

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information Housing Authority of the City of Danbury PHA Name: _____ PHA Code: ___CT020_____ PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY):January 1, 2012				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH Units 363 Number of HCV Units: 802				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				

5.1

Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:

The Housing Authority of the City of Danbury, Connecticut (HACD) was created pursuant to Section 8-40 of the Connecticut General Statutes. HACD has contracted with the Federal Government acting through the Department of Housing and Urban Development (HUD), for financial assistance for low-income public housing pursuant to the United States Housing Act of 1937, as amended.

The Housing Authority of the City of Danbury ("HACD") is one of the ten largest public housing authorities in the State of Connecticut. The HACD's combined state/federal public and housing choice voucher programs consist of 1840 affordable family and senior rental units in five developments and private apartments throughout the City of Danbury and the region. The HACD's current housing inventory of 1840 compared to 1133 housing units in 2000. As of September, 2011, HACD has 1152 federal 418 federal low income family and elderly rental apartments in (5) five developments across the City of Danbury, CT. HACD's state program houses 613 low and moderate households including 152 elderly households and approximately 1low- and moderate-households including 157 elderly households and approximately 1194 authorized residents. HACD administers a regional Federal Section 8 (Housing Choice Voucher) program with 802 contract units for Danbury, Ridgefield, Newtown, Sherman, New Milford, Bethel, Redding, Brookfield, Monroe, Washington, Bethlehem, and Bridgewater.)

HACD has also contracted with the State of Connecticut's Department of Economic and Community Development for financial assistance for elderly and moderate rental housing projects in the form of capital grants pursuant to Sections 8-14a and 8-70 of the Connecticut General Statutes. Currently, HACD has low- and moderate-income family and elderly rental apartments in six (6) developments across the City of Danbury CT. HACD has also contracted with the State Department of Social Services for grants-in-aid for rental assistance funds.

HACD, as subcontractor, administers a regional Section 8 (Housing Choice Vouchers) program for the State of Connecticut including Danbury, Ridgefield, Newtown, Sherman, New Milford, Bethel, Redding, Brookfield, Monroe, Washington, Bethlehem, and Bridgewater, Stamford, Norwalk. Through its state regional Housing Choice Voucher program, HACD also serves 291 households with including 21 elderly households and approximately 312 authorized residents.

HACD residents and Section 8 voucher holders combined occupy 20% of the region's rental apartments. Close to 70% of HACD's units are serving families who earn 50% or less of the area median income for the area in which the units are located. In addition, another 10% of those being served earn less than 80% of the area median income. In total, 95% of the families being served by subsidy earn less than 80% of the area median income. Seventy five of the elderly persons being assisted under HACD's Elderly Housing programs earn less than 25% of the area median income.

5.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

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

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

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (MASS score) Standard Performer 2012
 - Improve voucher management: (SEMAP score) Standard Performer 2012
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) REAC
 - Renovate or modernize public housing units: Capital Program and Redevelopment
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide project based section 8 vouchers:
 - Other: (list below)

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

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) 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

6.0

PHA Plan Element	Section in Prior Plan Format	Changed	Attached to This Plan	Only in File at HACD
PHA Plan 2012-2016 and Prior Progress		Yes	Attachment A	
Eligibility, Selection and Admissions Policies, including Deconcentration	3.A and 3.B			x
Eligibility	3.A (1) and 3.B (1)	No		x
Wait List Procedures	3.A (2) and 3.B (2)	No		x
Selection	3.A (3)	No		x
Admission Policies			Attachment B and B1	x
Deconcentration	3.A (4) and 3.B (4)			x
Financial Resources including Budgets	2	Yes	Attachment C , D, E	
Rent Determination	4	Yes		x
Income Based rents	4.A (1)	No		x
Flat Rents	4.A (2)	No		
Payment Standards (HCV)	4.B (1)	Yes		x
Minimum Rent	4.B (2)	No		X
Operations and Management Maintenance Charges		Yes	Attachment F	
Designated Housing For Elderly and Disabled Families	9	Yes		X
Community Service and Self Sufficiency	12	No		X
Safety and Crime Prevention	13	No		X
Pets	14	No		X
RAB Members	18.B	Yes	Attachment G	
CFP Annual Statement		Yes	Attachment H	
CFP Performance and Evaluation		Yes	Attachment H	
CFP Replacement Housing			Attachment H	
CFP ARRA		Yes	Attachment H	
CFP 5 Year Plan			Attachment I	
Substantial Deviation		No	Attachment J	
Civil Rights Certification	15	No	Attachment K	
Fiscal Year Audit	16	No		x
Asset Management	17	No		
Other Information Required by HUD	18			
Violence Against Women (VAWA)		No	Attachment L	
Grievance Procedures		No	Attachment M	

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</p> <p>The HACD will continue to examine the use of project based Section 8 to spur re development efforts in the City of Danbury. Currently, HACD has four (4) project based vouchers in use in an award winning homeless veterans initiative In Danbury Connecticut (10 units) .</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. ATTACHMENT H</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. ATTACHMENT H</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. ATTACHMENT I</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. ATTACHMENT H</p>

9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ATTACHMENT K
9.1	Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. ATTACHMENT K

<p>10.0</p>	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5- Year Plan. ATTACHMENT A</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” ATTACHMENT J</p> <p>(c) Statement of Consistency with Consolidated Plan ATTACHMENT N</p>

<p>11.0</p>	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) ATTACHMENT THREE</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) ATTACHMENT N</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) ATTACHMENT N</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) ATTACHMENT N</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) ATTACHMENT N</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA PLAN ATTACHMENT G</p> <p>PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. PHA ATTACHMENT N</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) ATTACHMENT H</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) ATTACHMENT H</p>
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ATTACHMENT A FIVE YEAR PLAN PROGRESS

1. Through the use of ARRA funds, 50- unit elderly state property accepted by HUD into approved for federal low rent program.
2. Successful NSP application in the amount of \$857,000 collaboration with the City of Danbury leverage with \$134,000 in CDBG award. The combined resources resulted in the acquisition of four (4) scattered site units.
3. Capital work roofing, site work, energy efficiency initiatives underway at four (4) of HACD's federal sites
3. Boiler replacement underway at Putnam Towers
4. Leverages resources (project based vouchers) with community partners resulting in 10 bed supportive housing for homeless veterans.
6. Successful application for CDBG in the amount of \$145,000 for roofing replacement at Glen Apartments
7. Through the use of ARRA funds, long standing drainage work completed at Eden Drive.

ATTACHMENT B: REVISIONS TO HACD'S ADMISSIONS AND OCCUPANCY POLICY

Please note that changes are highlighted in yellow. For full text of the Section please see the ACOP Plan on file at the HACD's Offices.

SECTION VII. REVISIONS

REEXAMINATION OF INCOME AND FAMILY COMPOSITION, ADJUSTMENTS AND OTHER ANNUAL REQUIREMENTS

The Housing Authority of the City of Danbury will conduct annual reexaminations of all residents.

A. Annual Reexamination Procedures

1. The income, allowances and family composition of HACD's federal public housing tenant households electing an income-based rent shall be reexamined at least once a year in accordance with an established reexamination schedule. Residents electing to pay a flat rent shall have family composition reexamined annually and income reexamined every three years. Reexaminations determine the tenant's monthly rent, eligibility for continued occupancy and the required unit size. HACD follows all pertinent HUD regulations in its completion of reexaminations. On an annual basis, each family residing in one of its federal public housing units will be provided the opportunity to choose between an income-based or flat rent.
2. Each year prior to a public housing resident's anniversary date, HACD will send a formal letter offering a choice between a flat rent and an income-based rent and scheduling the date/time of the reexamination interview. At the appointment, HACD will assist the family in identifying the rent method that would be most advantageous for the family. If the family chooses to select the flat rent without meeting with HACD, they may make this selection on the notice described below and return the form to HACD. In such cases, HACD will cancel the reexamination appointment.

The annual notice sent to all current residents regarding the reexamination process will state the following:

- a. Each year at the time of the annual reexamination, the family has the option to pay a flat rent amount or have their rent based on income.

- b. The amount of the applicable flat rent.
 - c. The amount of the current income-based rent based on the most current information available.
 - d. A fact sheet about income-based rent that lists and explains the types of income included, the most common types of income excluded, and the categories of allowances that are deducted from income.
 - e. Regardless of whether a resident currently pays an income-based or flat rent, a criminal background check will be requested for all adult family members and all will be required to execute a Drug Free Housing Addendum each year.
 - f. Families who choose to continue to pay a flat rent are required to go through the income reexamination process every three years, rather than annually for residents paying an income-based rent.
 - g. Families who choose a flat rent may request to have a special reexamination and return to an income-based rent at any time for the following reasons:
 - (1) The family's income has decreased.
 - (2) The family's circumstances have changed and expenses have increased for childcare, medical care, etc.
 - (3) Other circumstances which have created a hardship for the family such that an income-based rent would be more financially feasible at this time.
 - h. The date and time of the annual reexamination appointment.
 - i. The name and phone of a HACD staff to call to get additional information and guidance on flat and income-based rents.
 - j. A certification for the family to sign accepting the flat rent.
3. At the time of the reexamination, families must provide HACD with all necessary information to verify income (annually or every 3 years), and family composition (annually) and sign all required certification forms and the Authorization for Release of Information form (see Appendix G for definition of Income).

4. In the event that a tenant household fails to keep a scheduled reexamination appointment or promptly submit all necessary information, he/she shall be given ten business (10) days from the date of written notification to provide HACD with the required information.

In the event the tenant fails to participate in the interview and/or to provide information required by HACD, the Authority may establish the tenant's rent based upon HACD flat rents until the matter is resolved and/or terminate the tenant from the program.

5. Employment and income data, assets, full-time student status, medical expenses (elderly, disabled and state moderate families only), childcare expense, and handicapped assistance expenses will be verified, documented and placed in the tenant's folder.

Third party written verifications will be obtained whenever possible. When HACD and tenant household have made all reasonable effort to obtain third party written verifications, documents obtained from the tenant and photocopied are an acceptable form of verification, when not prohibited by law. If photocopying is prohibited by law, HACD staff will sign a statement confirming that the verification documents were viewed by recording the document source, date, time, amount, etc. Oral third party verifications are also acceptable, if properly documented. When such documents cannot be photocopied or orally verified, HACD will proceed with processing using the best possible documentation and information available. All verifications will be maintained in the tenant's folder.

Verified information will be analyzed and a determination of rent and of the appropriate unit size made.

6. *Determination of Compliance with Community Service Requirements.* HACD will determine on an annual basis whether adult residents subject to the eight (8) hours a month service requirement are in compliance. HACD will also determine if adult residents originally exempt from the requirements have become non-exempt. Adult residents who, because of the annual review, are determined to be non-exempt will be required to comply with the community service and self-sufficiency requirement. For residents paying a flat rent, the review will be performed and appropriate action taken by HACD 12 months after the initial status determination and every 12 months thereafter.

If a resident is determined to be non-compliant with the monthly community service requirement, HACD will notify the family of the following:

- a. The family member(s) determined to be non-compliant.
- b. That the determination is subject to the grievance procedure.
- c. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

7. *Receipt of a Letter or Notice From HUD Concerning Income.* If a public housing resident receives a letter or notice from HUD concerning the amount or verification of family income, the letter shall be brought to his or her within ten (10) days of receipt by the resident.

The property manager must reconcile any difference between the amount reported by the resident and the amount listed in the HUD communication within five (5) days of receipt of the notice from the resident. This shall be done as promptly as possible.

After the reconciliation is complete, HACD shall adjust the resident's rent. In addition, if the resident had not previously reported the proper income, HACD shall take one of the following actions:

- a. Immediately collect the back rent due to the agency;
- b. Establish a repayment plan for the resident to pay the sum due to the agency;
- c. Terminate the lease and evict for failure to report income; or
- d. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

8. *Temporary Rent Determinations and Special Reexaminations.* When it is not possible to determine the anticipated annual income with any reasonable degree of accuracy at the time of admission or reexamination, a temporary determination of income and rent will be established, giving due consideration to the tenant's past income and other available information. An interim reexamination will be scheduled to take place every 30 days until a reasonable estimate of the Adjusted Income can be made. Rents determined at special reexaminations shall be made effective the first of the second month following the final rent determinations. Until the final rent

determination can be made, the family will pay rent based upon the existing Adjusted Income.

If the Total Family Income can be reasonably estimated at the time scheduled, the reexamination is to be completed and actions taken as appropriate to adjust the Tenant Rent amount.

If a tenant claims an annual income of zero (0), the tenant will sign a form certifying zero income status monthly. Fraudulent certification will result in eviction.

9. *Changes in Rent*

a. Limit on rent increases.

(1) Federal housing regulations preclude HACD from increasing a qualified family's rent as a result of an increase in income due to employment during the cumulative twelve (12) month period beginning on the date a member of the family is employed or experiences an increase in annual income due to employment. A qualified family is a family currently living in public housing whose:

(i) annual income increases as a result of employment of a family member who was unemployed for one or more years previous to employment; or

(ii) annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program; or

(iii) annual income increases as a result of new employment or increased earnings of a family member, during or within six (6) months after receiving assistance, benefits or services under any state program for Temporary Assistance for Needy Families (TANF) funded under Part A of Title IV of the Social Security Act, as determined by HACD in consultation with the local TANF and Welfare to Work agencies.

- (2) During the second cumulative twelve (12) month period after the date a member of a qualified family is first employed or the family first experiences an increase in annual income due to employment, HACD will exclude from annual income 50% of any increase in annual income attributable to employment over the income of that family member prior to the beginning of employment.
 - (3) HACD will limit the disallowance of increased income of an individual family member outlined in (i) and (ii) above to a lifetime 48-month period. The disallowance of increased income is limited to a maximum of 12 months under (i) and a maximum of 12 months under (ii) above, during the 48-month period beginning from the initial exclusion.
 - (4) This disallowance of increases in income as a result of employment does not apply for purposes of admission to the public housing program (including the determination of income eligibility and income targeting).
- b. Loss of Welfare Benefits. If a family's welfare benefits are reduced, in whole or in part, for a family member because of fraud or because of a welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program, HACD will not reduce the rent to reflect the lost benefit. HACD will include in the family's annual income for purposes of determining rent, an imputed welfare income. Imputed welfare income is the amount of annual income not actually received by a family as a result of a welfare benefit reduction, that is included in the family's income for purposes of calculating rent.

HACD will request from the welfare agency the amount and term of any specified welfare benefit reduction for a family member and will use this information to determine the amount of the imputed welfare income for a family.

- (1) HACD may deny a request for a rent calculation only after obtaining written verification from the welfare agency that the family's benefits have been reduced for one of the reasons stated above.

(2) Residents subject to the imputed welfare income requirement and who disagree with the determination may request a grievance hearing in accordance with HACD's Grievance Procedure. The tenant is not required to pay an escrow account deposit for the portion of the tenant rent attributable to the imputed welfare income in order to obtain a grievance hearing.

(3) This restriction does not apply if the reduction in benefits is a result of:

- The expiration of a lifetime time limit on receiving benefits; or
- A situation where the family has complied with welfare program requirements but cannot obtain employment (e.g., the family has complied, but loses welfare because of a duration time limit such as a cap on welfare benefits for a period of no more than two years in a five year period).
- HACD will not include imputed income in the annual income of a family who was on the waiting list at the time the sanction was imposed by the welfare agency.

c. Rent Increase. Increases in rent shall be effective on the scheduled reexamination effective date, with 30 days advance notice, provided the tenant has complied with all reporting requirements.

When the tenant has failed to attend interviews or to provide required information, HACD may increase the rent retroactive to the reexamination effective date, and the balance of such retroactive rent adjustment must be paid within ten (10) business days of notification. Retroactive charges shall not be made when delays are solely the fault of HACD.

d. Rent Decrease. Decreases in rent shall take effect on the first of the month after the month in which the change was reported and verified.

B. Eligibility for Continuing Occupancy

HACD shall verify all information provided by the tenant family at the time of the annual reexamination and will annually request criminal background checks on all members of the household sixteen (16) years of age and older. After reviewing all information received, only those tenants meeting all of the requirements listed below will be considered eligible for continued occupancy:

1. Qualify as a family or the remaining member of a tenant family; and
2. Have exhibited appropriate conduct since residing in one of HACD's housing programs including:
 - a. Have not interfered with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare;
 - b. Have not adversely affected the physical environment of the community;
 - c. Have not adversely affected the financial stability of the development;
 - d. Have not illegally used a controlled substance or engaged in drug-related criminal activities on or off the premises;
 - e. Have not interfered with the health, safety, or right to peaceful enjoyment of the premises by other tenants because of the abuse of alcohol;
 - f. Have not violated any terms and conditions of the Drug Free Housing Addendum.
3. Have abided by the terms and conditions of the lease agreement, and all policies adopted by HUD that are incorporated in the lease agreement by reference all other addenda to the lease agreement.
4. Have signed any required new or existing lease addendum; and
5. Have complied with the eight (8) hour per month community service requirement, if applicable. HACD will determine on an annual basis whether non-exempt residents are in compliance.

