

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550105 REV.5 Replacement Housing Factor Grant No:					Federal FY of Grant: 2005		
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.4	REV.5			
PHA WIDE	DIRECTOR OF OPERATIONS		1410		37,000.00	37,000.00			
	CLERK OF THE WORKS		1410		62,000.00	62,000.00			
	EXECUTIVE ASSISTANT		1410		43,000.00	43,000.00			
	OPERATIONS		1406		143,572.00	143,572.00			
	MANAGEMENT IMPROVEMENTS		1408		50,000.00	50,000.00			
	ARCHITECT/ENGINEER		1430		54,995.19	54,995.19			
	SUBTOTAL				390,568.19	390,568.19			

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: CT26P00550105 REV.5 Replacement Housing Factor Grant No:					Federal FY of Grant: 2005		
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.4	REV.5			
CT 5-1	A. BATHROOM UPGRADES		1460	252	107,735.91	107,735.91			CLOSE OUT PHASE
MOUNT PLEASANT									
CT 5-2	A. REPLACE HEATING SYSTEM		1465	160		155,317.85	1,218,222	00	UNDER CONTRACT
OVAL GROVE									
CT 5-3	A. ROOF REPLACEMENT		1460	11	295,324.00	295,324.00			COMPLETED
KNAPP VILLAGE									
CT 5-5	A KITCHEN UPRADES		1460	104	388,380.00	388,380.00			IN CONSTRUCTION
RIBICOFF	B. BALCONY DOOR REPLACEMENT		1460		60,000.00	60,000.00			IN CONSTRUCTION
APARTMENTS	C.ENERGY CONTRACT FOR INFRASTRUCTURE OF GAS PIPING		1465.1	104	171,662.00	16,344.15			CLOSE OUT PHASE
CT 5-7	A. TRASH COMPACTOR		1465.1	1	9,870.00	9,870.00			COMPLETE
GRAHAM APARTMENTS									
CT 5-9	A. GENERATOR REPLACEMENT		1465	1	5,636.90	5,636.90			COMPLETE
D'AMATO	B. HVAC REPLACEMENT		1470	1	6,550.00	6,550.00			COMPLETE
APARTMENTS									
	SUBTOTAL				1,045,158.81	1,045,158.81			
	TOTAL				1,435,726.00	1,435,726.00			

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: CT26P00550105 REV.5 Replacement Housing Factor No:					Federal FY of Grant: 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	REV, 4	REV, 5	Actual	REV, 4	REV, 5	Actual	
CT 5-1 A.	9/2007	9/2007		9/2009	9/2009		
CT 5-2 A.		9/2007			9/2009		
CT 5-3 A.	9/2007	9/2007		9/2009	9/2009		
CT 5-5 A.	9/2007	9/2007		9/2009	9/2009		
	B.	9/2007		9/2009	9/2009		
	C.	9/2007		9/2007	9/2009		
CT 5-7 A.	9/2007	9/2007		9/2009	9/2009		
CT 5-9 A.		9/2007			9/2009		
	B.	9/2007			9/2009		

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
16 ARMISTICE STREET * NEW BRITAIN, CT 06053

PET CONTROL POLICY (Updated for FY 2009)

[24 CFR 5.309]

I. GENERAL STATEMENT:

Under Section 31 of Title I of the United States Housing Act of 1937, residents of federal public housing may own and keep common household pets in accordance with applicable regulations. The following Pet Control Policy ("PCP") sets forth requirements related to residents who wish to keep common household pets such as dogs and cats in their New Britain Housing Authority ("NBHA") public housing units. All residents who desire to keep a pet must obtain prior approval by the NBHA before the pet enters the unit, as well as comply with the procedures set forth in this Pet Control Policy.

A qualified applicant or resident with a disability may request a reasonable accommodation to this policy at any time.

II. ASSISTANCE ANIMALS FOR RESIDENTS WITH DISABILITIES:

A. The NBHA and property managers will make reasonable accommodations for qualified persons with disabilities in need of an assistance animal that will provide the person with a disability meaningful access to the program or remove a barrier to equal opportunity to enjoy the housing provided. Assistance animals are animals that work, provide assistance, perform tasks for the benefit of a person with a disability or provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. The functions performed by the assistance animal, include but are not limited to, the following:

1. Guiding individuals who are blind or have low vision;
2. Alerting individuals who are deaf or hard of hearing to sounds;
3. Alerting persons to impending seizures; or
4. Providing emotional support to persons with disabilities who have a disability related need for such support.

B. The NBHA requires verification of the need for an assistance animal from a knowledgeable professional and will confirm such verification. Once this verification is obtained and confirmed, the person with a disability will be exempt from the pet application fee and pet deposit. An assistance animal is not considered a pet and thus, may not be subject to the size and weight limitation of this policy. All other parts of this policy and procedure will be applicable.