C. Interim Reexaminations

1. Interim reexaminations will be conducted for any of the changes listed in this section which must be reported to HACD within ten (10) business days of their occurrence. Failure to report changes as required may result in a retroactive rent charge and/or eviction action against the tenant. Tenants must report any change in household composition (See D below).
2. Tenants may report the following changes which would result in a decrease in the family's rent:
 - a. Decrease in income expected to last at least 30 days; and
 - b. Increase in allowances or deductions.
3. Tenant(s) must report if they begin receiving public assistance or public assistance is terminated.
4. Tenant(s) may report any increase in employment income during the 12 month period between annual reexaminations within ten (10) business days. HACD will not conduct an interim reexamination.
5. An interim reexamination may also occur should it be found that the tenant has misrepresented the facts upon which the family's rent is based, so that the rent being paid is less than what should have been charged. In these instances, tenant misrepresentations are considered fraud, and appropriate actions will be taken, including but not limited to: lease termination and eviction, retro-active rent charges, referral to a collection agency, and prosecution.
6. For interim reexaminations, increases in rent shall become effective on the first day of the second month following the month the change was reported and verified, provided the change was reported within ten days of its occurrence and the family complies with the verification requirements and completes a reexam. Decreases in rent shall take place on the first day of the month following the month in which the change is reported and verified. The effective dates of changes that are not reported in a timely manner are covered in #5 below.
7. Errors/Omissions, Misrepresentations/Failure or Delay in Reporting Changes (in the interest of brevity, the word "error" is used in this

section to represent errors, omissions, misrepresentations, and failure to report changes). If an error in rent is revealed at any time, an appropriate adjustment will be made to correct the error as follows:

- a. Errors which are the fault of the tenant:
 - (1) Increased rent shall be retroactive to the first day of the month following the date the change occurred.
 - (2) Decreased rent shall be effective on the first day of the month following the month the change was reported.
- b. Errors not the fault of the tenant:
 - (1) Increased rent shall be made effective the first day of the second month following the date the error was discovered.
 - (2) Decreased rent shall be made retroactive to the date of the rent adjustment in which the error occurred.

D. Use Of Enterprise Income Verification System

Using EIV Reports

HACD staff shall use the EIV system in its entirety to further assist in reducing subsidy payment errors. In doing so, the following reports shall be reviewed during the periods noted:

1. EIV Income Report: as a third party source to verify a tenant's employment and income during mandatory recertifications (annual and interim) of family composition and income. This report shall be reviewed annually, at each interim certification and 90 days following move-in.
2. Income Discrepancy Report: to identify households where there is a difference of \$2,400 or more annually in the wages, unemployment compensation and/or Social Security benefit income reported. This report shall be reviewed annually and at each interim certification.
3. New Hires Report: to identify tenants who have started new jobs within the last six months. This report shall be reviewed quarterly.
4. No Income Report: to identify tenants who passed the identity match against SSA's records but no employment or income information was received from the match. This report shall be reviewed quarterly.
5. Existing Tenant Search: to identify applicants applying for assisted housing that may be receiving rental assistance at the time of application

processing at another location. This report shall be reviewed during the applicant screening process.

6. Multiple Subsidy Report: to identify individuals who may be receiving multiple rental subsidies. This report shall be reviewed quarterly.
7. Identity Verification Reports: to clear up any invalid, discrepant or missing information in the PIC/TRACS database that was not identified and corrected at the time of recertification. This report shall be reviewed monthly.

Deceased Tenants Report: to identify tenants who are participating in one of Public Housing or Multifamily Housing's rental assistance programs who are Deceased Tenants Report: to identify tenants who are participating in one of Public Housing or Multifamily Housing's rental assistance programs who are reported by SSA as being deceased. **This report shall be reviewed quarterly.**

ATTACHMENT B1: REVISIONS TO HACD'S HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

Please note that changes are highlighted in yellow. For full text of the Section please see the Administrative Plan on file at the HACD's Offices.

CHAPTER 5- REVISIONS

SUBSIDY STANDARDS

INTRODUCTION

This chapter explains the subsidy standards used to determine the voucher size for families when they are selected from the waiting list, as well as the HACD's procedures when a family's size changes or a family selects a unit size different from the voucher size.

A. DETERMINING FAMILY UNIT (VOUCHER) SIZE (24 CFR 982.402)

HACD's subsidy standards provide for the smallest number of bedrooms needed to house a family without over-crowding. However, single member households will be issued a one-bedroom and not a zero-sized bedroom voucher. According to HUD's HQS space requirements, a unit is not overcrowded as long as it has "at least one bedroom or living/sleeping room for each two persons."

HACD will not issue a larger voucher due to additions of family members other than by birth, adoption, marriage, or court-awarded custody.

The HACD does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom on the voucher. The HACD's subsidy standards for determining voucher size shall be applied in a manner consistent with fair housing guidelines. For subsidy standards, an adult is a person 18 years or older.

All standards in this section relate to the number of bedrooms on the voucher, not the family's actual living arrangements.

GUIDELINES FOR DETERMINING VOUCHER SIZE

Voucher Size	Persons in Household (Minimum #)	Persons in Household (Maximum #)
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6
4 Bedroom	4	8
5 Bedroom	6	10
6 Bedroom	8	12

CHAPTER 10 REVISIONS

HOUSING QUALITY STANDARDS AND INSPECTIONS

INTRODUCTION

Housing quality standards (HQS) are the HUD-required minimum standards for a unit's condition. Rental units must meet HQS both at initial occupancy and during the term of the lease. HQS apply to the building and premises, as well as to the unit. All units must pass HQS inspection on or before the beginning date of the assisted lease and HAP contract.

A. GUIDELINES/TYPES OF INSPECTIONS (24 CFR 982.401(a) 982.405)

Efforts will be made at all times to encourage owners to provide housing above HQS minimum standards.

All utilities must be in service prior to the effective date of the HAP contract. If the utilities are not in service at the time of inspection, the HQS inspector will notify the tenant or owner (whomever is responsible for the utilities according to the RTA) to have the utilities turned on. The inspector will schedule and conduct a re-inspection or the owner and tenant will both certify that the utilities are in service.

If the tenant is responsible for supplying the stove and/or the refrigerator, the HACD will allow the stove and/or the refrigerator to be placed in the unit after the inspection if, after the unit has passed all other HQS, the owner and the family certify that the appliances are in the unit and working according to HQS. The

HACD will not conduct a re-inspection in that event.

There are four types of inspections the HACD will perform.

1. Initial/Move in: Conducted when the Request for Tenancy Approval has been received and accepted. Inspection must not be over 30 days old.
2. Annual: Must be conducted prior to the HAP contract anniversary date.
3. Special/Complaint: At request of owner, family or an agency or third party.
4. Quality Control: To maintain quality standards.

B. INITIAL HQS INSPECTION (24CFR 982.401(a), 982.305(b) (2))

Timely Initial HQS Inspection

The HACD will inspect the unit, determine whether the unit satisfies HQS and notify the family and the owner of the determination within a reasonable amount of time.

The HACD will conduct initial HQS inspections for the family and owner within 10 days of receipt of the RTA.

The initial inspection will be conducted to

- Determine if the unit and property meet the HQS defined in this plan.
- Document the current condition of the unit in order to assist in future evaluations of whether the condition of the unit exceeds normal wear and tear.
- Document the information to be used for determination of rent reasonableness.

If the unit fails the initial HQS inspection, the family and the owner will be advised to notify the HACD once repairs are completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failing HQS unless, at the inspector's discretion and depending on the amount and complexity of work to be done, additional time will be given.

The owner will be allowed one re-inspection for repair work to be completed.

If unit fails initial inspection for deteriorated paint surfaces, the tenant will not be allowed to move in until corrective action has been taken and the apartment has passed inspection.

If the time period given by the inspector to correct the repairs has elapsed, or if the maximum number of failed re-inspections has occurred, the family must select another unit.

C. ANNUAL HQS INSPECTIONS (24 CFR 982.405(a))

The HACD conducts an inspection in accordance with HQS annually, at least 30 days prior to the anniversary date of the HAP contract. Special inspections may be scheduled between anniversary dates.

HQS deficiencies which cause a unit to fail must be corrected by the landlord unless it is a failure for which the tenant is responsible.

The family must allow the HACD to inspect the unit at reasonable times with reasonable notice. (24 CFR 982.551(d))

The HACD will work with the tenant to accommodate the tenant's schedule.

The HACD will notify the family in writing at least 5 days prior to the inspection.

During the annual recertification process, HACD may elect to allow a landlord to provide a self-certification of repair completion when non-emergency repairs are identified. This may stand in the place of the re-inspection as verification that all HQS deficiencies have been corrected. The self-certification is allowed only at annual recertification (not for initial move-in or relocation inspections). The self-certification requires the owner to complete the all required repairs; inspect the unit to verify tenant repairs are complete; sign the form; and collect the tenant's signature also verifying repairs are complete. If it is clearly determined at a later date that certified repairs were not made, HACD reserves the right to deduct HAP; terminate the HAP Contract, or disbar the Landlord program participation.

Inspection: The family is notified of the date and time of the inspection appointment by mail. If the family is unable to be present, they must reschedule the appointment so that the inspection is completed within 7 days.

If the family does not contact the HACD to reschedule the inspection, or if the family misses two (2) inspection appointments without good cause (i.e., emergency, disability), the HACD will consider the family to have violated a family obligation and their assistance will be terminated.

Time Standards for Repairs

1. Emergency items that endanger the family's health or safety must be corrected by the owner or tenant within 24 hours of notification.

2. For non-emergency items, repairs must be made within 30 days.
3. For major repairs, the director may approve an extension beyond 30 days.

Rent Increases

Increases in the rent paid to the owner may not be approved if the unit is in a failed condition.

D. SPECIAL/COMPLAINT INSPECTIONS (24 CFR 982.405(c))

If at any time the family or owner notifies the HACD that the unit does not meet HQS, the HACD will conduct an inspection.

The HACD may also conduct a special inspection based on information from third parties such as neighbors or public officials.

The HACD will inspect only the items which were reported, but if the inspector notices additional deficiencies that would cause the unit to fail HQS, the responsible party will be required to make the necessary repairs.

If the anniversary date is within 120 days of a special inspection, the special inspection will be categorized as annual and all annual procedures will be followed.

E. QUALITY CONTROL INSPECTIONS (24 CFR 982.405(b))

Quality control inspections will be performed by the supervisor on the number of files required by SEMAP. The purpose of the quality control inspections is to ascertain that each inspector is conducting accurate and complete inspections, and to ensure that there is consistency among inspectors in the application of the HQS.

The sampling of files chosen for quality control will include recently completed inspections (conducted within the prior three months), a cross-section of neighborhoods, and a cross-section of inspectors.

F. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS (24 CFR 982.401(a))

The HACD adheres to the acceptability criteria in the program regulations and HUD inspection booklet with the additions described below:

Security:

If window security bars or security screens are present on emergency exit windows, they must be equipped with a quick release system. The owner is responsible for ensuring the family is instructed on the use of the quick release system.

Owners are responsible for providing and replacing old batteries for battery-powered units. Tenants will be instructed not to tamper with smoke detectors or remove batteries under penalty of law.

Ground Fault Circuit Interrupters (GFCIS) are required as indicated in the local city building code.

Bedrooms:

Bedrooms in basements or attics are not allowed unless they meet local code requirements and must have adequate ventilation and emergency exit capability.

Bedrooms, or rooms to be used for sleeping, must be at least 70 square feet in size, excluding any projections.

Modifications:

Modifications or adaptations to a unit due to a disability must meet all applicable HQS and building codes.

Admittance to Basement:

Owners are required to allow the inspector access to the basement to inspect the heating system. If the owner does not allow access he/she may instead present a safety inspection certificate from a local public agency or evidence that the heating equipment was serviced and is in good working order. The evidence of service or inspection must not be over one year old.

G. EMERGENCY REPAIR ITEMS (24 CFR 982.404(a))

The following items are considered of an emergency nature and must be corrected by the owner or tenant (whoever is responsible) within 24 hours of notice by the Inspector:

- Lack of security for the unit
- Waterlogged ceiling in imminent danger of falling
- Natural gas leak or fumes
- Electrical problem which could result in shock or fire

- No heat between November 1st and April 15th
- Lack of functioning toilet
- Non-operational smoke detector

In those cases where there is leaking gas or potential of fire or other threat to public safety, and the responsible party cannot be notified or it is impossible to make the repair, proper authorities will be notified by the HACD.

If the emergency repair item(s) are not corrected in the time period required by the HACD and the owner is responsible the housing assistance payment will be abated and the HAP contract will be terminated.

If the emergency repair item(s) are not corrected in the time period required by the HACD, and it is an HQS breach which is a family obligation, the HACD will terminate the assistance to the family.

Smoke Detectors

Inoperable smoke detectors are a serious health threat and will be treated by the HACD as an emergency (24 hour) fail item.

H. CONSEQUENCIES IF OWNER IS RESPONSIBLE (NON-EMERGENCY ITEMS)

(24 CFR 982.405, 982.453)

When it has been determined that a unit on the program fails to meet Housing Quality Standards, and the owner is responsible for completing the necessary repair(s) he will be notified in writing of the HQS violation(s). If the owner does not make the corrections in the time period specified by the HACD, the assistance payment to the owner will be abated.

Suspension of Housing Assistance Payments

A notice of suspension will be sent to the owner, and abatement will be effective as of the first of the following month.

The HACD will inspect units under suspension within 5 days of the owner's notification that the work has been completed.

If the owner makes repairs during the abatement period, payment will resume on the day the unit passes inspection. This pro-rated portion of the HAP will be included with the next month's payment.

The family will be notified of the reinspection date.

No retroactive payments will be made to the owner for the period of time the rent was abated and the unit did not comply with HQS. The notice of suspension states that the tenant is not responsible for the HACD's portion of rent that is abated.

Extension of Time to Complete Repairs

The HACD will grant an extension in lieu of abatement in the following cases:

- The owner has a good history of HQS compliance.
- There is an unavoidable delay in completing repairs due to difficulties in obtaining parts or contracting for services.
- The repairs are expensive (such as exterior painting or roof repair) and the owner needs time to obtain the funds.
- The repairs must be delayed due to climate conditions.

The extension will be made for a period to be determined by the HACD. At the end of that time, if the work is not completed, the HACD will begin the abatement.

Termination of Contract

If the owner is responsible for repairs, and fails to correct all the deficiencies cited prior to the end of the suspension period, the owner will be sent a HAP Contract Proposed Termination Notice. Prior to the effective date of the termination, the suspension will remain in effect.

If repairs are completed before the effective termination date, the termination will be rescinded by the HACD if the tenant chooses to remain in the unit. Only one Housing Quality Standards inspection will be conducted after the termination notice is issued.

I. DETERMINATION OF RESPONSIBILITY (24 CFR 982.404)

Certain HQS deficiencies are considered the responsibility of the family:

- Tenant-paid utilities not in service.
- Failure to provide or maintain family-supplied appliances
- Damage to the unit or premises caused by a household member or guest beyond normal wear and tear. "Normal wear and tear" is defined as items that could not be charged against the tenant's security deposit under state law or court practice.

The owner is responsible for all other HQS violations.

The owner is responsible for vermin infestation even if caused by the family's living habits.

If, however, such infestation is serious and repeated, it may be considered a lease violation and the owner may evict for serious or repeated violation of the lease. The HACD may terminate the family's assistance on that basis.

If the family is responsible and the owner carries out the repairs, the owner will be encouraged to bill the family for the cost of the repairs and the family's file will be noted.

J. CONSEQUENCES IF FAMILY IS RESPONSIBLE (24 CFR 982.404(b))

If emergency or non-emergency violations of HQS are determined to be the responsibility of the family, the HACD will require the family make any repair(s) or corrections with 30 days of notice for non-emergency violations and 24 hours of notice for emergency violations. If the repair(s) or correction(s) are not made in this time period, the HACD will terminate assistance to the family. Extensions in these cases must be approved by a supervisor. The owner's rent will not be abated for items which are the family's responsibility.

If the tenant is responsible and corrections are not made, the HAP Contract will terminate when assistance is terminated. The landlord will be notified 30 days prior to termination.

CHAPTER 11 REPUBLICATION

PAYMENT STANDARDS

INTRODUCTION

It is the responsibility of the HACD to ensure that rents charged by the owners of units occupied by program participants are reasonable based upon a comparison with rents charged by the owners of comparable unassisted units in the rental market.

A. RENT TO OWNER

The amount of rent paid to an owner (i.e., the rent to owner, or the contract rent) is limited only by rent reasonableness. The HACD must demonstrate that the rent to owner is reasonable in comparison to rent for other comparable unassisted units.

The only other limitation on rent to owner is the maximum rent standard at initial occupancy. At the time when a family initially receives assistance, if the gross rent (i.e., the contract rent plus the amount of the utility allowance) for the unit exceeds the applicable payment standard for the family, the family share may not exceed 40% of the family's monthly adjusted income.

During the initial term of the lease, the owner may not raise the rent to those of comparable unassisted units in the database.

D. PAYMENT STANDARDS FOR THE VOUCHER PROGRAM (24 CFR 982.503)

The payment standard is used to calculate the housing assistance payment for a family. In accordance with HUD regulations and with HACD Board of Commissioners approval, the HACD will keep the voucher payment standard between 90 and 110 percent of the HUD published FMR. The HACD reviews the **appropriateness** of the payment standard annually. In determining whether a change is needed, the HACD will ensure that the payment standard is always within the basic range of 90 to 110 percent, unless an exception payment standard has been approved by HUD.

The HACD shall establish a single voucher payment standard amount for each FMR area in the HACD jurisdiction. For each FMR area, the HACD will establish payment standard amounts for each unit size (as determined by the number of bedrooms in a unit). The HACD may have a higher payment standard within the jurisdiction if it is needed to expand housing opportunities outside areas of minority or poverty concentration, as long as the payment standard is within the HUD range – 90 to 110% of FMR.

The HACD may approve a higher payment standard within the basic range, if required as a reasonable accommodation for a family that includes a person with a disability or disabilities.

E. ADJUSTMENTS TO PAYMENT STANDARDS (24 CFR 982.503)

Payment standards may be adjusted, within HUD regulatory limitations, to increase housing assistance payments in order to keep families' rents affordable. The HACD will not raise payment standards solely to make "high end" units available to voucher holders. The HACD may use some or all of the measures noted below in making its determination as to whether an adjustment should be made to the payment standards.

Assisted Families' Rent Burdens

The HACD will review its voucher payment standard amounts at least annually to determine whether a large number of families in a particular unit size are paying more than 30% of their annual adjusted income for rent.

If it is determined that particular unit sizes in the HACD's jurisdiction have payment standard amounts that are creating rent burdens for families, the HACD will modify its payment standards for those particular unit sizes. The HACD will establish a separate voucher payment standard, within the basic range, for designated parts of its jurisdiction if it determines that a higher payment standard is needed in those designated areas to provide families with quality housing choices and to give families an opportunity to move outside areas of concentration of high poverty and low income.

Rent to Owner Increases

The HACD may review a sample of unassisted units to determine how often owners are increasing rents and the average percent of increase by bedroom size.

Time to Locate Housing

The HACD may consider the average time period for families to lease up under the program. If many voucher-holders are unable to locate suitable housing within the initial term of the voucher and the HACD determines that this is due to rents in the jurisdiction being unaffordable for families even with the presence of a voucher, the payment standard may be adjusted. The HACD will maintain records of those families who were unsuccessful in finding units within the timeframe allowed by the HACD.

Lowering of the Payment Standard

Lowering the FMR may require an adjustment of the payment standard. Additionally, statistical analysis may reveal that the payment standard should be lowered. In any case, the payment standard will not be set below 90% of the FMR without authorization from HUD and approval of the HACD's Board of Commissioners.

Financial Feasibility

Before increasing the payment standard, the HACD will review the budget to determine the impact that projected subsidy increases would have on the funding available for the program and on the number of families served.

F. EXCEPTION PAYMENT STANDARD

If the dwelling unit is located in an exception area, the HACD must use the appropriate payment standard amount established by the HACD for the exception area.

CHAPTER 15 REVISIONS
CONTRACT TERMINATIONS

INTRODUCTION

This chapter describes the circumstances under which the contract can be terminated by the HACD and the owner, and the policies and procedures for such terminations.

A. CONTRACT TERMINATION (24 CFR 982.311)

The term of the HAP contract is the same as the term of the lease. The HAP contract between the owner and the HACD may be terminated by the action of the HACD, or by the owner or tenant terminating the lease.

No future subsidy payments on behalf of the family will be made by the HACD to the owner after the month in which the HAP contract is terminated. The owner must reimburse the HACD for any subsidies paid in error by the HACD for any period after the contract termination date.

After a contract termination, if the family meets the criteria for a move with continued assistance, the family may lease up in another unit. The contract for the new unit may begin during the month in which the family moved from the old unit.

B. TERMINATION BY THE FAMILY: MOVES (24 CFR 982.314(c) (2))

Family termination of the lease must be in accordance with the terms of the lease.

C. TERMINATION OF TENANCY BY THE OWNER: EVICTIONS (24 CFR 982.310, 982.455)

If the owner wishes to terminate the lease, the owner must provide proper notice as stated in the lease.

During the term of the lease, the owner may not terminate tenancy except for the grounds stated in the HUD regulations.

During the term of the lease the owner may only evict for:

Serious or repeated violations of the lease, including but not limited to failure to pay rent or other amounts due under the lease, or repeated violation of the terms

and conditions of the lease;

Violations of federal, state or local law that imposes obligations on the tenant in connection with the occupancy or use of the premises; or criminal activity by the tenant, any member of the household, a guest or another person under the tenant's control that threatens the health, safety or right to peaceful enjoyment of the premises by the other residents, or persons residing in the immediate vicinity of the premises, or any drug-related criminal activity on or near the premises.

Other Good Cause

During the initial term of the lease, the owner may not terminate the tenancy for "other good cause" unless the owner is terminating the tenancy because of something the family did or failed to do.

Evidence of Criminal Activity

The owner may terminate tenancy and evict a family by judicial action for criminal activity by a covered person if the owner determines that the covered person has engaged in the criminal activity regardless of arrest or conviction and/or without satisfying the standard of proof used for a criminal conviction.

Termination of Tenancy Decisions

If the law and regulation permit the owner to take an action but do not require action to be taken, the owner can decide whether to take the action. Relevant circumstances for consideration include:

- The seriousness of the offense
- The effect on the community
- The extent of participation by household members
- The effect on uninvolved household members
- The demand for assisted housing by families who will adhere to responsibilities.
- The extent to which the leasehold has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offending action.
- The effect on the integrity of the program.

Exclusion of Culpable Household Member

The owner may require a tenant to exclude a household member in order to continue to reside in the assisted unit.

Consideration of Rehabilitation

When determining whether to terminate tenancy for illegal drug use or alcohol abuse, the owner may consider whether the member:

- Is no long participating
- Has successfully completed a supervised drug or alcohol rehab program
- Has otherwise been successfully rehabilitated.

The owner may require the tenant to submit evidence of any of the three actions listed above. Termination by the owner must be considered with fair housing and equal opportunities as stated in 24 CFR 5.105.

The owner must provide the tenant with a written notice specifying the grounds for termination of tenant, at or before the commencement of the eviction action. The notice may be included in, or may be combined with, any owner eviction notice to the tenant.

The owner eviction notice means a notice to vacate, or a complaint, or other initial pleading used under state or local law to commence an eviction action.

Housing assistance payments are paid to the owner under the terms of the HAP contract. If the owner has begun eviction and the family continues to reside in the unit, the HACD must continue to make housing assistance payments to the owner until the owner has obtained a court judgment or other process allowing the owner to evict the tenant.

The HACD must continue making housing assistance payments to the owner in accordance with the contract as long as the tenant continues to occupy the unit and the contract is not violated. By endorsing the monthly check from the HACD, the owner certifies that the tenant is still in the unit, that the rent is reasonable and that the tenant is in compliance with the contract.

If an eviction is not due to a serious or repeated violation of the lease, and if the HACD has no other grounds for termination of assistance, the HACD may issue a new voucher so that the family can move with continued assistance.

D. TERMINATION OF THE CONTRACT BY HACD (24 CFR 982.404(a), 982.453, 982.454, 982.552(a) (3))

The term of the HAP contract terminates when the lease terminates, when the HACD terminates program assistance for the family, or when the owner has breached the HAP contract.

The HACD may also terminate the contract if the HACD terminates assistance to the family, the family is required to move from a unit when the unit does not meet the HQS space standards because of an increase in family size or a change in family composition, or funding is no longer available under the ACC.

The contract will terminate automatically if 180 days have passed since the last housing assistance payment has been made to the owner.

Termination of Assistance Due to Lack of Funding

The PHA may terminate the HAP contract if the PHA determines, in accordance with HUD requirements, that funding under the consolidated ACC is insufficient to support continued assistance for families in the program.

If the PHA determines there is a shortage of funding, prior to terminating any HAP contracts, the PHA will determine if any other actions can be taken to reduce program costs. If after implementing all reasonable cost cutting and other measures there is not enough funding available to provide continued assistance for current participants, the PHA will determine if there are any other non-Section 8 financial resources available to continue housing assistance on behalf of families currently subsidized and whether those resources should be utilized.

In the event ACC funding is insufficient and other financial resources are not available, or a decision has been made not to utilize them, the PHA will determine the number of families that must be terminated using a "last on, first off" methodology. Households selected will receive a minimum of a 30-day notice of termination of assistance.

Terminated families will be returned to the HCV waiting list in the order in which assistance has been terminated. Families returned to the waiting list will receive first preference for vouchers from the waiting list once funding becomes available.

Notice of Termination

When the HACD terminates the HAP contract under the violation of HQS space standards, the HACD will provide the owner and family written notice of termination of the contract, and the HAP contract terminates at the end of the calendar month that follows the calendar month in which the HACD gives such notice to the owner.

CHAPTER 19 REVISIONS

OWNER OR FAMILY DEBTS TO THE HACD

INTRODUCTION

This chapter describes the HACD's policies for the recovery of monies that have been overpaid for families and to owners.

When families or owners owe money to the HACD, the HACD will make every effort to collect it. The HACD will use a variety of collection tools to recover debts including, but not limited to, requests for lump sum repayments, repayment agreements, reclaim from future housing assistance payments, use of collection agencies, and use of credit bureaus.

A. REPAYMENT AGREEMENT FOR FAMILIES (24 CFR 982.552(c) (v-vii))

A repayment agreement is a document entered into between the HACD and a person who owes a debt to the HACD. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of repayment, any special provisions of the agreement, and the remedies available to the HACD upon default of the agreement.

The minimum monthly amount of monthly repayment for any repayment agreement is \$25. The terms for any repayment agreements will not exceed 12 months. Requests for extensions will be reviewed on a case-by-case basis.

If the family already has a repayment agreement in place or the HACD determines that the family committed program fraud, the HACD will not enter into a repayment agreement.

B. DEBTS OWED FOR CLAIMS (24 CFR 792.103, 982.552(c) (v-viii))

If a family owes money to the HACD for claims paid to an owner, the HACD may enter into a repayment agreement.

Family Error/Late Reporting

Families who owe money to the HACD due to the family's failure to report increases in income will be required to repay in accordance with the repayment procedures for a person who owes a debt to the HACD.

Late Repayments

A repayment agreement will be considered to be in arrears if the repayment is not received by the close of the business day 15 days after the due date.

If the family's repayment agreement is in arrears for 30 days, the HACD will terminate the housing assistance. If the family requests a move to another unit and has an open repayment agreement, the family will not be allowed to move until the repayment agreement is paid in full.

C. DEBTS DUE TO MISREPRESENTATIONS/NON-REPORTING OF INFORMATION (24 CFR 982.163)

HUD's definition of program fraud and abuse is a single act or pattern of actions that constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead, and that results in repayment of Section 8 program funds in violation of Section 8 program requirements. HACD has adopted a zero tolerance policy and shall terminate program assistance to families who commit program fraud and abuse.

The HACD will enter into a repayment agreement with the family if the debt does not exceed \$1,000 or is the result of less than 6 aggregate months of unreported income (whichever is lower). Program assistance will be terminated for families who owe in excess of \$1,000 or if the debt is the result of 6 or more aggregate months of unreported income. The HACD will use the following collection tolls in an attempt to recover debts including but not limited to:

- Requests for lump sum repayments
- Repayment agreements
- Use of Collections agencies and or credit bureaus

The HACD may also institute such actions as termination, or referring the case to HUD's Inspector General for investigation, or pursues the matter in civil/criminal court.

D. GUIDELINES FOR REPAYMENT AGREEMENTS (24 CFR 982.552(c) (v-vii))

Repayment agreements will be executed between the HACD and the head of household and spouse.

Repayments may only be made by money order, cashier's check and personal check. The HACD has the right to refuse personal checks.

A repayment agreement will be considered to be in default when it is in arrears for 30 days.

The amount of the monthly repayments may be decreased in cases of family hardship if requested with reasonable notice from the family, verification of the hardship, and the approval of the HACD.

The family's assistance will be terminated unless the HACD receives the balance of the repayment agreement in full within 21 days from the date of the termination notice.

The HACD will not execute another repayment agreement if there is one already in place. Arrearages must be repaid in full.

E. OWNER DEBTS TO THE HACD (24 CFR 982.453(b))

If the HACD determines that the owner has retained housing assistance or repayments to which the owner is not entitled, the HACD may reclaim the amounts from future housing assistance repayments owed to the owner for any unit or units under contract.

If future housing assistance or repayments are insufficient to reclaim the amount owed, the HACD may enter into a repayment agreement with the owner for the amount owed, pursue collections through the local court system, and/or restrict the owner from future participation.

F. WRITING OFF DEBTS

Debts will be written off if the debt is more than three (3) years old or the debtor is deceased.

ATTACHMENT C FINANCIAL RESOURCES

Financial Resources:
Planned Sources and Uses

Sources	Planned Sources	Planned Uses
1. Federal Grants (FY 2012 grants)		
a) Public Housing Operating Fund	\$1,764,905	P.H. Operations
b) Public Housing Capital Fund (2012)	\$501,423	
c) HOPE VI Revitalization	0.00	
d) HOPE VI Demolition	0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$6,400,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants	0.00	
h) Community Development Block Grant	\$145,000	Capital Program State
i) NSP	\$340,000	Capital Program State
Other Federal Grants (list below)		
Shelter Plus Care	\$102,000	Voucher Program
Danbury Towers	\$754,459	Voucher Program

Financial Resources:
Planned Sources and Uses

Sources	Planned Sources	Planned Uses
2. Prior Year Federal Grants unobligated funds only (list below)		
Capital Fund (2009)	\$20,800	P.H. Capital Improvements
Capital Fund (2010)	\$316,786	P.H. Capital Improvements
Capital Funds (2011)	\$501,423	P.H. Capital Improvements
CFP Replacement Housing Factor Funds (2007-2012)	2007 107,607 2008 76,511 2009 97,266 2010 85,343 2011 85,343	P.H. Capital Improvements
3. Public Housing Dwelling Rental Income	\$1,203,541	P.H. Operations
4. Other income (list below)		P.H. Operations
Asset Sales	\$80,000	HUD Repayment
Investment	\$25,000	
Misc	\$10,334	

**Financial Resources:
Planned Sources and Uses**

Sources	Planned Sources	Planned Uses
5. NON-FEDERAL SOURCES (LIST BELOW)		
Rental Income (State & Other)	\$2,447,020	Operations and Capital
State Subsidy	\$1,146,236	Operations and Capitals
City of Danbury	\$12,000.	Senior Transportation
State Grant	\$29,950	Resident Service Coordinator
Commercial Rents	\$27,720	Operations and Capital
Investment	\$35,000	Operations and Capital
Others	\$82,001	Transitional Living Program
Total Resources	\$16,397,668	

**Housing Authority of the City of Danbury
Total AMPs 2012 Budget**

**ATTACHMENT D
AMP BUDGETS 2012**

	Total	2012 Bud AMP 1	2012 Bud AMP 2	2012 Bud AMP 3	2012 Bud AMP 4	2012 Bud AMP 5
INCOME						
3100 Tenant Rental Income-Base	1,764,905	50,832	476,928	541,908	517,344	177,893
3150 Vacancy Loss	(2,616)			(3,000)	7,500	(7,116)
3401 HUD Operating Subsidy	1,203,541	21,420	250,801	464,746	325,190	141,384
3402 HUD Capital Subsidy						
3510 Sales & Services to Tenants	4,000	500	500		3,000	
3620 Late Fees	8,000		1,000	2,500	4,500	
3690 Other Income	3,000	1,500		500		1,000
3800 Other Income-Property Sales						
3691 Laundry Income	22,000		6,000	10,000	5,000	1,000
TOTAL INCOME	3,002,831	74,252	735,229	1,016,654	862,534	314,162
EXPENSES						
4100 Cost of Sales-Property Disposition						
4110 Administrative Salaries	199,315	4,661	45,791	74,181	46,952	27,729
4112 Admin. Sick Pay Payment	3,200		1,200	2,000		
4115 Admin. Employee Benefits-Fringe	94,070	1,991	21,647	35,215	22,202	13,015
4117 Admin. Compensated Absences	3,000		1,000	1,000		1,000
4130 Legal Fees	3,000	1,000		1,000	1,000	
4150 Travel	154			154		
4160 Advertising and Marketing						
4171 Auditing Fees	9,500	2,500	2,500	2,500	2,000	
4190 Misc. Administrative Expense	500		300			200
4192 Telephone Expense	21,590		4,500	12,000	3,500	1,590
4192.1 Cell Phone Expense	5,526		1,500	2,500	1,000	526
4195 Computer/Software Expense						
4197 Administrative Contracts	5,500		3,000		2,500	
4199 Overhead Expense	282,144	23,782	38,737	103,067	78,458	38,100
4210 Tenant Services Salaries						
4230 Tenant Services Expenses	2,750	1,000	750	1,000		
4310 Water and Sewer	128,900	1,750	25,550	55,000	40,000	6,600
4320 Electricity	414,375	1,875	75,000	130,000	140,000	67,500
4330 Gas	174,200		80,000	90,000	4,200	
4340 Fuel-Oil	17,800			15,000	2,800	
4410 Ordinary Maintenance Labor	255,546	7,312	42,041	99,650	75,000	31,543
4411 Ord. Maint. Labor OT	13,040	750	2,500	5,500	2,500	1,790
4415 Maint. Employee Benefits - Fringe	129,998	3,494	20,092	47,623	43,715	15,075

**ATTACHMENT D
BUDGETS 2012**

	Total	2012 Bud AMP 1	2012 Bud AMP 2	2012 Bud AMP 3	2012 Bud AMP 4	2012 Bud AMP 5
4417 Maint. Compensated Absences	15,757	650	5,000	4,200	3,000	2,907
4420 Maint. Materials-Misc.	42,700	2,500	7,500	15,000	15,000	2,700
4421 Vehicle Expense	2,250		1,500		750	
4423 Maint. Cleaning Supplies	200		200			
4430 Misc. Maintenance Contracts	104,255		32,000	45,000	20,000	7,255
4431 Trash Removal	48,300	1,500	12,300	15,000	12,000	7,500
4432 Heating and Cooling Contracts	4,600		2,100	2,500		
4433 Snow Removal Contracts	2,750	1,000	750		500	500
4434 Elevator Contracts	12,500			12,500		
4435 Landscape Contracts	3,000		1,000		2,000	
4437 Extermination Contracts	3,000		1,500	1,500		
4490 Security Contracts	3,700		1,200	2,500		
4510 Property Insurance	44,523	3,400	7,400	11,000	20,000	2,723
4511 Liability Insurance	31,899	2,800	3,700	15,000	7,500	2,899
4512 Worker's Comp. Insurance	1,300		1,300			
4515 Insurance-Other	7,761		2,100	2,500	2,226	935
4570 Bad Debt - Tenant Rents	36,158		7,500	15,000	12,000	1,658
4717 Interest Expense						
4800 Depreciation Expense	598,865	58,907	216,284	198,674	125,000	
TOTAL EXPENSES	2,727,626	120,872	669,443	1,017,763	685,803	233,745
SURPLUS	275,205	(46,620)	65,786	(1,109)	176,731	80,416