C. Qualified residents with disabilities who have an assistance animal are required to comply with all other parts of the PCP and ***Pet Ownership Procedure***, including but not limited to, documentation that their animals are healthy and have received all legally required inoculations. In addition, persons with disabilities must be able to care for their animals, keep them and their units in a safe and healthy condition, and be responsible for any damage, beyond reasonable wear and tear caused by their assistance animal. Owners of assistance animals must meet these requirements on their own or as part of a reasonable accommodation, with assistance from some source other than the NBHA.

D. A reasonable accommodation request for an exemption to this PCP may be made at the time the request to approve an assistance animal is presented. Such request will be evaluated on a case by case basis and require supporting documentation from a knowledgeable professional. Approved assistance animals are still subject to all applicable provisions of the ***Pet Ownership Procedure***.

III. OWNERSHIP OF PETS:

A. Pet ownership by NBHA residents is subject to reasonable requirements and limitations as described in this policy and the ***Pet Ownership Procedure***. NBHA approval is required for pet ownership on NBHA property. It is the resident's responsibility to read and comply with this policy. Pet owners will be responsible and liable for all bodily harm to other residents or individuals caused by their animal. Destruction of property belonging to the NBHA or others caused by an owner's animal will be the financial obligation of the pet owner. Repeated or serious violations of this policy or the ***Pet Ownership Procedure*** are cause for lease termination.

B. **INSURANCE:** All resident pet owners must have insurance that covers at a minimum \$6,000 property damage and \$100,000 general liability. In addition, the NBHA must be named as an additional insured. Proof of insurance must be provided at time of pet registration.

C. Ownership of pets is restricted in the following ways:

1. By dwelling unit or building type;
2. By type or breed of animal;
3. By the number and combination of pets sought; and
4. By size, weight, or other factors particular to the type of pet (e.g., fish or birds).

D. Common household pets are defined as domesticated animals, such as a dog, cat, bird, rodent, rabbit, fish, or turtle, which are traditionally kept in the home for pleasure and not for commercial purposes.

E. Rottweilers, Pit Bull Terriers, Chows, German Shepherds, Huskies and Doberman Pinschers are not eligible for ownership on NBHA property and will not be allowed

under any circumstances. Overly aggressive cats, with a known or suspected propensity, tendency, or disposition to unprovoked attacks, will also be excluded.

F. Birds and Fish Ownership: The number of birds in a unit shall not exceed one. One fish tank, not exceeding 10 gallons in size, is allowed. Certain types of birds, including but not limited to hawks, eagles, condors, and pigeons, are not allowed. Farm animals and fowl are not allowed.

G. Hamster, Guinea Pig, or Gerbil Ownership: A maximum of one from this group may be kept.

H. Animals Not Permitted: Any poisonous or life threatening reptiles (except turtles) and exotic or dangerous animals (e.g., arachnids, snakes, iguanas, pigs, wild animals such as wolves and big cats, etc.) are not considered common household pets. They will not be allowed on NBHA property. There are no exceptions.

I. Animals not specifically addressed in this Policy must be pre-approved by NBHA.

Pet Ownership Procedure

I. GENERAL:

The Pet Ownership Procedure outlines the obligations of the resident to obtain approval and to keep pets in their NBHA units.

II. RULES FOR PET OWNERSHIP:

A. Residents must register their pets with property management and receive approval before the pet is brought onto the premises. Failure to do so is a material violation of the lease. Residents will not be allowed to apply for pet approval retroactively. Therefore, the animal cannot be on the premises until the property manager gives approval. At the time of registration, the resident must submit the following completed documents: Pet Application Form, proof of inoculation, and an identification tag.

1. For cats and dogs, the resident must provide proof of having current rabies inoculations and verification that the pet was spayed/neutered or a letter from a veterinarian giving a medical reason why the procedure cannot be performed.
2. For dogs, the resident must provide proof of having a current City of New Britain Dog License, as well as provide verification of the dog's breed.

B. Residents must pay a nonrefundable pet application fee of \$15.00 for pets at the time the pet application is submitted. (i.e. A \$15.00 pet application fee for each of the

following: a dog, a cat, a 10 gallon aquarium, a caged bird, and one gerbil, hamster, or guinea pig.)

C. Residents with disabilities who present verified documentation of their need for an assistance animal shall not be subject to a pet application fee or the pet deposit. The other information listed in paragraph “A” must be provided.

D. When the completed pet application is received, the property manager will review it. For new residents, the application will be approved or rejected by the time of leasing. For current residents, the property manager will approve or reject the completed application within 15 calendar days from the day the application was received. Incomplete applications, which are missing any required documents, will be denied. Residents will be required to resubmit the request. For current residents, pet applications will not be processed or approved if the household is not lease compliant.