Housing Authority of the City of Danbury
2011 Annual Operating Budget
Consolidated

	Public Housing	State Programs	Mngt by HACD	Shelter Plus Care	HCV	State HCV	Central Office	Devcon	Capital Fund	Local	Total
INCOME											
3100 Tenant Rental Income	1,593,737	2,165,880	469,492	0	0	0	0	0	0	0	4,229,109
3100.1 Tenant Rental Income-Excess	0	534,337	0	0	0	0	0	0	0	0	534,337
3120 Excess Utility Income	0	0	0	0	0	0	0	0	0	0	0
3150 Vacancy Loss	19,000	(48,984)	(24,429)	0	0	0	0	0	0	0	(54,413)
3401 HUD Operating Subsidy	1,237,236	90,000	864,264	0	0	0	0	780,000	0	0	2,971,500
3401.1 HAP Subsidy	0	0	0	250,000	6,497,000	0	0	0	0	0	6,747,000
3401.2 HCV Administrative Fees	0	0	0	20,000	568,559	0	0	50,000	0	0	638,559
3402 HUD Capital Subsidy	185,662	0	0	0	0	0	0	0	0	0	185,662
3510 Sales & Services to Tenants	10,500	18,654	4,880	0	0	0	0	0	0	0	34,034
3510.2 Sales & Services to Tenants-Trash	2,500	38,500	2,500	0	0	0	0	0	0	0	43,500
3610 Unrestricted Interest Income	2,310	1,534	40,800	0	575	0	0	0	0	0	45,219
3610.2 Interest Income-Replacement Reserve	0	0	0	0	0	0	0	0	0	0	0
3620 Late Fees	9,874	13,200	497	0	0	0	0	0	0	0	23,571
3620.1 MH&AS Grant Revenue	0	0	16,000	0	0	0	0	0	0	0	16,000
3621 DSS Grant Income	0	0	75,852	0	0	0	0	0	0	0	75,852
3650 Fraud Recovery	17,500	0	0	0	0	0	0	0	0	0	17,500
3690 Other Income	45,500	10,000	900	0	34	0	0	0	0	0	56,434
3691 Laundry Income	14,000	0	0	0	0	0	0	0	0	0	14,000
3695 Management Fees Income	0	0	6,000	0	0	195,150	0	0	0	0	201,150
3699 Rental Income Commercial	0	0	34,920	0	0	0	0	0	0	0	34,920
3800 Other Income-Property Sales	0	0	0	0	0	0	0	0	0	0	0
TOTAL INCOME	3,137,819	2,823,121	1,491,676	270,000	7,066,168	195,150	0	830,000	0	0	15,813,934
EXPENSES											
4100 Cost of Sales-Property Disposition	0	0	0	0	0	0	0	0	0	0	0
4110 Administrative Salaries	1,777,715	244,233	82,622	7,847	149,699	103,179	440,498	0	0	0	1,205,793
4111 Admn. Salary OT	0	0	0	0	0	0	0	0	0	0	0
4112 Admn. Sick Pay Payment	5,531	10,659	2,113	54	5,413	2,945	11,937	0	0	0	38,652
4115 Admn. Employee Benefits-Fringe	64,500	96,248	33,967	3,185	60,763	41,880	178,798	0	0	0	479,341
4117 Admn. Compensated Absences	5,000	0	0	0	0	0	0	0	0	0	5,000
4120 Temp Labor-Admn.	0	0	0	0	0	0	0	0	0	0	0
4130 Legal Fees	19,000	28,452	7,064	0	2,946	0	78	0	0	0	57,540
4130.1 Legal Fees-Tenants	2,091	19,780	0	0	0	0	0	0	0	0	21,871
4130.5 Legal Fees Hearings	0	500	0	0	0	0	0	0	0	0	500
4140 Staff Training	6,000	2,721	12	10	308	184	1,885	0	0	0	11,120
4150 Travel	1,000	1,151	13	32	3,002	598	916	0	0	0	6,712
4160 Advertising and Marketing	0	0	0	0	0	0	0	0	0	0	0
4171 Auditing Fees	7,500	13,949	20,000	162	5,022	2,997	0	0	0	0	49,630
4180 Rent Expense	0	0	6,600	1,004	49,719	0	0	0	0	0	57,323
4185 Management Fee	0	0	64,238	0	0	0	0	50,000	0	0	114,238
4190 Misc. Administrative Expense	4,338	16,581	18,509	5,653	12,238	2,077	56,267	0	0	0	115,663
4191 Office Supplies	4,092	4,633	2,870	82	2,550	1,552	21,477	0	0	0	37,256
4192 Telephone Expense	7,800	4,709	12,077	206	11,379	3,807	22,971	0	0	0	62,949
4192.1 Cell Phone Expense	5,020	9,472	0	0	0	0	0	0	0	0	14,492
4193 Postage	2,100	651	0	0	9,000	0	16,575	0	0	0	28,326

	Public Housing	State Programs	Mngt by HACD	Shelter Plus Care	HCV	State HCV	Central Office	Devcon	Capital Fund	Local	Total
4194 Copier/Fax Service	2,684	2,181	124	146	4,517	2,695	185	0	0	0	12,532
4195 Computer/Software Expense	11,000	10,391	1,165	143	4,424	2,640	33,282	0	0	0	63,045
4197 Administrative Contracts	14,800	0	7,225	0	44,599	0	14,416	0	0	0	81,040
4199 Overhead Expense	205,500	394,856	14,000	959	119,492	58,268	(799,285)	0	0	0	(6,210)
4210 Tenant Services Salaries	7,100	22,426	8,966	0	0	0	0	0	0	0	38,492
4215 Ten Svcs Employee Benefits-Fringe	0	9,103	3,639	0	0	0	0	0	0	0	12,742
4230 Tenant Services Expenses	4,000	0	0	0	0	0	0	0	0	0	4,000
4310 Water and Sewer	107,538	105,830	25,847	0	0	0	0	0	0	0	239,215
4320 Electricity	380,000	380,006	142,824	68	3,374	0	0	0	0	0	906,272
4330 Gas	184,247	98,912	134,349	0	0	0	0	0	0	0	417,508
4340 Fuel-Oil	57,217	9,896	0	0	0	0	0	0	0	0	67,113
4410 Ordinary Maintenance Labor	217,365	285,176	87,824	0	0	0	0	0	0	0	590,365
4411 Ord. Maint. Labor OT	7,500	54,480	9,797	0	0	0	0	0	0	0	71,777
4412 Maint. Sick Pay Payment	44,952	10,015	1,901	0	0	0	0	0	0	0	56,868
4415 Maint. Employee Benefits - Fringe	148,379	193,267	55,285	0	0	0	0	0	0	0	396,931
4417 Maint. Compensated Absences	0	0	0	0	0	0	0	0	0	0	0
4420 Maint. Materials-Misc.	43,000	121,642	43,338	0	0	0	0	0	0	0	207,980
4421 Vehicle Expense	4,500	0	452	0	0	0	0	0	0	0	4,952
4422 Maint. Shop Expense	0	0	1,000	0	0	0	0	0	0	0	1,000
4423 Maint. Cleaning Supplies	0	0	1,000	0	0	0	0	0	0	0	1,000
4430 Misc. Maintenance Contracts	94,500	114,677	36,739	0	0	0	0	0	0	0	245,916
4431 Trash Removal	51,135	106,589	22,009	0	0	0	0	0	0	0	179,733
4432 Heating and Cooling Contracts	7,500	0	13,410	0	0	0	0	0	0	0	20,910
4433 Snow Removal Contracts	8,500	0	0	0	0	0	0	0	0	0	8,500
4434 Elevator Contracts	15,000	0	18,886	0	0	0	0	0	0	0	33,886
4435 Landscape Contracts	13,500	0	0	0	0	0	0	0	0	0	13,500
4436 Unit Turnaround Contracts	7,100	0	0	0	0	0	0	0	0	0	7,100
4437 Extermination Contracts	5,000	0	18,436	0	0	0	0	0	0	0	23,436
4438 Janitorial Contracts	1,000	0	0	0	0	0	0	0	0	0	1,000
4490 Security Contracts	0	0	0	0	0	0	0	0	0	0	0
4510 Property Insurance	137,625	105,235	52,190	0	0	0	0	0	0	0	295,050
4511 Liability Insurance	35,526	50,332	5,273	306	15,147	0	0	0	0	0	106,584
4512 Worker's Comp. Insurance	5,676	665	432	0	0	0	0	0	0	0	6,773
4515 Insurance-Other	1,339	12,205	1,913	0	0	0	0	0	0	0	15,457
4520 Payments in Lieu of Taxes	0	97,140	73,932	0	0	0	0	0	0	0	171,072
4570 Bad Debt - Tenant Rents	133,440	52,452	13,505	0	0	0	0	0	0	0	199,397
4590 Other General Expenses	0	0	0	0	2,707	0	0	0	0	0	2,707
4599 State Service Fee	0	33,900	1,800	0	0	0	0	0	0	0	35,700
4600 Extraordinary Maintenance	0	52,976	43,983	0	0	0	0	0	0	0	96,959
4717 Interest Expense	0	17,983	179,291	0	0	0	0	0	0	0	197,274
4800 Depreciation Expense	484,000	0	90,000	0	0	0	0	0	0	0	574,000
4915 HAP Expense	0	0	0	0	250,000	6,497,000	0	780,000	0	0	7,527,000
6001 Interest Expense	0	0	0	0	0	0	0	0	0	0	0
6002 Principal Payment	0	56,567	72,233	0	0	0	0	0	0	0	128,800
8500 Operating Transfers	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES	2,752,310	2,852,641	1,432,853	269,857	7,003,299	222,822	0	830,000	0	0	15,363,782
SURPLUS	385,509	36,095	58,823	143	62,869	(27,672)	0	0	0	0	515,767

ATTACHMENT E

RESOLUTION 926

WHEREAS, annually the Department of Housing and Urban Development (HUD) Publishes Fair Market Rents (FMRs) used to determine voucher payment standard amounts for the Housing Choice Voucher program.

WHEREAS, the Housing Authority of the City Danbury's ("HACD") 2011 Payment Standards for the voucher program was adopted in October 2010, by unit size, for each FMR area in the PHA jurisdiction that are between 90 and 110 percent of the HUD-published FMR; HACD's jurisdictions are Danbury and parts of Litchfield County.

	<u>Danbury</u>	<u>Litchfield</u>
Efficiency:	\$ 945	\$ 722
One Bedroom:	\$1,148	\$ 940
Two Bedroom:	\$1,457	\$1,110
Three Bedroom:	\$1,744	\$1,425
Four Bedroom:	\$2,162	\$1,602

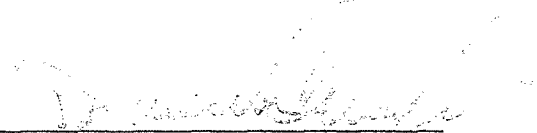
WHEREAS, the HACD has reviewed the 2011 Housing Choice Voucher Budget Authority for the balance of 2011 and seeks to revised its 2011 Payment Standards effective September 1, 2011;

WHEREAS, the HACD recommends the Payment Standard at 85% FMR for the towns served in the Danbury geographical area, and 100% for towns served in the Litchfield County area will ensure success among families in locating decent housing;

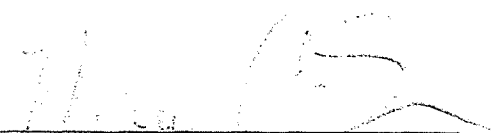
WHEREAS, establishing Payment Standards at less than 90% percent requires a waiver from the Department of Housing and Urban Development upon approval by the Board of Commissioners.

BE IT RESOLVED that the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to establish Housing Choice Voucher Program's Payment Standards for the Danbury geographical area at 85% of Fair Market Rent and Litchfield County area at 100% of Fair Market Rent according to the following schedule, effective September 1, 2011.

I certify that this is a true copy of a Resolution adopted by the Housing Authority of the City of Danbury by its Board of Commissioners on which has not been rescinded or modified in any way whatsoever.



Domenico Chieffalo, Chairman



Mary Carolyn Sistrunk, Secretary

July 21, 2011

Date

July 21, 2011

Date

RESOLUTION 926

BE IT RESOLVED that the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to submit to the Department of Housing and Urban Development a request to revise its payment standards below 90% of FMR to 85% of FMR for Fairfield County, and;

BE IT RESOLVED that the Board of Commissioners for the Housing Authority of the City of Danbury authorizes the Executive Director to submit to the Department of Housing and Urban Development a request to revise its payment standards from 109% of FMR to 100% of FMR for Litchfield County, and;

BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to submit to the Department of Housing and Urban Development a formal waiver of 24 CFR 982.505 that would authorize the HACD to revise the payment standards for Fairfield and Litchfield counties to 85% and 100%, respectively, effective immediately.

ATTACHMENT F

Residence Caused Damages Price List

ITEM/WORK	REGULAR HOURS M-F, 8:30 AM - 4:30 PM	AFTER HOURS WEEKENDS & HOLIDAYS
UNLOCK DOORS	\$20.00	\$78.00
UNPLUG TOILET	\$40.00	\$120.00
OIL BURNER START UP LABOR ONLY (IF DONE BY HACD EMPLOYEES)	\$80.00	\$120.00
OIL BURNER START UP LABOR ONLY (IF DONE BY AN OUTSIDE VENDOR)	\$113.00	\$169.00
SMOKE ALARM, BATTERY TYPE (MILL RIDGE)	\$42.00	\$132.00
SMOKE ALARM, BATTERY TYPE (FEDERAL PROPERTIES)	\$45.00	\$135.00
SMOKE ALARM, BATTERY TYPE (GLEN APARTMENTS)	\$59.00	\$149.00
SMOKE ALARM, BATTERY TYPE (CROSBY MANOR)	\$68.00	\$158.00
REPLACE INTERIOR DOOR	\$280.00	N/A
REPLACE EXTERIOR DOOR	\$350.00	N/A
REPLACE STORM DOOR	\$247.00	N/A
1 LOAD TO THE DUMP	\$97.00	N/A
1/2 LOAD TO THE DUMP	\$71.00	N/A
DOUBLE INSULATED WINDOW	\$289.00	N/A
BASEMENT WINDOW	\$269.00	N/A
REPLACE GLASS (PER WINDOW)	\$180.00	N/A
RE-SCREEN WINDOW SCREEN	\$49.00	N/A
REPLACE BEDROOM DOOR LOCK	\$43.00	N/A
WALL OR CEILING REPAIR (\$75.00 PER 32 SQ. FEET) MINIMUM OF \$75.00	\$75.00	N/A
MAIL BOX KEY	\$69.00	N/A
RE-KEY LOCK	\$79.00	N/A
ELECTRIC STOVE	\$355.00	N/A
GAS STOVE	\$421.00	N/A
LG REGRIGERATOR (APROX. 16 CU FT)	\$606.00	N/A
SM REGRIGERATOR (APROX. 12 CU FT)	\$565.00	N/A

LEGAL FEES

Notice to Quit Service	\$66.00	(Increases according to adults in household)
Court Filing Fee	\$120.00	(Increases according to the court charge)
Attorney Fee	\$750.00	(Increases as time is spent on case)
Marshal Fee	\$103.00	(Increases as additional services are required)
Total	\$1,039	

OTHER CHARGES

Returned Check Fees	\$25.00
Misuse of Emergency Exit Doors/Obstructing Emergency Exits	\$25.00
Replace Access Key	\$20.00

* All changes are actual cost to the agency for parts, time and/or labor.

ATTACHMENT G RAB AND PUBLIC COMMENTS



Citywide Public Housing Resident Council

198 Main Street Danbury, Connecticut 06810

Members

2011

Crosby Manor

Rose Morrison Asst. Treasurer
84 West Wooster Street Apt. 9-B
Danbury, Conn. 06810

Laurel Gardens

Ruth Hoggard President
385 Main Street Apt. C-1
Danbury, Conn. 06810

Eden Drive

Shirley Best
120 Eden Drive
Danbury, Conn. 06810

Putnam Towers

Ella Fraser
25 Beaver Street Apt. 301
Danbury, Conn. 06810

Fairfield Ridge

Anne Hutwohl Vice President
74 Fairfield Ridge
Danbury, Conn. 06810

Resident Commissioner

James R. Zeh Board Advisor
84 West Wooster Street Apt. 8-C
Danbury, Conn. 06810
203 512 6620 (C)

Glen Apartments

Paul DeLuca Parliamentarian
87 Glen Apartments
Danbury Conn. 06810

Scattered Sites

Vacant

Section 8 Housing

Vacant

Wooster Manor

Vacant

Mill Ridge

Vacant

Ives Manor

Ana Velasquez Treasurer
198 Main Street
Apt. 309 Ives Manor
Danbury, Conn. 06810

Planning Process

Federal law requires housing authorities to develop, with input from residents of public housing and Section 8, elected officials and the public, a plan that sets forth its major initiatives for the coming year. This year, the Housing Authority of the City of Danbury is also required to prepare a five-year plan, in which it sets out a series of objectives that it plans to achieve over that period.

In developing this plan, and publishing this draft, HACD, reached out to the public, elected officials, the HACD Board of Commissioners, HACD Resident Leadership, Community Leaders, and interested citizens to elicit their comments and recommendations.

To facilitate such comments, HACD developed the draft Agency plan in July, 2011. HACD held resident meetings during the months of August and September. Draft copies and revisions were provided to the HACD's Resident Leadership Council. HACD's public hearing was held at Ives Manor, 198 Main Street, Second Floor Danbury CT on October 14, 2011. In addition, written comments on the draft plans were provided through the post office box that HACD maintained during the statutory review period.

LEGAL NOTICE
OF HEARING
THE HOUSING AUTHORITY
OF THE CITY OF DANBURY
NOTICE OF PUBLIC HEARING
AGENCY PLAN 2012

The Housing Authority of the City of Danbury hereby announces it will conduct a Public Hearing regarding its agency fiscal year, 2012 Annual Plan.

The Public Hearing is in compliance with the Quality Housing and Work Responsibility Act (QWHRA) and The United States Department of Housing and Urban Development (HUD) Rules and Regulations.

The hearing will present proposed changes to the agency plan, the Section 8 Administrative Plan, Asset Management, the Admissions and Occupancy Plan, Home Ownership programs, and Community Service requirements. The Public Hearing will be held:

Friday, October 14, 2011

2:00 to 4:00 pm

The Housing Authority of the City of Danbury

2 Mill Ridge Road

Danbury, CT 06811

The Proposed Changes to the Fiscal Year 2012 Agency Plan are available for viewing at:

The Housing Authority of the City of Danbury

2 Mill Ridge Road

Danbury, CT 06811

(203) 744-2500

The Hours of Operations: 8:30 am to 4:30 pm.

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**Friday, October 14, 2011
2:00 to 4:00 pm
The Housing Authority of the
City of Danbury
2 Mill Ridge Road
Danbury, CT 06811**

The Proposed Changes to the Fiscal Year 2012 Agency Plan are available for viewing at:

**The Housing Authority of the
City of Danbury
2 Mill Ridge Road
Danbury, CT 06811
(203) 744-2500**

**The Hours of Operations:
8:30 am to 4:30 pm.**

1675356

Order Confirmation

Ad Order Number
0001675356

Sales Rep.
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Order Taker
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Order Source
E-mail

Customer
HOUSING AUTHORITY CITY OF DANB

Customer Account
110024

Customer Address
P.O. BOX 86, CITY OF DANBURY
DANBURY CT 06813 USA

Customer Phone
203-744-2500

Payer Customer
HOUSING AUTHORITY CI

Payer Account
110024

Payer Address
P.O. BOX 86, CITY OF DANBURY
DANBURY CT 06813 USA

Payer Phone
203-744-2500

PO Number

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devin

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dluciano@hacdct.org

Special Pricing
None

Tear Sheets 0 Proofs 0 Affidavits 0 Blind Box Promo Type Materials

Invoice Text

Ad Order Notes

Net Amount \$282.99 Tax Amount \$0.00 Total Amount \$282.99 Payment Method Payment Amount \$0.00 Amount Due \$282.99

Ad Number 0001675356-0 Ad Type Legal Liners Ad Size : 1.0 X 49 Li Color <NONE>

External Ad Number Ad Attributes

Ad Released
No

Pick Up

Production Method
AdBooker

Production Notes

WYSIWYG Content

<u>Product Information</u>	<u>Run Schedule</u>	<u>Invoice Text</u>	<u>Placement/Classification</u>	<u>Sort Text</u>	<u>Run Dates</u>	<u># Inserts</u>	<u>Cost</u>
Danbury News-Times::			Public Notices		8/24/2011	1	\$284.99
LEGAL NOTICE OF HEARING THE HOU.		LEGALNOTICEOFHEARINGTHEHOUSIN	Public Notices		8/24/2011	1	\$1.00
newstimes.com::			Public Notices				
LEGAL NOTICE OF HEARING THE HOU.		LEGALNOTICEOFHEARINGTHEHOUSIN	Public Notices				



HOUSING AUTHORITY OF THE CITY OF DANBURY

ANNUAL AND FIVE YEAR AGENCY PLAN

Friday, October 14
2:00 pm
Two Mill Ridge Road

Agenda

- I. Call to Order
- II. Purpose
- III. Public Comments
- IV. Closing

Public Hearing- Annual & 5 Year Plan

October 14, 2011

Sign In Sheet

NAME	ADDRESS	TELEPHONE
Coco BARKER	P.O. Box 127, Ridgfield, Ct.	203-431-1821
JAMES Zeh	Commissioner	203 512 6620
Rose MORRISON	R/C	203 778 2799
Beth Hezzard	385 Main Pl ^o St	203-947-6315
Alex Hildgen	Jules Manor	203-796-8940
Stephen Baill	2 Caberwood	203 757-1132 x 130

PUBLIC COMMENTS

The Following public comments were will be taken and included as part of HACD's 2012 submission

1. **Coco Baron Ridgefield Housing Authority**

Acknowledged that she viewed the legal notice for the public hearing in the newspapers and attended out of interests in HACD's. Ms. Barron requested and was granted an opportunity to inspect all Agency Plan policies and procedures

2. **Ruth Hoggard- Resident Leader Laurel Gardens and President of Resident Council**

Ms. Hoggard inquired into HUD intergenerational housing opportunities for grandparents that have adopted their grandchildren. Ms. Hoggard also commented that the garbage situation is better at Laurel with the new dumpster. Ms Hoggard also made the following comments:

Dream Homes- What is that? Dream Homes is an information and referral center in Danbury. The Center contracts with the City of Danbury to provide information on all housing programs in the region.

Ms. Hoggard asked for consideration to be given to bringing additional after schools program to Laurel Gardens

3. **Rose Morrison Resident Leader Crosby Manor**

Ms. Morrison asked what is the flat rent for Crosby Manor. HACD responded that Crosby Manor does not have a flat rent only base rent. Flat rents will be determined for Crosby Manor as part of Federalization.

Ms. Morrison asked why the Goals do not include residents. The proposed goals are all for resident whether stated directly or indirectly.

4. **Paul Deluca Resident Leader Glen Apartments**

Mr. Deluca thanks the HACD for repairing sewer and improved security at the property. Mr. Deluca asked that the HACD purchase a generator for Glen Apartments and recommended that HACD look to purchase land abutting Glen Apartments for senior housing.

The Housing Authority of the City of Danbury
Public Hearing-
Annual & 5 Year Plan
October 14, 2011
COMMENTS

COMMISSIONERS PRESENT:

Dominic Chieffalo
James Zeh
Kim Nolan

STAFF PRESENT:

M. Carolyn Sistrunk Jeffrey Goodfriend
Michael Dapolite
Jacqueline Elam
Steve Ball
Kevin Barry

ATTENDEES:

Ruth Hoggard
Rose Morrison
Coco Baron
Paul DeLuca
Anna Velasquez

WELCOME

Jim Zeh, Resident Commissioner, opened the public Hearing at 2:01 pm Friday October 14, 2011

PURPOSE

The Executive Director stated that Friday, October 14, 2011 is the time and place for the HACD public hearing for the 2012 Annual Plan. In terms of statutory requirement, Ms Sistrunk stated the following:

1. The draft plan was developed in July 2011 and was approved by the HACD BOC for public release via Resolution
2. The draft plan was shared in full with the HACD resident council on July 2011
3. The formal legal notice was provided in the Danbury Newstimes on August 24, 2011 setting October 14, 2011 as the public hearing.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012 FFY of Grant Approval:	
PHA Name:		Grant Type and Number	
Housing Authority of the City of Danbury		Capital Fund Program Grant No: CT26PO2050112 Replacement Housing Factor Grant No: Date of CFEP:	
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
1	Total non-CFP Funds		Expended
2	1406 Operations (may not exceed 20% of line 21) ³	50,000.00	
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	85,000.00	
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable	366,423.00	
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012	
PHA Name:		FFY of Grant Approval:	
Housing Authority of the City of Danbury			
Grant Type and Number Capital Fund Program Grant No: CT26FO2050112 Replacement Housing Factor Grant No: Date of CFFP:			
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)	
Summary by Development Account		<input type="checkbox"/> Final Performance and Evaluation Report	
Line		Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	501,423.00	0
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director : M. Carolyn Sistrunk, Executive Director		Signature of Public Housing Director	
Date October 18, 2011		Date	

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages		Federal FFY of Grant: 2012						
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26PO2050112 CFFP (Yes/No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Operations	1406		50,000.00				
PHA Wide	Fees & Costs	1430		85,000.00				
CT20-03 Wooster Manor	Window Replacement	1460	98 units	120,000.00				
CT20-03 Wooster Manor	AC Sleeves	1460	98 units	30,000.00				
CT20-03 Wooster Manor	waterproofing / repainting	1460	98 units	116,423.00				
Scattered Sites	Renovations	1460						
4 Hadger	Doors	1460	1	2,000				
29 Liberty	Gutters	1460	1	1,500				
49 Highland	Doors	1460	3	3,000				
10 First	Gutters, Doors & Windows	1460	1	7,700				
12 Beckerle St	Doors & Windows	1460	1	5,600				
127 Westville	Gutters	1460	1	1,500				
13 Hoyt	Doors & Windows	1460	2	10,200				
14 Davis	Roof, Doors, Windows	1460	1	15,700				
53 Abbott	Roof	1460	1	10,500				
14 Ford	Gutters	1460	1	1,500				
2 Maple Road	Gutters	1460	1	1,500				
13 Town Hill	Doors & Windows	1460	2	12,100				

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2012						
PHA Name: Housing Authority of the City of Danbury		Capital Fund Program Grant No: CT26PO2050112 CFFP (Yes/No): Replacement Housing Factor Grant No:		Total Estimated Cost			Total Actual Cost			Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost	Total Actual Cost		Status of Work	
				Original	Revised ¹		Funds Obligated ²	Funds Expended ²		
102 South Street	Gutters	1460	2	1,500						
16-18 Dibble	Gutters, Doors, & Windows	1460	2	14,500						
4 Belmont Circle	Windows	1460	2	4,200						
6 Perkins	Windows	1460	3	7,000						

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2012
PHA Name: Housing Authority of the City of Danbury	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
Development Number Name/PHA-Wide Activities						
CT20-03 Wooster Manor	8/02/14		8/02/16			
HA Wide	8/02/14		8/02/16			

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2012
PHA Name: Housing Authority of the City of Danbury						Reasons for Revised Target Dates
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Actual Expenditure End Date	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		

1 Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012 FFY of Grant Approval:	
PHA Name:	Grant Type and Number		
Housing Authority of the City of Danbury	Capital Fund Program Grant No: CT26RO2050112 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant	<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	Total Estimated Cost Revised ²	Obligated
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
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 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴	85,343.00	

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012		FFY of Grant Approval:	
PHA Name:		Grant Type and Number		FFY of Grant Approval:	
Housing Authority of the City of Danbury		Capital Fund Program Grant No: CT26RO2050112		FFY of Grant Approval:	
Type of Grant		Replacement Housing Factor Grant No:		FFY of Grant Approval:	
<input checked="" type="checkbox"/> Original Annual Statement		Date of CFFP:		FFY of Grant Approval:	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
Summary by Development Account		Performance and Evaluation Report for Period Ending:		Final Performance and Evaluation Report	
Line		Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹
		Original			Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	85,343.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director : M. Carolyn Sistrunk, Executive Director		Signature of Public Housing Director		Date	
Date Oct. 18 2011					

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages		Federal FFY of Grant: 2012						
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26RO2050112 CFPP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Development Activities	1499		85,343.00				

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² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages		Federal FFY of Grant: 2012						
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26R02050112						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated²	Funds Expended²	

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program							Federal FFY of Grant: 2012
PHA Name: Housing Authority of the City of Danbury							Reasons for Revised Target Dates ¹
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Actual Expenditure End Date	Actual Expenditure End Date	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date			
HA Wide	8/02/14		8/02/16				

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program				Federal FFY of Grant: 2012	
PHA Name: Housing Authority of the City of Danbury	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		
Development Number Name/PHA - Wide Activities	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

1 Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant: 2011	
PHA Name:		Capital Fund Program Grant No: CT26PO2050111		FFY of Grant Approval:	
Housing Authority of the City of Danbury		Replacement Housing Factor Grant No:			
		Date of CFFP:			
Type of Grant		Revised Annual Statement (revision no:1)			
<input type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Final Performance and Evaluation Report			
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Revised Annual Statement (revision no:1)			
Summary by Development Account		Total Estimated Cost		Total Actual Cost ¹	
Line		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	96,670.00	66,281.00	0	0
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	19,753.00	50,142.00	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	85,000.00	85,000.00	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	200,000.00	240,000.00	0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	100,000.00	60,000.00	0	0
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2011	
PHA Name:	Grant Type and Number	FFY of Grant Approval:	
Housing Authority of the City of Danbury	Capital Fund Program Grant No: CT26PO2050111	Replacement Housing Factor Grant No:	
	Date of CFFP:		
Type of Grant		<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11 <input checked="" type="checkbox"/> Summary by Development Account		<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line		Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	501,423.00	0
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director M. Carolyn Sistrunk, Executive Director		Signature of Public Housing Director	
Date October 18, 2011		Date	

Mary C. Sistrunk

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages											
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26PO2050111 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FFY of Grant: 2011					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²				
PHA Wide	Operations	1406		96,670.00	66,281.00	0	0				
PHA Wide	Administration	1410		19,753.00	50,142.00	0	0				
PHA Wide	Fees & Costs	1430		85,000.00	85,000.00	0	0				
CT20-03 Wooster Manor	ADA Upgrades	1460		200,000.00	0.00	0	0				
CT20-04 Putnam Towers	Boiler Replacement	1460		0.00	200,000.00	0	0				
CT20-03 Wooster Manor	Community Room upgrades	1470		100,000.00	60,000.00	0	0				
CT20-Laurel Gardens	Hot Water Heaters	1460		0	40,000.00	0	0				

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² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages		Federal FFY of Grant: 2011						
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26PO2050111 CFFP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program								Federal FFY of Grant: 2011
PHA Name: Housing Authority of the City of Danbury								Reasons for Revised Target Dates ¹
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Actual Expenditure End Date			
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date				
CT20-03 Wooster Manor	8/02/13		8/02/15					
CT20-04 Putnam Towers	8/02/13		8/02/15					
HA Wide	8/02/13		8/02/15					

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program				
PHA Name: Housing Authority of the City of Danbury		Federal FFY of Grant: 2011		
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
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Part I: Summary		FFY of Grant: 2011 FFY of Grant Approval:	
PHA Name:		Grant Type and Number	
Housing Authority of the City of Danbury		Capital Fund Program Grant No: CT26R02050111 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant		Revised Annual Statement (revision no:)	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Final Performance and Evaluation Report	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Revised Annual Statement (revision no:)	
Summary by Development Account		Total Estimated Cost	Total Actual Cost ¹
Line		Original	Obligated
1	Total non-CFP Funds		Expended
2	1406 Operations (may not exceed 20% of line 21) ³		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
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 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴	85,343.00	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
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Part I: Summary		FFY of Grant: 2011	
PHA Name:	Grant Type and Number Capital Fund Program Grant No: CT26RO2050111 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
Housing Authority of the City of Danbury			
Type of Grant	<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11	<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
		Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	85,343.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director: M. Carolyn Sistrunk, Executive Director		Signature of Public Housing Director	
Date: October 19 2011 <i>M. Sistrunk</i>		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26RO2050111 CFFP (Yes/ No): Replacement Housing Factor Grant No:				Federal FFY of Grant: 2011			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
PHA Wide	Development Activities	1499		85,343.00	0.00	0.00	0.00		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
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Part II: Supporting Pages								
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26RO2050111 CFPP (Yes/No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2011				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Part III: Implementation Schedule for Capital Fund Financing Program						
PHA Name: Housing Authority of the City of Danbury	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Federal FFY of Grant: 2011 Reasons for Revised Target Dates
	Development Number Name/PHA-Wide Activities	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
	HA Wide	8/02/13		8/02/15		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

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Part III: Implementation Schedule for Capital Fund Financing Program					
Development Number Name/PHA - Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FFY of Grant: 2011 Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 Capital Fund Financing Program

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Part I: Summary		FFY of Grant: 2010 FFY of Grant Approval:			
PHA Name:		Capital Fund Program Grant No: CT26PO2050110			
Housing Authority of the City of Danbury		Replacement Housing Factor Grant No: _____			
Type of Grant		Date of CFFP: _____			
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input checked="" type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	96,670.00	96,670.00	96,670.00	96,670.00
3	1408 Management Improvements	10,000.00	10,000.00	10,000.00	10,000.00
4	1410 Administration (may not exceed 10% of line 21)	53,273.00	53,273.00	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	85,000.00	95,000.00	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	100,000.00	62,184.58	62,184.58	62,184.58
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	240,698.00	268,513.42	0	0
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

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U.S. Department of Housing and Urban Development
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Part I: Summary		FFY of Grant: 2010		FFY of Grant Approval:	
PHA Name:	Grant Type and Number				
Housing Authority of the City of Danbury	Capital Fund Program Grant No: CT26PO2050110 Replacement Housing Factor Grant No: Date of CFFP:				
Type of Grant	<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)		
	<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹
		Original			Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	585,641.00		168,854.58	168,854.58
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director Mary C. Sistrunk		Date		Signature of Public Housing Director	
October 18, 2011		Mary C. Sistrunk			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHP funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2010				Status of Work	
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26PO2050110 CFPP (Yes/ No): Replacement Housing Factor Grant No:				Total Actual Cost	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Funds Obligated²	Funds Expended²
				Original	Revised¹		
PHA Wide	Operations	1406		96,670.00	96,670.00	96,670.00	96,670.00
PHA Wide	Management Improvement	1408		10,000.00	10,000.00	10,000.00	10,000.00
PHA Wide	Administration	1410		53,273.00	53,273.00	0	0
PHA Wide	Fees & Costs	1430		85,000.00	95,000.00	0	0
CT20-02	Stairs and sidewalk repairs	1450		100,000.00	62,184.58	62,184.58	62,184.58
Eden Drive							
CT20-03	Community Room upgrades	1470		240,698.00	268,513.12	0	0
Wooster Manor							

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages		Federal FFY of Grant: 2010						
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26PO2050110 CFFP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