E. If the property management approves the pet application, the resident can bring the pet on to the premises and must pay a refundable pet deposit. The pet deposit shall be kept together with the resident’s security deposit in the same interest bearing account. The NBHA will credit the resident’s account on an annual basis in accordance with state and local law. The property manager must provide the resident a receipt for the pet deposit, separate from the security deposit receipt, and keep a copy of it in the resident’s file. **24 CFR § 960.707 (d).**

1. Birds/Fish/Gerbils/Hamsters/Guinea Pigs/Turtles: A resident shall pay a refundable pet deposit of \$40.00 for a 10 gallon aquarium of fish or turtles and/or for one bird, and one gerbil, hamster, or guinea pig. This deposit must be paid at the time the lease is signed or pet approval is granted.
2. Cats: A resident shall pay a refundable pet deposit of \$50.00 for a cat.
3. Dogs: A resident shall pay a refundable pet deposit of \$80.00 for a dog.
4. Pet deposits will be put into an interest bearing escrow account and will be refunded to the resident within 45 calendar days after the resident has moved from the property or the resident no longer has ownership of the pet. NBHA will have the right to use the pet deposit to pay reasonable expenses attributable to damage caused by the pet. Such expenses can include, but are not limited to, fumigation of the unit and cost of repairs and replacement to the unit. NBHA will notify the resident in writing of any deductions taken from the pet deposit within 30 calendar days.

F. **No dogs are permitted in any of NBHA high-rise buildings.**

G. One cat or one dog may be kept in any one unit. Cats are limited to 15 pounds. Dogs are limited to 40 pounds and 20 inches in height from the floor to the top of their head. *An approved assistance animal is not subject to these size and weight limitations.* Cats

and dogs must wear a current rabies tag and an identification tag specifying the resident's name, address, and telephone number at all times.

H. One bird and/or up to a 10 gallon aquarium of fish may be kept in any one unit. A reasonable amount of fish or other animals (such as turtles) appropriately kept in an aquarium will be permitted in a maximum 10 gallon fish tank.

I. An animal cage that can house a maximum of one hamster, guinea pig, or gerbil may be kept.

J. In compliance with Connecticut General Statutes Section 22-339b every dog and cat 3 months or older must be vaccinated against rabies. In addition, CGS Section 22-338 requires that every dog over six (6) months of age kept in New Britain must be licensed with the City of New Britain as required by City Ordinance Sec. 6-17. No dog license will be issued by the City of New Britain without a certificate indicating that the immunity provided by the rabies vaccine is effective at the time of licensing.

K. All dogs and cats over six months of age must be spayed/neutered unless a letter is received from a licensed veterinarian giving a medical reason why such is detrimental to the pet's health.

L. A pet owner must be capable of taking care of the pet. All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention of his/her pet recognize that the other residents may be chemically sensitive or have allergies related to pets or may be easily frightened or disorientated by animals.

M. At the time of annual reexamination, the resident must update the registration, which includes providing proof of up-to-date inoculations, identification tag, and for cats and dogs, verification that the pet has been spayed/neutered, or a letter from a veterinarian giving a medical reason why the procedure was not performed.

N. Residents must physically control or confine their pets when any NBHA employees, agents of the NBHA, or others must enter the unit to conduct business, provide services, or enforce lease terms.

O. Pets shall be quartered in the resident's unit. Residents shall not alter their unit, patio, or other area on NBHA property to create an enclosure or a caged area for a pet.

P. No dog houses will be allowed on the premises.

Q. Dishes or containers for food and water must be located within the pet owner's unit. Owners may not deposit food or table scraps for animals on their porches, yards, or balconies.

R. Residents may not feed, water or harbor stray/wild animals.

S. Every pet owner will be responsible for proper disposal of fecal waste of their pet in a manner that will not damage or deface the unit or premises. In accordance with City Ordinance **Sec. 6-19. Removal of feces**, the excrement of any animal curbed on NBHA property must be removed and disposed of immediately. Failure to remove and dispose of pet waste may result in a maintenance charge per occurrence and continued violation of this provision will be cause for lease termination.

T. 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. 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.

U. Pet owners will be responsible for any damage caused by their pet including the cost of professional carpet cleaning and exterminating for fleas or other petborne pests.

V. Pets are not allowed in building areas where nutrition centers are located.
Assistance animals for persons with disabilities are exempt from this restriction.

W. Pets are not permitted in common areas (e.g., solariums, craft rooms, social rooms, laundry rooms, maintenance space, playgrounds, TV lounges, etc.). Lobby areas are available to pets for ingress and egress only. *Assistance animals for persons with disabilities are exempt from this restriction.*

X. While pets are outside of the unit and in building common areas (e.g. elevators, hallways, lobby, etc.), they must be controlled by being either kept on a leash, carried in the resident’s arms, or in an appropriate animal cab. While outside the unit, dogs must be kept tightly reigned on a leash no longer than six feet in length. 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.