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U.S. Department of Housing and Urban Development
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Part III: Implementation Schedule for Capital Fund Financing Program					Federal FFY of Grant: 2010
PHA Name: Housing Authority of the City of Danbury	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Development Number Name/PHA-Wide Activities					
CT20-03 Wooster Manor	7/14/12		7/14/14		
HA Wide	7/14/12		7/14/14		
CT20-04 Eden Drive	7/14/12		7/14/14		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2010
PHA Name: Housing Authority of the City of Danbury	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part I: Summary		FFY of Grant: 2010	
PHA Name:	Grant Type and Number	FFY of Grant Approval:	
Housing Authority of the City of Danbury	Capital Fund Program Grant No: CT26RO2050110 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost	
Line		Original	Revised ²
1	Total non-CFF Funds		
2	1406 Operations (may not exceed 20% of line 21) ³		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
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 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴	97,266.00	0
		Obligated	Total Actual Cost ¹ Expended

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

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Part I: Summary		FFY of Grant: 2010	
PHA Name:	Grant Type and Number	FFY of Grant Approval:	
Housing Authority of the City of Danbury	Capital Fund Program Grant No: CT26RO2050110		
	Replacement Housing Factor Grant No:		
	Date of CFFP:		
Type of Grant		<input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11 <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	97,266.00	0
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director : M. Carolyn Sistrunk, Executive Director		Signature of Public Housing Director	
Date October 18, 2011		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

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Part II: Supporting Pages		Federal FFY of Grant: 2010					
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26RO2050110 CFPP (Yes/No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
				Original	Revised ¹		
PHA Wide	Development Activities	1499		97,266.00	0.00	0.00	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

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Part II: Supporting Pages		Federal FFY of Grant: 2010						
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26RO2050110 CFPP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

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Part III: Implementation Schedule for Capital Fund Financing Program						
PHA Name: Housing Authority of the City of Danbury						
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	Federal FFY of Grant: 2010
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
HA Wide	10/29/13		7/30/15			

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the City of Danbury		Federal FFY of Grant: 2010			
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part I: Summary		Grant Type and Number		FFY of Grant: 2009	
PHA Name:		Capital Fund Program Grant No: CT26SO2050109		FFY of Grant Approval:	
Housing Authority of the City of Danbury		Replacement Housing Factor Grant No:			
Date of CFFP:					
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: 5)	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Final Performance and Evaluation Report	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11				<input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Summary By Development Account		Total Estimated Cost		Total Actual Cost ¹	
Line		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	0.00	0.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	80,000.00	111,315.00	111,315.00	111,315.00
8	1440 Site Acquisition				
9	1450 Site Improvement	270,173.00	270,173.00	270,173.00	270,173.00
10	1460 Dwelling Structures	374,070.00	374,070.00	374,070.00	374,070.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	47,725.00	16,410.00	16,410.00	16,410.00
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	0.00	0.00	0.00	0.00

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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Part I: Summary		FFY of Grant: 2009	
PHA Name:	Grant Type and Number	FFY of Grant Approval:	
Danbury	Capital Fund Program Grant No: CT26S02030109 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant	Type of Grant		
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: 5)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11	<input checked="" type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
		Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	771,968.00	771,968.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director : M. Carolyn Sisfrunk, Executive Director		Signature of Public Housing Director	
Date	Mary C. Sisfrunk	Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

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Part II: Supporting Pages												
PHA Name: Housing Authority of the City of Danbury					Grant Type and Number Capital Fund Program Grant No: CT26S02050109 CFPP (Yes/ No): Replacement Housing Factor Grant No:					Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work				
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²					
PHA Wide	Administration	1410		0	0	0	0					
PHA Wide	Fees & Costs	1430		80,000	111,315	111,315	111,315					
CT20-02 Eden Drive	Exterior Stair Repair /walks	1450		146,523	146,523	146,523	146,523					
CT20-02 Eden Drive	Electrical Upgrades	1460		0.00	0.00	0.00	0.00					
CT20-03 Wooster	Waterproofing / Building Envelope	1460		0.00	0.00	0.00	0.00					
	Federalization of State Units											
CT 00005 Crosby Manor	Window Replacement	1460	50	91,700	91,700	91,700	91,700					
CT 00005 Crosby Manor	Bathroom upgrades (toilets, GFIs)	1460	50	42,500	42,500	42,500	42,500					
CT 00005 Crosby Manor	Kitchen Replacement	1460	50	186,750	186,750	186,750	186,750					
CT 00005 Crosby Manor	Site Improvements (parking lots, walks)	1450	50	123,650	123,650	123,650	123,650					
CT 00005 Crosby Manor	504 Upgrades (2 apartments)	1460	2	53,120	53,120	53,120	53,120					
CT 00005 Crosby Manor	504 Upgrades (Common areas; office, laundry, community Rooms)	1470	1	47,725	16,410	16,410	16,410					

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

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Part II: Supporting Pages		Grant Type and Number			Federal FFY of Grant: 2009			
PHA Name:		Capital Fund Program Grant No: CT26S02050109						
Housing Authority of the City of Danbury		CEFP (Yes/No):						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

2 To be completed for the Performance and Evaluation Report.

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Part III: Implementation Schedule for Capital Fund Financing Program						
PHA Name: Housing Authority of the City of Danbury						
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		Actual Obligation End Date	All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date		Original Expenditure End Date	Actual Expenditure End Date	
CT20-03 Wooster Manor	3/18/10	3/18/10	3/18/10	3/18/12	12/30/11	
PHA Wide	3/18/10	3/18/10	3/18/10	3/18/12	12/30/11	
CT20-02 Eden Drives	3/18/10	3/18/10	3/18/10	3/18/12	12/30/11	

1 Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the City of Danbury					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1957, as amended.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

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Part I: Summary		Grant Type and Number		FFY of Grant: 2009	
PHA Name:		Capital Fund Program Grant No: CT26PO2050109		FFY of Grant Approval:	
Housing Authority of the City of Danbury		Replacement Housing Factor Grant No:			
Date of CFFP:					
Type of Grant		<input type="checkbox"/> Revised Annual Statement (revision no:2) <input checked="" type="checkbox"/> Final Performance and Evaluation Report			
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		Reserve for Disasters/Emergencies			
Summary by Development Account		Total Estimated Cost		Total Actual Cost ¹	
Line		Original	Revised ²	Obligated	Expended
1	Total non-CPP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	95,728.00	95,728.00	95,728.00	95,728.00
3	1408 Management Improvements	10,000.00	6,522.09	6,522.09	6,522.09
4	1410 Administration (may not exceed 10% of line 21)	58,600.00	0.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	80,000.00	80,000.00	80,000.00	59,199.57
8	1440 Site Acquisition				
9	1450 Site Improvement	290,000.00	397,755.25	397,755.25	397,755.25
10	1460 Dwelling Structures	20,808.00	6,130.66	6,130.66	6,130.66
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	31,000.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
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Part I: Summary		FFY of Grant: 2009	
PHA Name:		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: CT26PO2050109			
Housing Authority of the City of Danbury		Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost	Total Actual Cost ¹
Line		Original	Obligated
18a	1501 Collateralization of Debt Service paid by the PHA		
18ba	9000 Collateralization of Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	586,136.00	586,136.00
21	Amount of line 20 Related to LBP Activities		565,335.57
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director: <i>Mary</i> M. Carolyn Sistrunk, Executive Director		Signature of Public Housing Director	
Date October 18, 2011		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages			Federal FFY of Grant: 2009					
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26PO2050109 CFPP (Yes/No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Operations	1406		95,728	95,728	95,728	95,728	
PHA Wide	Management Improvement	1408		10,000	6,522.09	6,522.09	6,522.09	
PHA Wide	Administration	1410		58,600	0	0	0	
PHA Wide	Fees & Costs	1430		80,000	80,000	80,000	59,199.57	
		1460						
CT20-02 Eden Drive	Parking Lot	1450		290,000.00	241,053.26	241,053.26	241,053.26	
CT20-03 Scattered Sites	Repairs at Scattered Sites	1460		0.00	6,130.66	6,130.66	6,130.66	
CT20-03 Wooster Manor	Waterproofing / Building Envelope	1450		0.00	156,701.99	156,701.99	156,701.99	
CT20-03 Wooster Manor	Entrance / Community Upgrades	1460		31,000	0	0	0	
CT20-2 Eden Drive	Electrical Upgrades	1460		20,808	0	0	0	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

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Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2009
PHA Name: Housing Authority of the City of Danbury	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
CT20-03 Wooster Manor	6/13/11	6/30/10	6/13/13			
HA Wide	6/13/11	6/30/10	6/13/13			
CT20-04 Putnam Towers	6/13/11	6/30/10	6/13/13			

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval:	
PHA Name:			
Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26R02050109 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant		<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11 <input type="checkbox"/> Reserve for Disasters/Emergencies	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
		Revised ²	Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
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 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴	97,444.00	0.00

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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Part I: Summary		FFY of Grant: 2009		FFY of Grant Approval:	
PHA Name:	Grant Type and Number	Revised Annual Statement (revision no:)		Final Performance and Evaluation Report	
Housing Authority of the City of Danbury	Capital Fund Program Grant No: CT26RO2050109 Replacement Housing Factor Grant No: Date of CFFP:	Total Estimated Cost		Total Actual Cost ¹	
Type of Grant	Original	Revised ²	Obligated	Expended	
<input type="checkbox"/> Original Annual Statement					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11					
Summary by Development Account					
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)		0.00		0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director : M. Carolyn Sisstrunk, Executive Director		Signature of Public Housing Director		Date	
Date: October 18, 2011					

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

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Part II: Supporting Pages		Federal FFY of Grant: 2009						
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26RO2050109 CFPP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Development Activities	1499		97,444.00		0.00	0.00	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

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Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:					
Housing Authority of the City of Danbury					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

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Part I: Summary		FFY of Grant: 2008 FFY of Grant Approval:		
PHA Name:		Capital Fund Program Grant No: CT26PO2050108 Replacement Housing Factor Grant No: Date of CFFP:		
Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26PO2050108 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant		<input type="checkbox"/> Revised Annual Statement (revision no:3) <input checked="" type="checkbox"/> Final Performance and Evaluation Report		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Summary by Development Account		
Line	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP Funds			
2	1406 Operations (may not exceed 20% of line 21) ³	106,670.00	106,670.00	106,670.00
3	1408 Management Improvements	53,273.00	53,273.00	53,273.00
4	1410 Administration (may not exceed 10% of line 21)	1,021.13	1,021.13	1,021.13
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	75,000.00	75,000.00	75,000.00
8	1440 Site Acquisition			
9	1450 Site Improvement	297,389.87	297,389.87	297,389.97
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Non-dwelling Structures			
13	1475 Non-dwelling Equipment			
14	1485 Demolition			
15	1492 Moving to Work Demonstration			
16	1495.1 Relocation Costs			
17	1499 Development Activities ⁴			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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Part I: Summary		FFY of Grant: 2008		FFY of Grant Approval:	
PHA Name:		Grant Type and Number		Capital Fund Program Grant No: CT26PO2050108	
Housing Authority of the City of Danbury		Replacement Housing Factor Grant No:		Date of CFPP:	
Type of Grant		<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Final Performance and Evaluation Report	
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		Summary by Development Account		Total Actual Cost ¹	
Line	Description	Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	533,354.00	533,354.00	533,354.00	533,354.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director : M. Carolyn Sistrunk, Executive Director		Signature of Public Housing Director		Date	
Date October 18, 2011		<i>Mary C. Sistrunk</i>			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFPP Grants for operations.
⁴ RHF funds shall be included here.

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Part II: Supporting Pages		Federal FFY of Grant: 2008									
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26PO2050108 CFPP (Yes/No): Replacement Housing Factor Grant No:									
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²				
PHA Wide	Operations	1406		106,670	106,670	106,670	106,670				
PHA Wide	Management Improvement	1408		53,273.00	53,273.00	53,273.00	53,273.00				
PHA Wide	Administration	1410		1,021.13	1,021.13	1,021.13	1,021.13				
PHA Wide	Fees & Costs	1430		75,000.00	75,000.00	75,000.00	75,000.00				
CT20-04 Putnam Towers	Parking Lot	1450		177,000.00	177,000.00	177,000.00	177,000.00				
CT20-03 Wooster Manor	Parking Lot	1450		120,389.87	69,879.99	69,879.99	69,879.99				
CT20-01 Eden Drive	Stairs and walks	1450		0	50,509.88	50,509.88	50,509.88				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

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Part II: Supporting Pages		Federal FFY of Grant: 2008				
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26PO2050108 CFFP (Yes/No): Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
				Original	Revised ¹	Funds Obligated ²
						Funds Expended ²

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

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Part III: Implementation Schedule for Capital Fund Financing Program					Federal FFY of Grant: 2008	
PHA Name: Housing Authority of the City of Danbury						
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
CT20-03 Wooster Manor	6/13/10	6/13/10	6/13/12	3/30/2011		
HA Wide	6/13/10	6/13/10	6/13/12	3/30/2011		
CT20-04 Putnam Towers	6/13/10	6/13/10	6/13/12	3/30/2011		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part III: Implementation Schedule for Capital Fund Financing Program					Federal FFY of Grant: 2008
PHA Name: Housing Authority of the City of Danbury					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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Part I: Summary		Grant Type and Number		FFY of Grant: 2008	
PHA Name:		Capital Fund Program Grant No: CT26RO2050108		FFY of Grant Approval:	
Housing Authority of the City of Danbury		Replacement Housing Factor Grant No:			
Date of CFFP:					
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	76,511.00		0.00	0.00

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

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Part I: Summary		FFY of Grant: 2008	
PHA Name:	Grant Type and Number	FFY of Grant Approval:	
Housing Authority of the City of Danbury	Capital Fund Program Grant No: CT26RO20S0108		
	Replacement Housing Factor Grant No:		
	Date of CFFP:		
Type of Grant		<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11	
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)		<input type="checkbox"/> Final Performance and Evaluation Report <input type="checkbox"/> Total Actual Cost ¹	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised
		Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	76,511.00	0.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director : M. Carolyn Sistrunk, Executive Director		Signature of Public Housing Director	
Date	10-18-2011	Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages			Federal FFY of Grant: 2008			
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26RO2050108 CFFP (Yes/ No): Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised ¹	
				Funds Obligated ²	Funds Expended ²	
PHA Wide	Development Activities	1499		76,511.00	0.00	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages				Federal FFY of Grant: 2008				
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26RO2050108 CFPP (Yes/ No): Replacement Housing Factor Grant No:		Total Estimated Cost		Total Actual Cost		Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program						
PHA Name: Housing Authority of the City of Danbury						
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	Federal FFY of Grant: 2008
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
HA Wide	10/29/13		7/30/15			

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the City of Danbury					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FFY of Grant: 2008 Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
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 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2007 FFY of Grant Approval:	
PHIA Name:		Grant Type and Number	
Housing Authority of the City of Danbury		Capital Fund Program Grant No: CT26RO2050107 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant	<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)
Line	Summary by Development Account	<input type="checkbox"/> Final Performance and Evaluation Report	Total Actual Cost ¹
		Total Estimated Cost	Obligated
		Revised ²	Expended
1	Total non-CFFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
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 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴	107,607.00	0.00
			0.00

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2007	
PHA Name:	Grant Type and Number	FFY of Grant Approval:	
Housing Authority of the City of Danbury	Capital Fund Program Grant No: CT26RO2050107	Replacement Housing Factor Grant No:	
	Date of CFFP:		
Type of Grant		<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11	
Summary by Development Account		Total Estimated Cost	Total Actual Cost ¹
Line		Original	Revised ² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	107,607.00	0.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director : M. Carolyn Sistrunk, Executive Director		Signature of Public Housing Director	
Date	October 18, 2011	Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages						
PHA Name: Housing Authority of the City of Danbury		Grant Type and Number Capital Fund Program Grant No: CT26RO2050107 CFFP (Yes/No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2007		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised ¹	
PHA Wide		1499		Funds Obligated ² 0.00	Funds Expended ² 0.00	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages		Federal FFY of Grant: 2007						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Grant Type and Number Capital Fund Program Grant No: CT26RO2050107 CFPP (Yes/No): Replacement Housing Factor Grant No:	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised ¹	Funds Obligated ²	Funds Expended ²	Status of Work

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the City of Danbury					
Development Number Name/PHA - Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FFY of Grant: 2007 Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
HA Wide	10/29/13		7/30/15		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program		Federal FFY of Grant: 2007		
PHA Name: Housing Authority of the City of Danbury				
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary

PHA Name/Number Danbury Housing Authority		Locality (Danbury/Fairfield/Connecticut)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
Development Number and Name	Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY2013	Work Statement for Year 3 FFY2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016	
A.	Annual Statement	338,423.00	366,423.00	366,423.00	366,423.00	
B.	Physical Improvements Subtotal					
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment	28,000.00				
E.	Administration					
F.	Other (Fees & Costs)	85,000.00	85,000.00	85,000.00	85,000.00	
G.	Operations	50,000.00	50,000.00	50,000.00	50,000.00	
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds	501,423.00	501,423.00	501,423.00	501,423.00	501,423.00
L.	Total Non-CFP Funds					
M.	Grand Total	501,423.00	501,423.00	501,423.00	501,423.00	501,423.00

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary (Continuation)

Danbury Housing Authority		Locality (Danbury/Fairfield/Connecticut)		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
A.	Development Number and Name	Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016
		Annual Statement				
	HA Wide		163,000.00	135,000.00	135,000.00	135,000.00
	Scattered Sites					
	Putnam Towers				80,000.00	
	Wooster Manor		200,000.00	81,423.00	90,000.00	30,000.00
	Eden Drive				196,423.00	336,423.00
	Crosby Manor		138,423.00			
	Laurel Gardens			285,000.00		

Attachment J: Definition of Substantial Deviation and Significant Amendment Policy

HUD requires in 24 CFR 903.7(r) (2), that a PHA must set forth the basic criteria will be used for denoting a substantial deviation from its 5-Year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan.

The HACD defines the following actions as being a **substantial deviation**

1. Any change to its Mission statement, or the addition or deletion of a goal.

Note: Changes in strategies used to achieve goals are not considered a substantial deviation.

The HACD defines the following changes as being a **significant amendment or modification**

1. Change of an expected start date or completion date for stated goals in the 5 Year Plan resulting in a delay of more than one year.
2. Changes in Operating or CFP budget line items or total budget amounts in excess of 30% of the original line item or totals.

Other changes and progress made towards implementing the goals, objectives and strategies will be reported as part of the annual reporting process.

Substantial deviations and significant amendments that are contemplated will be executed in accordance with 24 CFR 903.21.

ATTACHMENT K: CIVIL RIGHTS CERTIFICATION

Civil Rights Certification. A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

EXAMINATION OF PHA PROGRAMS

The HACD maintains statistics on protected classes in the following programs or parts of programs:

- 1 Who is applying for housing?
 - a. While the waiting list has not been open for significant periods of time, when it is open, the HACD maintain statistics on protected classes who are applying and compares them with the population at large in Danbury.
 - b. When inviting applications, the HACD advertises for housing applicants in accordance its Affirmative Fair Housing Marketing Plan.
 - c. From time to time, the HACD will apply for housing resources to serve what it considers to be under-served populations. These resources are rarely made available, but the HACD monitors NOFAs and responds to them accordingly. For example, in response to 2011 HUD Notice of Funding availability the HACD applied for ROSS and NSP II but was not funded.

AMP 2- FEDERAL FAMILY LAUREL GARDENS

Wait List Status

Recap:

Eligible: 111

Total: 111

Bedroom Size Recap:

Zero: 0 One: 0 Two: 70 Three: 40 Four: 1 Five: 0 Six: 0 Seven: 0 Eight: 0 Nine: 0 No Bedroom Size: 0 Total: 111

Head of Household Gender Recap:

Female: 91 Male: 20 Total: 111

Family Status Recap:

Elderly: 1 Elderly - Disabled: 1 Non Elderly: 103 Non Elderly - Disabled: 6 Total: 111

Primary Race Recap (Non Hispanic):

White: 18 Black: 24 Indian: 0 Asian: 10 Hawaiian: 0 Total: 52

Ethnicity Recap:

Hispanic: 59 Non Hispanic: 52 Total: 111

Number of Children Per Family Recap:

Zero: 20 One: 47 Two: 27 Three: 13 Four: 3 Five: 1 Six: 0 Seven: 0 Eight: 0 Nine Or More: 0 Total: 111

AMP 3 FEDERAL ELDERLY

Status Recap:

Eligible: 22
Pending: 9
Total: 31

Bedroom Size Recap:

Zero: 2 One: 29 Two: 0 Three: 0 Four: 0 Five: 0 Six: 0 Seven: 0 Eight: 0 Nine: 0 No Bedroom Size: 0 Total: 31

Head of Household Gender Recap:

Female: 19 Male: 12 Total: 31

Family Status Recap:

Elderly: 21 Elderly - Disabled: 9 Non Elderly: 1 Non Elderly - Disabled: 0 Total: 31

Primary Race Recap (Non Hispanic):

White: 12 Black: 3 Indian: 0 Asian: 1 Hawaiian: 0 Total: 16

Ethnicity Recap:

Hispanic: 15 Non Hispanic: 16 Total: 31

Number of Children Per Family Recap:

Zero: 30 One: 1 Two: 0 Three: 0 Four: 0 Five: 0 Six: 0 Seven: 0 Eight: 0 Nine Or More: 0 Total: 31

AMP 4- EDEN DRIVE FEDERAL FAMILY

Wait List Status Recap:

Eligible: 104
Total: 104

Bedroom Size Recap:

Zero: 0 One: 0 Two: 65 Three: 32 Four: 7 Five: 0 Six: 0 Seven: 0 Eight: 0 Nine: 0 No Bedroom Size: 0 Total: 104

Head of Household Gender Recap:

Female: 84 Male: 20 Total: 104

Family Status Recap:

Elderly: 1 Elderly - Disabled: 0 Non Elderly: 99 Non Elderly - Disabled: 4 Total: 104

Primary Race Recap (Non-Hispanic):

White: 18 Black: 24 Indian: 0 Asian: 9 Hawaiian: 0 Total: 51

Ethnicity Recap:

Hispanic: 53 Non Hispanic: 51 Total: 104

Number of Children Per Family Recap:

Zero: 15 One: 44 Two: 27 Three: 15 Four: 2 Five: 1 Six: 0 Seven: 0 Eight: 0 Nine Or More: 0 Total: 104

AMP 5-CROSBY MANOR- FEDERALIZED JULY 1, 2011

Wait List Status Recap:

Eligible: 3

Pending: 4

Housed: 1

Total: 8

Bedroom Size Recap:

Zero: 0 One: 8 Two: 0 Three: 0 Four: 0 Five: 0 Six: 0 Seven: 0 Eight: 0 Nine: 0 No Bedroom Size: 0 Total: 8

Head of Household Gender Recap:

Female: 4 Male: 4 Total: 8

Family Status Recap:

Elderly: 3 Elderly - Disabled: 1 Non Elderly: 1 Non Elderly - Disabled: 3 Total: 8

Primary Race Recap (Non Hispanic):

White: 3 Black: 0 Indian: 0 Asian: 1 Hawaiian: 0 Total: 4

Ethnicity Recap:

Hispanic: 4 Non Hispanic: 4 Total: 8

Number of Children Per Family Recap:

Zero: 8 One: 0 Two: 0 Three: 0 Four: 0 Five: 0 Six: 0 Seven: 0 Eight: 0 Nine Or More: 0 Total: 8

HCV FUP

Status Recap:

Eligible: 6

Housed: 3

Total: 9

Bedroom Size Recap:

Zero: 0 One: 2 Two: 3 Three: 3 Four: 1 Five: 0 Six: 0 Seven: 0 Eight: 0 Nine: 0 No Bedroom Size: 0 Total: 9

Head of Household Gender Recap:

Female: 8 Male: 1 Total: 9

Family Status Recap:

Elderly: 0 Elderly - Disabled: 0 Non Elderly: 8 Non Elderly - Disabled: 1 Total: 9

Primary Race Recap (Non Hispanic):

White: 5 Black: 1 Indian: 0 Asian: 0 Hawaiian: 0 Total: 6

Ethnicity Recap:

Hispanic: 3 Non Hispanic: 6 Total: 9

HCV ELDERLY

Status Recap:

Eligible: 54

Total: 54

Bedroom Size Recap:

Zero: 0 One: 54 Two: 0 Three: 0 Four: 0 Five: 0 Six: 0 Seven: 0 Eight: 0 Nine: 0 No Bedroom Size: 0 Total: 54

Head of Household Gender Recap:

Female: 25 Male: 29 Total: 54

Family Status Recap:

Elderly: 1 Elderly – Disabled: 4 Non Elderly: 14 Non Elderly – Disabled: 35 Total: 54

Primary Race Recap (Non Hispanic):

White: 36 Black: 3 Indian: 1 Asian: 0 Hawaiian: 0 Total: 40

Ethnicity Recap:

Hispanic: 14 Non Hispanic: 40 Total: 54

HCV FAMILY

Status Recap:

Housed: 8

Total: 8

Bedroom Size Recap:

Zero: 0 One: 0 Two: 4 Three: 3 Four: 1 Five: 0 Six: 0 Seven: 0 Eight: 0 Nine: 0 No Bedroom Size: 0 Total: 8

Head of Household Gender Recap:

Female: 8 Male: 0 Total: 8

Family Status Recap:

Elderly: 0 Elderly - Disabled: 0 Non Elderly: 7 Non Elderly - Disabled: 1 Total: 8

Primary Race Recap (Non Hispanic):

White: 2 Black: 2 Indian: 0 Asian: 1 Hawaiian: 0 Total: 5

Ethnicity Recap:

Hispanic: 3 Non Hispanic: 5 Total: 8

2. The HACD also provides education for applicants, staff and landlords in its programs on Fair Housing Issues.
 - a. The HACD provides information at Voucher Issuance to all participants on how to file a Fair Housing Complaint with handouts.
 - b. Conducts an HCV landlord Orientation and Outreach to promote and explain the program and
 - c. Provides Fair Housing Training through industry training organizations and HUD sponsored training. Seventy Five percent of HACD's staff have been certified as fair housing specialists
 - d. Employment and contracting opportunities are advertised in accordance with Equal Employment Opportunity.
 - e. Conducts annual reviews on its fair Housing and Reasonable Accommodation Policies.

3. STATEMENT OF HOUSING NEEDS – JURISDICTION [24 CFR Part 903.7 9 (a)]

Housing Needs of Families in the Jurisdiction							
by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	1988	5	5	3	5	5	5
Income >30% but <=50% of AMI	1577	5	4	3	4	5	5
Income >50% but <80% of AMI	484	5	3	3	4	4	4
Elderly	1534	5	4	3	4	3	3
Families with Disabilities	N/A						

ANALYSIS OF HOUSING NEEDS FOR THE MINORITY POPULATION IN THE CITY OF DANBURY

Of the 9,024 renter households in the City of Danbury in 1990, 37% indicated that their rent exceeded 30% of their income. Fourteen percent of the specified renter households paid more than 50% of their household income for housing costs at that time. The 2000 Census reported a total of 27,180 occupied units, of which 41.7% or 11,334 are renter occupied. Of these, 32.9% pay more than 30% of their household income for rent, and 13.7% pay more than 50% of their household income for rent.

24% of all renter households in Danbury are minority and generally absorb a disproportionate amount of the rental housing cost burden in the City, due to a higher likelihood of low or very low family incomes. 63.5% of all minority-headed renter households reported housing problems with supply and affordability.

83.5% of those with incomes below 30% of the Area Median Income (“AMI”) have related affordable housing problems. For those households with incomes between 31% and 50% of the AMI, the housing cost problem actually increases to 87.7% of these households. 66.3% of those households with incomes between 51% and 80% of the AMI still experienced housing problems. Overall, Hispanic households experienced housing problems at a higher rate than African American, although Black households with incomes between 31% and 80% of the AMI generally reported more housing problems than their Hispanic counterparts.

The Black population is fairly evenly distributed across the City of Danbury, with only one Census tract, Tract 2111, having a substantial concentration of Black residents. The Hispanic population is more concentrated than the Black population, comprising substantial portions of the total population in Census tracts 2101, 2102, 2107 and 2111. Tract 2101 also has a high concentration of “other race” and multiracial residents, and Tract 2102 has a high concentration of multiracial residents as well.

Persons of very low income face an imbalance between capacity to sustain safe and decent housing and the actual cost and availability of housing under current and projected market conditions. Again, factors which contribute to such an extreme gap, in being able to provide affordable housing to households of low income, include high cost and short supply of available land for development; shortage of new housing stock affordable to such families and, shortage of funds available to assist those in need. For example, the downtown area of Danbury is very densely populated and contains its major concentration of racial/ethnic minorities and low and moderate-income persons.

The need to diffuse racial and economic impact throughout the region is obvious. Danbury has traditionally accepted the responsibility for providing the majority of subsidized units for the region's need. While representing only 13% of the region's land, Danbury accounts for approximately 69% of the subsidized units (using 2002 data provided by the State of Connecticut Department of Economic and Community Development). According to recently released 2000 Census data, 24% of Danbury's population is non-white. While no other town exceeds 7.6% (Bethel), Danbury is home to roughly 73% of all non-white people living in the region. In summary, the above indicated that the following minority needs:

1. high cost
2. and short supply of available land for development;
3. shortage of new housing stock affordable to such families and,
4. shortage of funds available to assist those in need.

ANALYSIS OF HOUSING NEEDS FOR THE SPECIAL POPULATION IN THE CITY OF DANBURY

There are several segments of Danbury's population which have special needs affecting their lives on a daily basis. These include the frail elderly, severely mentally ill, developmentally disabled, and physically disabled and persons with AIDS and related diseases.

- **Frail Elderly** - To determine the estimated number of frail elderly within Danbury , national averages as to the percent of elderly population by age category with at least one Limitation to Activities of Daily Living (ADL) were applied to the City's elderly population figures. Assuming that poor frail elderly have a greater need for public assistance than higher income elderly, a national percentage for elderly households with very low incomes (VLI) was applied to the number of frail elderly in the various age categories. This methodology estimates that Danbury has 384 frail elderly and 384 frail elderly potentially needing supportive housing.
- **Severely Mentally Ill** - According to the most general national estimate, one percent (1%) of the adult population meets a definition of severe mental illness. Applying this estimate to Danbury's 58,000 persons 18 years of age and older results in an estimate of 580 individuals with severe mental illness. A further estimate, provided by HUD is that approximately 9% of patients entering a state mental hospitals are either homeless or in potential danger of being homeless. Although it is difficult to make a prediction based upon Danbury's mentally ill population estimate, by applying this 9% figure to the 580 individuals it can be assumed that approximately 54 severely mentally ill persons are either homeless or threatened with homelessness and may need supportive housing.

- **Developmentally Disabled** - The nationally accepted percentage of the population, which can be categorized as developmentally disabled, is 1 to 3%, as published by the Association for Retarded Citizens (ARC). This standard would result in an estimate between 780 and 2100 persons in Danbury are developmentally disabled.
- **Physically Disabled** - The 2000 Census counted 19000 persons with a disability in Danbury. 2,769 were over 65 years of age and 4,841 were between the ages of 21 to 64.
- **Persons with AIDS and Related Diseases** – The State Department of Health reports 79 AIDS/HIV cases.

Elderly Households of 1 and 2 members represent the most expanding need group. For many seniors, fixed incomes and high housing and medical costs are resulting in a struggle for economic survival. The elderly also lack social and economic opportunities. Elderly households earning 0-95% of the MEI comprise 20.8% of the total household population, 23% of the owner-occupied households and 17% of the City's total renter population. Among the elderly households (not including those earning greater than 95% of the median household income), problems/cost burden are present in significant numbers except among those moderate-income renters and owners.

Housing stock, suitable and/or adaptable to the elderly/disability community exists, but at extremely high cost. Both rental and ownership housing is very difficult to provide to Very Low Income (VLI) elderly and persons with disabilities without extremely deep subsidies. With the exception of the Housing Authority, these subsidies do not typically exist. The limited resources to fill the gap between OLI household incomes and housing values in Danbury will inhibit significant advances in meeting the statistical need or demand for OLI or VLI households, elderly or for persons with disabilities.

While most of the housing needs in the city of Danbury are met by the private sector, problems relating to the housing of selected age and income group remains. Major objectives of the Housing Authority of the City of Danbury include

1. The protection of existing housing stock from deterioration.
2. An expansion of supply of affordable housing specifically 1 and 2 bedrooms.
3. Support Services for the disabled and elderly and homeless.

HACD'S STRATEGY TO REMOVED BARRIERS TO FAIR HOUSING OPPORTUNITIES IN THE CITY OF DANBURY

I. AFFORDABILITY

- The Housing Authority of the City of Danbury assists the city in providing housing choice opportunity to low income families with a stock of 802 Housing Choice Vouchers, 33 Shelter Plus Care Certificates and approximately 500 State Vouchers and Rental Assistance Certificates. Included in those numbers are 20 Homeownership Vouchers used for disabled individuals to purchase their own home. The Housing Choice Voucher program constantly monitors the rent amounts charged by private owners to ensure that reasonable rents are being charged. A system of rent comparables compiled in a private market study is used to determine the reasonable rental amounts. Owners are not permitted to charge program participants unreasonable rents.
- Programs designed to promote Home Ownership of our residents are administered in accordance with funding guidelines. These programs allow residents to pay below income-based rents and provides opportunities for savings towards homeownership:
 - Flat Rents – encourages self-sufficiency and avoids creating disincentives for continued residence for families who are attempting to become economically self-sufficient.
 - Section 8 Homeownership Vouchers – subsidizes the mortgage payments for qualified families over a specified period which allows them to qualify for loans and provides support while income rises to levels that promote independency.

II. SECURITY DEPOSITS

- The Housing Authority provides annual contributions and referrals to the established non-profit organizations that aide in funding security deposits.
- The Housing Authority has worked to form a relationship with outside agencies such as the Key Rings program, which provides assistance with rental security deposits and TBICO that help with budgeting and planning. Referrals are also made to agencies such as CACD to help with overdue rental payment. Brochures are handed out to Housing Authority clients during orientations and referrals are made to the programs if necessary.

III. UNSAFE CONDITIONS/SUBSTANDARD HOUSING

- Capital Needs for Housing Authority properties are assessed annually for development of a five year plan. Prioritization of projects is based on Health/ Safety and property condition based on funding availability.
- The Housing Authority Section 8 Department strictly enforces Housing Quality Standards (HQS) through initial, annual and special inspections. Owners and tenants are required to maintain minimum HQS to continue receiving assistance. If a unit does not meet minimum standards the owners is put into abatement meaning Housing Assistance Payments are discontinued and the tenant is issued a voucher to locate a new unit. Quality Control inspections are conducted by a Manager and a trained inspector to ensure that inspections are being conducted properly and accurately.
- The Housing Authority conducts annual property inspections, as well as regular unit and systems inspections, to ensure compliance with building codes and resident lease compliance regarding maintenance and occupancy.

IV NEIGHBORHOODS IN NEED OF IMPROVEMENTS AND STABILITY

- Work with neighborhood organizations and city officials to clean-up properties and eliminate blight. Also, programs are embarked upon to maintain curb appeal and promote neighborhood pride.
- Cooperatives between the Police Department and the Housing Authority have enhanced the safety of our properties. We will continue these efforts and strive to enhance programs where opportunities are presented.