Y. In accordance with City Ordinance **Sec. 6-18. Running or roaming at large prohibited**. No person owning or keeping a dog, shall allow such dog to be in or upon any street, park or other public place, or in or upon any unenclosed lot or other private premises, unless such dog is attached to a secure leash held continuously in the hands of a responsible person capable of controlling it, or is securely leashed upon such unenclosed lot or premises in such manner that the rope or other attachment by which it is held or tethered does not permit it to be or go beyond the boundaries of such lot or premises or unless such dog is securely confined within a motor vehicle which is adequately ventilated.

Z. In accordance with CGS Sec. 22-358, if a pet bites or attacks a resident, NBHA employee, or anyone visiting on the premises, a complaint shall be made to the Animal Control Officer of the City of New Britain, who will investigate and make a determination regarding the animal.

AA. Visitors (nonresidents) on NBHA property are not allowed to bring animals onto the premises, except for assistance animals. The head of household being visited is liable for any and all damages caused by his/her visitor's assistance animal.

BB. Pets/animals not owned by the resident shall not be kept on a temporary basis for any length of time or under any circumstance. Pets not owned or registered by the resident with NBHA shall not be kept by the resident for any length in time or under any circumstances.

CC. It is a material violation of the lease for a resident to neglect, abuse, or abandon their animal. The NBHA will take the necessary steps to protect the safety of the animal pursuant to Section VIII.B of this procedure.

DD. It is a material violation of the lease to breed any animals in the unit.

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

III. INSPECTIONS:

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

- A. 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.
- B. 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 or is not properly cared for.

IV. 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.

V. NOTICE OF PET REMOVAL AND TERMINATION OF TENANCY:

If the resident/pet owner and the NBHA 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 NBHA may serve notice to remove the pet and/or terminate residents tenancy.

The notice shall contain:

- A brief statement of the factual basis for the NBHA's determination of the PCP rule that has been violated.
- The requirements that the resident/pet owner must correct the violation within ten (10) days of the effective date of the notice, or request a meeting to discuss the violation.
- A statement that the resident/pet owner is entitled to be accompanied by another person of his/her choice at the meeting.
- A statement that the resident/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.
- A statement that the resident/pet owner has the right to grieve decisions made through the NBHA grievance procedures.

VI. PROTECTION OF THE PET:

A. If the health or safety of a 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, the NBHA may contact the responsible party(ies) listed in the registration form and ask that they assume responsibility for the pet.

B. If the NBHA finds evidence of neglect, abuse, or abandonment of the animal, the NBHA may contact the responsible party(ies) listed in the registration form and ask that they assume responsibility for the pet.

C. If the NBHA is unable to contact the responsible party(ies) despite reasonable efforts or if the responsible party(ies) are unwilling or unable to care for the pet, the NBHA may contact the appropriate state or local Animal Control Authority and request the removal of the pet.

D. If none of the above actions produce results, the NBHA may enter the pet owner's unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility for the

pet, but for no longer than 30 calendar days. The cost of the animal care facility provided under this section shall be paid by the pet owner. **24 CFR §5.363**

VI. NUISANCE OR THREAT TO HEALTH OR SAFETY:

Nothing in this policy prohibits the NBHA or the appropriate City of New Britain authority from requiring the removal of any pet or assistance animal from the property if the animal's conduct or condition constitutes a nuisance or a threat to the health or safety of other occupants of the property or members of the community where the property is located, pursuant to provisions of state or local law. **24 CFR § 5.327**

Resident Advisory Board Meeting
5-Year Plan – 2009

June 24, 2008

Subcommittee Meeting

Participants: Jean Burby, President Senior Citizens' Coalition, Ribicoff Building, Ethel Fuller, Vice President, Oval Grove Resident Council, Patricia Herman, Treasurer, Mount Pleasant, Betty Evans, Property Manager, Evelyn Rodriguez, Property Manager and Loo Pacacha, NBHA, Attorney.

Lisa Royce, Executive Director of the New Britain Housing Authority met with the committee to discuss an eminent domain action brought on by the CT. Department of Transportation. The Department of transportation wants a corner piece of the property to install a traffic box for wires. She gave the members a copy of a map for the affected area along with the letter from the Department of Transportation concerning the eminent domain action. The only concern Ms. Burby had as she lives at the property was that we were not going to take the building down where she lives. The director assured her that the authority and the Department of Transportation had no intentions of doing such a thing. There were no other questions and the committee had no issues with the action.

Resident Advisory Board Meeting
5-Year Plan - 2009

July 1, 2008

Subcommittee Meeting

Participants: Jean Burby, President Senior Citizens' Coalition, Ribicoff Building, Ethel Fuller, Vice President, Oval Grove Resident Council, Patricia Herman, Treasurer, Mount Pleasant, Betty Evans, Property Manager, Evelyn Rodriguez, Property Manager and Loo Pacacha, NBHA, Attorney.

The following was discussed: Everyone was giving a copy of the policies to review to prepare for the meeting dated 8/19/2008

Attorney Pacacha presented her revise NBHA lease for discussion. Additional revisions were made to address the following:

- Distinguish income-based and flat rents
- Hardship
- Establish a charge for air conditions
- Update of Maintenance Service Charges and Legal fees
- Revisions to Provision X.C 7 and 10

Admissions and Continued Occupancy: Policy reviewed

Chapter 6
Chapter 9

Page 2, letter d flat rent
Annual Exams, 120 days, being removed from the wording, Page 9-5, 9-II B, changed read for families paying flat rents, the NBHA will conduct a full re-examination of family income at least every 3 years. Re-examination of family composition will be conducted at least annually

Pet Policy

We discussed the language of vicious pets, and pets allowed on NBHA property

Lease

Changes to page 2, letter d, to add the language, NBHA and the Resident has given his/her new address to NBHA. We will

inform you in writing within thirty (30) days of receipt of your forwarding address of all charges.

Page 3 letter H, regarding air conditioners

Page 4 Flat rent discussions and hardships changes

Page 6 included hardship information

Created a housekeeping schedule A

Attachment to the end of lease instead of being a part of 13 b on page 10

Public Use Policy

Reviewed

Resident Advisory Board Meeting
5-Year Plan – 2009

July 15, 2008

Subcommittee Meeting

Participants: Jean Burby, President Senior Citizens' Coalition, Ribicoff Building, Ethel Fuller, Vice President, Oval Grove Resident Council, Patricia Herman, Treasurer, Mount Pleasant, Betty Evans, Property Manager, Evelyn Rodriguez, Property Manager and Loo Pacacha, NBHA, Attorney.

Additional NBHA Lease revisions were made to prohibit BB guns and basketball hoops on public housing property. The following was discussed: Everyone was giving a copy of the policies to review to prepare for the meeting dated 8/19/2008

Resident Advisory Board Meeting
5 Year Plan - 2009

August 12, 2008

Subcommittee Meeting

Participants: Jean Burby, President Senior Citizens' Coalition, Ribicoff Building, Ethel Fuller, Vice President, Oval Grove Resident Council, Lucille Attenello, resident Ribicoff Building, Betty Evans, Property Manager, Evelyn Rodriguez, Property Manager and Loo Pacacha, NBHA, Attorney.

The following was discussed: Everyone was giving a copy of the policies to review to prepare for the meeting dated 8/19/2008

Attorney Pacacha, presented the final version of the NBHA Lease. The Pet Policy was reviewed and additional changes were made.

Admissions and Continued Occupancy: Policy reviewed

Authority Grievance Procedures

Pet Policy

We discussed the pet policy will be placed in the ACOP as well as having a tab for the Policy

Lease

We discussed not permitting bb guns on Authority in the on page 10, 14(a)
Not permitting basketball hoops on page 9 #11, added a d, not to permit basketball hoops at their dwelling unit
Page of 8, C, #1 added language regarding using the address of a resident
Page 9, 7, added language for Call for Aid and blocked egress (air conditioners blocking a window)
Page 9, 10, added the language of call maintenance within 24 hrs for replacement of "consumable items."

Page 9, 12, added the language of
Maintenance Service Charges schedule
Page 14, Letter D Added Violence Against
Women's Act information
Page 14, letter A added, language a #5

Members of the Committee received copies of the following revised documents to review for the next meeting:

- Private Use Policy
- Eviction Policy
- Grievance and ACOP Chapter 14

The following policies were also discussed:

Lifetime Sexual Offenders Policy

Eviction Policy

VAWA

Public Use Policy

The Committee approved appointment by the Executive Director of hearing Officer(s) required under the NBHA Grievance Procedures, as stated in the Grievance Policy and ACOP Chapter 14.

Lifetime Sexual Offenders Policy

Discussed the recommended change by NBHA Counsel to remove the language of notification of resident council of lifetime registered sexual offenders, because the website is clear on the appropriate use of information, we didn't want to create liability issues/concerns

Eviction Policy

Reviewed

VAWA

Discussed the programs within the City of New Britain, and that I (Betty Evans) would provide a brief write-up of the programs offered in our area without naming agencies and put a copy of the domestic violence form in the annual plan book

Public Use Policy

Reviewed policy, put fire marshal information with all other bullets, minor changes

The Committee Members accepted the revisions to the following policies:

- Private Use Policy
- Eviction Policy
- Grievance Policy for public housing residents and its inclusion into the ACOP Chapter 14 after section addressing grievances for Applicants
- Pet Policy and inclusion as ACOP Chapter 10 with minor adjustments:

Only "one" bird allowed; Insert a reference that animals not addressed in the policy need NBHA approval

The Committee Members also revised the local preferences in ACOP Chapter 4;

- Residency and the reference to CMHA were deleted
- Added: Elderly/disabled, veterans, homeless/involuntarily displaced kept working

The Committee agreed to accept Attorney Pacacha's suggested revisions to the Sex Offender Policy to delete references to obsolete departments of Public Safety Department and Resident Service Council and to include the statutory "Warning" published on the State Registry Website. The Committee also agreed that NBHA staff would not disseminate Registry information since it is readily available public information.

Betty Evans agreed to furnish information required for the Plan detailing the victim services programs provided by NBHA through Prudence Crandall and the Police Department and a plan to schedule educational sessions for residents twice each year, possible March and October.

Attorney Pacacha discussed the certification requirements attached to the VAWA regulations and copy of HUD's Certification was given to each Committee Member.

List of Resident Advisory Board Members – New Britain Housing Authority 2008

Mary E Royce, Executive Director

Betty Evans, Property Manager

Evelyn Rodriguez, Property Manager

Loo Pacacha, Attorney

Jean Burby, Resident

Patricia Herman, Resident

Nellie Rivera, Resident

Ethel Fuller, Resident

Veronica Lucy, Resident

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
16 ARMISTICE STREET * NEW BRITAIN, CT 06053

VIOLENCE AGAINST WOMEN ACT POLICY

- 1.0 **PURPOSE:** The purpose of this Policy is to reduce domestic violence, dating violence, and stalking and to prevent homelessness by:
- a. protecting the safety of victims;
 - b. creating long-term housing solutions for victims;
 - c. building collaborations among victim service providers; and
 - d. assisting NBHA to respond appropriately to the violence while maintaining a safe environment for NBHA, employees, tenants, applicants, Section 8 participants, public housing program participants and others.

The Policy will assist the NBHA in providing rights under the Violence Against Women Act to its applicants, public housing residents, Section 8 participants and other program participants.

- 2.0 **MISSION STATEMENT:** NBHA's policy is to comply with the 2005 VAWA Pub. L. 109-162; Stat.2960 signed into law on January 5, 2006 and codified at 42 U.S.C. § 1437d (1) and 1437 (d), (o) & 1 and (u). NBHA shall not discriminate against an applicant, public housing resident, Section 8 program participant or other program participant on the basis of the rights or privileges provided under the VAWA.

This Policy is incorporated into NBHA's "Statement of Policies Governing Admissions to Continuing Occupancy of Low Rent Housing" and "Section 8 Program Administrative Plan".

- 3.0 **DEFINITIONS:** The definitions in this Section apply only to this Policy:
- 3.1: **Confidentiality:** All information provided to the NBHA about resident(s) of domestic violence, dating violence, stalking involving tenant or a member of the household will be held by NBHA in confidence and not shared without tenants consent, except that this information may be disclosed in an eviction proceeding or otherwise as necessary to meet the requirements of law.
- 3.2: **Dating Violence:** Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the

type of relationship; (iii) the frequency of interaction between the persons involved in the relationship. 42 U.S.C. § 1437d (u) (3) (A).

3.3: **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, committed by a person with whom the victim shares a child in common, committed by a person who is cohabitating with or has cohabitated with the victim as a spouse, committed by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Connecticut, or committed by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Connecticut. 42 U.S.C. § 1437d (u) (3) (B).

3.4: **Homeless, Homeless Individual and Homeless Person:** A person who lacks a fixed, regular and adequate nighttime resident. Also includes: (a) a person who is sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; (b) a person living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations; (c) a person living in emergency or transitional shelter; (d) a person abandoned in a hospital; (e) a person awaiting foster care placement; or (f) a person who has a primary nighttime resident that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. VAWA of 2005 § 41403.

3.5: **Involuntary Displacement:** Occurs when a victim has vacated or will have to vacate their housing unit because of domestic violence, dating domestic violence or stalking against the victim.

3.6: **Immediate Family Member:** A spouse, parent, brother or sister, or child of a victim or an individual to who the victim stands in loco parentis; or any other person living in the household of the victim and related to the victim by blood and marriage. 42 U.S.C. § 1437d (u) (3) (D).

3.7: **Long-term Housing:** Is housing that is sustainable, accessible, affordable and safe for the foreseeable future which: (a) the person rents or owns; (b) is subsidized by a voucher or other program as long as the person meets the eligibility requirements of the program; (c) directly provided by NBHA, is not time limited and the person meets the eligibility requirements of the program.

3.8: **Perpetrator:** A person who commits an act of domestic violence, dating domestic violence or stalking against a victim.

3.9: **Stalking:** (a) to follow, pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate the victim; (b) to place under surveillance with the intent to kill, injure, harass or intimidate the victim; (c) in the course of, or as a result of such following, pursuit, surveillance, or repeatedly committed acts, to place the victim in reasonable fear of the death of, or serious bodily injury to the

victim; or (d) to cause substantial emotional harm to the victim, a member of the immediate family of the victim or the spouse or intimate partner of the victim. 42 U.S.C. § 1437d (u)(3)(C).

3.10: **Victim:** Is a person who is the victim of domestic violence, dating violence, or stalking under this Policy and who has timely and completely completed the certification as requested by NBHA.

4.0 **CERTIFICATION AND CONFIDENTIALITY:**

4.1: **Failure to Provide Certification Under 4.2 and 4.3:** The person shall provide complete and accurate certifications to NBHA owner or property manager within 14 business days after the party requests in writing that the person completes the certifications. If the person does not provide a complete and accurate certification within the 14 business days, NBHA, the owner or property manager may take action to deny or terminate participation or tenancy under; 42 U.S.C. § 1437 1 (5) & (6); 42 U.S.C. §1437 (d) (c) (3); 42 U.S.C. § 1437f (c) (9); 42 U.S.C. § 1437f (d)(1)(B) (ii) & (iii); 42 U.S.C. § 1437f(o)(7)(C) & (D); or 42 U.S.C. § 1437f (o)(20) or for other good cause.

4.2: **HUD Approved Certification:** For each incident that a person is claiming is abuse, the person shall certify to NBHA, owner or property manager their victim status by completing a HUD approved certification form. The person shall certify the date, time and description of the incidents, that the incidents are bona fide incidents of actual or threatened abuses and meet the requirements of VAWA and this Policy. The person shall provide information to identify the perpetrator including, but not limited to the name and, if known, all alias names, date of birth, address, contact information such as postal, e-mail or internet address, telephone or facsimile number or other information.

4.3: **Other Certification:** A person who is claiming victim status shall provide to NBHA, an owner or manager: (a) documentation signed by the victim and an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C. § 1746) to the professional's belief that the incident(s) in question are bona fide incidents of abuse; or (b) a federal, state, tribal, territorial, local police or court record.

4.4: **Confidentiality:** NBHA, the owner and/or property manager shall keep all information provided to NBHA under this Section confidential. NBHA, owner and/or property manager shall not enter the information into a shared database or provide to any related entity except to the extent that:

- (a) the victim requests or consents to the disclosure in writing;
- (b) the disclosure is required for:

- (i) eviction from public housing under 42 U.S.C. § 1437 I (5) & (6) (See Section 5 in this Policy)
- (ii) termination of Section 8 assistance under 42 U.S.C. § 1437f (c)(9); 42 U.S.C. § 1437f (d) (I)(B)(ii) & (iii); 42 U.S.C. § 1437f (O)(7)(C)&(D); or 42U.S.C. § 1437f(o)(20) (See Section 5 in this Policy; or
- (c) the disclosure is required by applicable law.

4.5: Compliance Not Sufficient to Constitute Evidence of Unreasonable Act:

The NBHA, owner or manager compliance with Section 4.1, 4.2 and 4.3 shall alone not be sufficient to show evidence of an unreasonable act or omission by them.

5.0 APPROPRIATE BASIS FOR DENIAL OF ADMISSION, ASSISTANCE OR TENANCY:

- 5.1: NBHA shall not deny participation or admission to a program on the basis of a person's victim status, if the person otherwise qualifies for admission of assistance.
- 5.2 In incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be a serious or repeated violation of the lease by victim and shall not be good cause for denying to a victim admission to a program, terminating Section 8 assistance or occupancy rights, or eviction a tenant.
- 5.3 Criminal activity directly related to domestic violence, dating violence, or stalking engaged in by a member of tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim of that domestic violence, dating violence or stalking.
- 5.4 Notwithstanding Section 5.1, 5.2 and 5.3 NBHA, an owner or manager may bifurcate a lease to evict, remove or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others without evicting, removing, terminating assistance to or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. 42 U.S.C. § 1437d (1)(6)(B).
- 5.5 Nothing in Section 5.1 and 5.3 shall limit the authority of New Britain, an owner or manager, when notified, to honor court order addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or

possession of property among the household members when the family breaks up.

- 5.6 Nothing in Section 5.1, 5.2 and 5.3 limits NBHA, an owner or manager's authority to evict or terminate assistance to any tenant for any violation of lease not premised on the act or acts of violence against the tenant or a member of the tenant's household. However NBHA, owner or manager may not hold a victim to a more demanding standard.
 - 5.7 Nothing in Section 5.1, 5.2 and 5.3 limits NBHA, an owner or manager's authority to evict or terminate assistance, or deny admission to a program if the NBHA, owner or manager can show an actual and imminent threat to other tenants, neighbors, guests, their employees, persons providing service to the property or others if the tenant family is not evicted or terminated from assistance or denied admission.
 - 5.8 Nothing in Section 5.1, 5.2 or 5.3 limits NBHA, an owner or manager's authority to deny admission, terminate assistance or evict a person who engages in criminal acts including, but not limited to, acts of physical violence or stalking against family members or others.
 - 5.9 A Section 8 recipient who moves out of a assisted dwelling unit to protect their health or safety and who: (a) is a victim under this Policy; (b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and (c) has complied with all other obligations of the Section 8 program may receive a voucher and move to another Section 8 jurisdiction.
 - 5.10 A public housing tenant who wants a transfer to protect their health or safety and who: (a) is victim under this Policy; (b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the units; and (3) has complied with all other obligations of the public housing income program may transfer to another NBHA unit, receive a Section 8 voucher and stay in Connecticut or move to another Section 8 jurisdiction.
- 6.0 **ACTIONS AGAINST A PERPETRATOR:** NBHA may evict, terminate assistance, deny admission to a program or trespass a perpetrator from its property under this Policy. The victim shall take action to control, or prevent the domestic violence, dating violence, or stalking. The action may include, but is not limited to: (a) obtaining and enforcing a restraining or no contact order or order for protection against the perpetrator; (b) obtaining and enforcing a trespass against the perpetrator; (c) enforcing NBHA or law enforcement's trespass of the perpetrator; (d) preventing the delivery of the perpetrator's mail to the victim's

unit; (e) providing identifying information listed in 4.2; and (f) other reasonable measures.

7.0 NOTICE TO APPLICANTS, PARTICIPANTS, TENANTS AND SECTION 8 MANAGERS AND OWNERS:

NBHA shall provide notice to applicants, participants, tenants, managers and owners of their rights and obligations under Section 4.4 Confidentiality and Section 5.0 Appropriate Basis for Denial of Admission, Assistance or Tenancy.

8.0 REPORTING REQUIREMENTS: NBHA shall include in its 5-year plan a statement of goals, objectives, policies or programs that will serve the needs of victims. NBHA shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service providers to victims, to help victims obtain or maintain housing or to prevent the abuse or to enhance the safety of victims.

9.0 CONFLICT AND SCOPE: This Policy does not enlarge NBHA's duty under any law, regulation or ordinance. If this Policy conflicts with the applicable law, regulation or ordinance, the law, regulation or ordinance shall control. If this Policy conflicts with another NBHA policy such as its Statement of Policies or Section 8 Administration Plan, this Policy will control.

10.0 AMENDMENT: The Executive Director may amend this policy when it is reasonably necessary to effectuate the Policy's intent, purpose or interpretation. The proposed amendment along with the rationale for the amendment shall be submitted to the Executive Director for consideration. Where reasonably necessary, the Executive Director may approve the amendment. The amendment shall be effective and incorporated on the date that the Executive Director signs the amendment.

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN

CERTIFICATION OF DOMESTICE VIOLENCE, DATING VIOLENCE OR STALKING

Certification must be made as provided in Section A and either Section B, or Section C below:

-
1. Date delivered to resident:_____.
 2. Must complete and return form by _____(14 business days after resident's receipt).
 3. If cannot complete form by this date, contact_____at _____.
-

A. **RESIDENT/APPLICANT MUST COMPLETE:**

Attach completed and sign HUD Form 50066 – copy attached

B. **CERTIFICATION IS MADE BY PROVIDING POLICE REPORT OR COURT RECORD:**

1. Name of the victim of domestic violence, dating violence or stalking: _____
2. Victim's address:_____
3. Head of Household on lease, if not the victim:_____
4. Perpetrator's name, if known:_____
5. If perpetrator's name is not known, explain why:_____
6. Perpetrator's relation to victim:_____
7. Date and description of the qualifying incidents:_____
8. Certification of the violence:

Attached is a copy of a police report, temporary, or permanent restraining order, or other police or court record relating to the violence.

I hereby certify that the description of an incident, or incidents of domestic violence, dating violence or stalking set forth in the attached police report, or court record is true and correct.

Signature of resident:_____Dated:_____

C. **IF CERTIFICATION IS BY AN EMPLOYEE, AGENT, OR VOLUNTER OF A VICTIM SERVICE PROVIDER, ATTORNEY, OR MEDICAL PROFESSIONAL FROM WHOM THE VICTIM HAS SOUGHT HELP IN ADDRESSING DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING OR ITS EFFECTS:**

The SERVICE PROVIDER, OR PROFESSIONAL must complete this section:

1. Name of the victim of domestic violence, dating violence or stalking:_____
2. Victim's address:_____
3. Head of Household on lease, if not the victim:_____
4. Perpetrator's name, if known:_____
5. If perpetrator's name is not known, explain why:_____
6. Perpetrator's relation to victim:_____
7. Dates and description of the qualifying incidents:_____

(attach additional sheet if necessary)

8. Certification of the violence.

A professional who helped the victim address the violence must complete the following section:

1. Name of person completing this section:_____
2. What category best describes you? ☐Attorney ☐Medical Professional
☐Victim Service Provider
3. Title_____Phone #:_____
4. Agency / Business Name:_____
5. Address:_____

I hereby certify under penalty of perjury that the foregoing is true and correct and I believe that the incident(s) described above are bona fide incidents of abuse.

Signature: _____ Date Signed: _____

Attested to as true and correct:

Signature of victim: _____ Date Signed: _____