V MINORITY AND LOW INCOME CONCENTRATIONS IN CENTRAL CITY CENSUS TRACTS RESULTING FROM HISTORICAL FACTORS AND NEW MIGRATION

- The Housing Authority's dedication to the improvement of minority and low income concentration is reflected in our workforce, 80% of which are minority and low income employees. In addition the Housing Authority as a matter of policy, posts all position vacancy announcements at all of its property sites to encourage residents to apply. This has resulted in the employment of many residents.
- The Section 8 Department works to decrease minority and poverty concentrations within census tracts. Maps of the Housing Authority's jurisdictions showing the areas of concentration are handed out to clients along with a description of the deconcentration efforts. Areas of low poverty and minority concentration are also shown on the maps along with information and services within the areas. Owner outreach seminars are conducted and marketed to include owners with rental units outside of the concentrated census tracts.
- The Section 8 program is administered on a regional basis thus providing participants with greater options for choosing sites.

VI CREDIT AND FINANCIAL MANAGEMENT PROBLEMS ON PART OF OWNERS AND RENTERS

- Continued efforts through Section 8 Voucher and Homeownership programs provide education and guidance to potential participants.
- On an on-going basis, residents identified to be in need of financial management services are referred to local community organizations which provide such assistance.

VII ELDERLY HOUSING NEEDS; INCLUDING UNDER-UTILIZED LARGER HOMES OCCUPIED BY EMPTY-NESTERS

- Form collaboratives in the community to explore opportunities to convert existing available buildings to affordable homeownership for elderly and veterans.

VIII MORTGAGE AND AFFIRMATIVE LENDING ISSUES

- See VI above

IX DISCRIMINATION AND AFFIRMATIVE MARKETING ISSUES IN THE SALE OR RENTAL OF HOUSING INSURING EQUAL HOUSING ACCESS.

- Fair housing pamphlets describing discrimination and the proper procedure and contacts are provided. The Housing Authority makes every effort to make clients aware of their options and connect our clients with the proper agencies.
- The HACD staff is also aware of Connecticut security deposit laws and advised clients and owners through information sheets and referrals to legal services and the Security Deposit Investigator State Banking Department.

X BARRIERS AFFECTING SPECIAL NEEDS GROUPS: SPECIAL NEEDS AND SUPPORTIVE HOUSING

- The Housing Authority has various programs targeted at elderly and disabled populations. The Shelter Plus Care certificates are utilized to help end homelessness. The certificates are aimed at serving homeless individuals and combined with the supportive services provided by agency's such as the Greater Danbury Mental Health Authority and Connecticut Outreach West have helped to remove many individuals from homelessness and on to self sufficiency and stability.
- Members of the Housing Authority Staff participate on Community Boards and Panels which address Homelessness and Housing issues throughout the Community and Region. These include but not limited to Danbury Housing Partnership, United Way of Northern Fairfield County and the Greater Danbury Continuum of Care.



ATTACHMENT L

Compliance with the Violence Against **Women's** Act (VAWA)

Domestic Violence:

In accordance with the Violence Against Women and Justice Department Reauthorization Act, the Authority has adopted a preference that recognizes and protects tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. The Authority has also adopted an admission preference for individuals that are residing in a situation of domestic violence and that are displaced as a result of their situation. The family must provide evidence that documents the domestic violence by providing a police report that verifies their claim. The following also applies:

The domestic violence must be recent and individual must provide evidence of an established pattern either by utilizing HUD Form 50066, Certification of Domestic Violence, Dating Violence, or Stalking or local police record or court record, documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance.

- Must provide evidence of an established relationship along with a lease agreement
- confirming co-habitation.
- The family must agree to sign a restraining order against the offender.
- The family must certify that the person who resides with them that engages in such domestic violence will not reside with the family upon placement. If the family is admitted the Authority may deny or terminate assistance to the family for breach of **this** certification.
- The family will be required to sign a document stating they will not release the location of their new residence to the party responsible for the abuse and threats. If the family is determined eligible for the aforementioned "Domestic Violence Preference" and is housed, the family will not be eligible for a transfer into another Authority unit if it is determined that the family was responsible for the release of their whereabouts to the offender, as it will result in a financial burden to the Authority. A current family in residence with the Authority will only be entitled to one transfer.

Furthermore, the Authority will not evict a tenant for criminal activity relating to verified incidents of actual or threatened domestic violence, dating violence, or stalking. The Authority may request a tenant under such threat of eviction to certify that the incidents in question are bona fide incidents of abuse by producing either (1) a Federal, State, tribal, territorial, or local police or court record or (2) a sworn statement, also signed by the tenant, from (a) a victim service provider; (b) an attorney; or (c) a medical professional verifying the validity of the incidents. If the certification is not received by the Authority within 14 days, the Authority may proceed with the eviction. The Authority, however, has the discretion of extending the 14-day period. All information provided to the Authority in such certification shall be retained in confidence, except to the extent disclosure is

(1) requested or consented to by the tenant in writing; (ii) required for use in an eviction proceeding; or (iii) otherwise required by applicable law. If it is verified that the tenant is victim of actual or threatened domestic violence, dating violence, or stalking engaged in by a member of the tenant's household, or any guest or other person under the tenant's control, the Authority may bifurcate the lease in order to evict only the tenant or lawful occupant engaging in these criminal acts, without evicting or otherwise penalizing the victim who is also a tenant or lawful occupant.

ATTACHMENT M

**Certification of Consistency
with the Consolidated Plan**

**U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Housing Authority of the City of Danbury

Project Name: 2012 Annual and 2012-201⁶ Five Year Agency Plan

Location of the Project: The Greater Danbury Area

Name of the Federal Program to which the applicant is applying: Federal Operating and Capital

Name of Certifying Jurisdiction: City of Danbury, Connecticut

Certifying Official of the Jurisdiction Name: The Honorable Mark D. Boughton

Title: Mayor, City of Danbury

Signature: 

Date: _____

RESOLUTION 948

WHEREAS, the Housing Authority Of The City Of Danbury (HACD) is required by Federal Law to develop, with input from public housing and Housing Choice Voucher participants, elected officials and the public, an Annual and Five Year Plan that sets forth major initiatives for the Fiscal Year 2012-2017. For 2012-2017, the major initiatives include but are not limited to the following:

1. Improve the lives of our residents through the implementation of an effective Asset Management strategy and decrease costs in its low rent, Section 8 and state public housing program .
2. Maintain standard performer designation through improvements in HACD's core property management and financial management operations.
3. Maintain standard performer designation in the management of Housing Choice Voucher (Section 8) Program and operate program within authorize budget authority.
4. Restore HACD's financial stability and resolve HACD's indebtedness to the Department of Housing and Urban Development.
5. Over the next three years, develop at least six (6) quality replacement housing units that is affordable and indistinguishable from the surrounding communities
6. Strengthen HACD's commitment to the Ten Year Plan to End Homelessness through the implementation of local preferences for the homeless and victims of domestic violence.
7. Increase intergovernmental collaboratives between the Housing Authority of the City of Danbury and its network of partners in the provisioning of public safety and social services delivery.

WHEREAS, the Housing Authority of the City of Danbury provided Legal Notice of its Proposed 2012 Annual and 2012-2017 Five Year Plan the week of August , 2011.

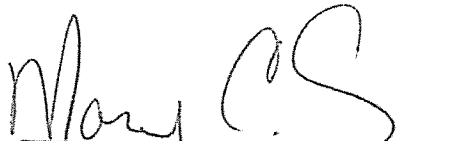
WHEREAS. HACD met with the resident leadership in August, 2011 and provide a draft copy of the Proposed Annual Plan to Citywide Resident Council to facilitate resident participation.

WHEREAS, HACD conducted a public hearing on October 15, 2011 at Two Mill Ridge Road, First Floor conference room and considered all public comments from the public hearing.

BE IT RESOLVED that the Housing Authority of the City of Danbury's Board Of Commissioners authorizes The Executive Director to submit to the Department Of Housing And Urban Development the HACD's Fiscal Year 2012 and Five Year 2012-2017 Agency Plan inclusive of all public hearing comments.

I certify that this is a true copy of a Resolution adopted by the Housing Authority of the City of Danbury by its Board of Commissioners on which has not been rescinded or modified in any way whatsoever.


Domenico Chieffalo, Chairman


M Carolyn Sistrunk, Secretary

October 20, 2011
Date

October 20, 2011
Date

RESOLUTION 948

BE IT RESOLVED that the Housing Authority of the City of Danbury's Board Of Commissioners authorizes The Executive Director to submit to the Department Of Housing And Urban Development the HACD's Fiscal Year 2012 and Five Year 2012-2017 Agency Plan inclusive of all public hearing comments.

**Certification for
a Drug-Free Workplace**

**U.S. Department of Housing
and Urban Development**

Applicant Name

THE HOUSING AUTHORITY OF THE CITY OF DANBURY

Program/Activity Receiving Federal Grant Funding

CAPITAL PROGRAMS

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

- 1. TWO MILL ROAD, DANBURY CT 06813
- 2. 25 BEAVER STREET, DANBURY CT 06810
- 3. 27 EDEN DRIVE , DANBURY CT 06810
- 4. 398 MAIN STREET, DANBURY CT 06810
- 5. 84 WEST WOOSTER STREET, DANBURY CT 06810

Check here if there are workplaces on file that are not identified on the attached sheets.

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

Name of Authorized Official	Title
MARY CAROLYN SISTRUNK	EXECUTIVE DIRECTOR
Signature	Date
X <i>Mary Carolyn Sistrunk</i>	OCTOBER 16, 2011

form HUD-50070 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

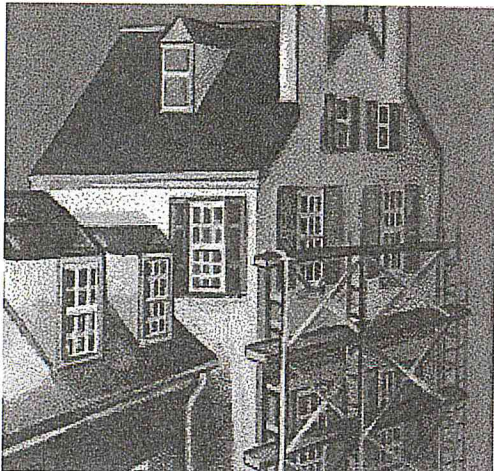
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: ct 05	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:	
6. Federal Department/Agency: DEPT. OF HUD	7. Federal Program Name/Description: CAPITAL CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>MARY CAROLYN SISTRUNK</u> Title: <u>EXECUTIVE DIRECTOR</u> Telephone No.: <u>203-743-8822</u> Date: <u>10/16/2011</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

HOUSING AUTHORITY OF THE CITY OF DANBURY
2 MILL RIDGE ROAD
DANBURY, CT 06811

APPENDIX A GRIEVANCE POLICY



Adopted Resolution 685 October 18, 2007

Amended Resolution 786 April 16, 2009



Housing Authority of the City of Danbury : GRIEVANCE POLICY

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GRIEVANCE POLICY

I. PURPOSE AND SCOPE

This Grievance Policy sets forth the requirements, standards, and criteria established to assure the tenants of the Housing Authority of the City of Danbury (the Authority) state and federal public housing and participating housing choice voucher families an opportunity for a Hearing if he or she disputes any Authority action or failure to act involving the tenants' lease or Authority regulations which adversely affect the individual tenant's rights, duties, welfare or status.

II. APPLICABILITY

- A. This policy applies to all grievances between individual tenants residing in state and federal public housing and the Authority as defined in Section IIIA below.
- B. With regards to HACD's federal and state public housing program, this Grievance Policy does not apply to:
 - 1. Disputes between tenants in which the Authority is not involved;
 - 2. Any changes in Authority policies and procedures. This procedure is not intended as a forum for initiating or negotiating policy changes between a tenant or group of tenants and the Authority.
 - 3. Class grievances.
 - 4. Termination of tenancy or eviction from federal or state public housing that involves:
 - a. Any violent criminal or other activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other tenants or employees of the Authority; OR
 - b. Any drug-related criminal activity on or off the premises.



Housing Authority of the City of Danbury : GRIEVANCE POLICY

- C. This policy applies to all grievances or disputes between individual participants of HACD Housing Choice Voucher program and the Authority as defined in Section IIIA below.
- D. With regards to HACD's Housing Choice Voucher program, this Grievance Policy does not apply to:
 - 1. Discretionary administrative determinations by HACD.
 - 2. General policy issues or class grievances.
 - 3. Establishment of the schedule of utility allowances.
 - 4. A determination by HACD not to approve an extension or suspension of a voucher term or not to approve a unit or lease.
 - 5. A determination by HACD that an assisted unit is not in compliance with HQS.
 - 6. A determination by HACD that a unit is not in compliance with HQS because of family size.
 - 7. A determination by HACD either to exercise or not to exercise any right or remedy against an owner under a HAP contract.

III. DEFINITIONS

For the purpose of this Grievance Policy, the following definitions apply:

- A. Grievance – Any disagreement which a tenant or participant may have with respect to Authority action or failure to act in accordance with the individual's lease or Authority regulations which adversely affects the individual tenant's or participants rights, duties, welfare or status.
- B. Complainant – Any state or federal public housing tenant or voucher participant whose grievance is presented to the Authority in accordance with Sections IV and V of this Policy.
- C. Elements of Due Process -- Legal proceedings carried out in accordance with established rules. Any eviction or termination proceeding requires:
 - 1. Adequate notice to the state or federal public housing tenant of the grounds for terminating his or her lease and for eviction.
 - a. The Authority shall give fourteen (14) days written notice of termination if the termination is caused by the tenant's failure to pay rent.



Housing Authority of the City of Danbury : GRIEVANCE POLICY

- b. The Authority shall give seven (7) days written notice of termination if there is a threat to the health or safety of other tenants or employees of the Authority.
 - c. The Authority shall give thirty (30) days written notice of termination in all other cases.
 2. HACD must always provide the opportunity to request an Informal Hearing to a voucher participant before termination of assistance under the Housing Choice Voucher program.
 3. The right of the public housing tenant or voucher participant to be represented by legal counsel.
 4. The opportunity for the tenant or participant to disagree with the evidence presented by the Authority including the right to confront and cross-examine witnesses and to present any affirmative legal or fair defense which the tenant may have. The tenant or voucher participant may examine (and make copies at own expense) all relevant documents, records, policies, and regulations of the Authority prior to the hearing for the purpose of preparing a defense. HACD will make the copies for the family and assess a charge of \$.25 per copy.
 5. A decision on the merits.
 6. A person with disabilities shall be provided reasonable accommodation to the extent necessary to provide the person with the opportunity to participate in a grievance hearing.
- D. Hearing Officer – A person selected by the Authority to hear grievances and make a decision.
- E. Hearing Panel – A panel selected by the Authority to hear grievances and to make a decision.
- F. Tenant – shall mean the adult person (or persons) other than a live-in aide who:
 1. Resides in the unit, and who executed the lease with the Authority as lessee of the dwelling unit, or, if no such person now resides in the unit;
 2. Resides in the unit, and is a remaining member of the tenant family residing in the dwelling unit.
- G. Resident Organization – Includes Resident Councils and Resident Management Corporations.



Housing Authority of the City of Danbury : GRIEVANCE POLICY

- H. Informal Settlement – Meeting held with complainant and the Authority in an attempt to resolve the grievance before going to a formal grievance hearing.
- I. Summary of Discussion – Result of informal hearing giving detailed information in writing of the major points discussed in the informal hearing and the Authority’s decision on the complaint.
- J. Escrow – Money held by a third person fiduciary as a good faith promise until a determination is made on what to do with the money. The escrow amount can be deposited into a bank account or held by an uninterested, independent third party with the equivalent security and accountability as a bank account.
- K. Waiver – The release of a right or claim.
- L. Trial De Nova – The right to a new trial.

IV. INFORMAL SETTLEMENT OF GRIEVANCE

- A. Any grievance shall be personally presented, either orally or in writing, within five (5) business days after the grievable event to the Authority office of the project in which the complainant resides so that the grievance may be discussed informally and settled without a Hearing. The HACD must schedule the informal meeting within fifteen (15) business days of receipt of the grievance.
- B. The Authority must, within a reasonable time and not to exceed fifteen (15) business days after the informal discussion, provide a written summary of the discussion of the meeting discussion and send it to the complainant by Registered or Certified Mail or deliver it personally with a signed receipt obtained from the complainant. A copy will be retained in the complainant’s file. The summary of discussion will specify the following:
 - 1. Names of the participants.
 - 2. Date of the discussion.
 - 3. Nature of proposed disposition of the grievance.
 - 4. Specific reason for proposed disposition of the grievance.
 - 5. Procedures by which a Hearing may be obtained if the complainant is not satisfied.
 - 6. That the complainant has five (5) business days from the date of the summary of the discussion to request a Hearing.



Housing Authority of the City of Danbury : GRIEVANCE POLICY

- C. Before a complainant can request a Hearing by a Hearing Officer the grievance must be submitted first for an informal meeting.
- D. If the complainant can show good cause why he or she has failed to follow the procedure for informal meeting to the Hearing Officer, the informal meeting may be waived by the Hearing Officer.

V. PROCEDURE TO OBTAIN A HEARING

- A. If the complainant is dissatisfied with the results of the informal meeting contained in the summary of discussion, he or she must submit a written request to the Authority or to the property management office within ten (10) business days after the receipt of the summary of the discussion pursuant to Section IV. The written request for a formal hearing must specify the reason(s) for the grievance and the action or relief sought.
- B. Selection of Hearing Officer. Grievances shall be presented before a Hearing Officer. The Hearing Officer shall be an impartial, disinterested person appointed by the other than the person who made or approved the HACD action under review or a subordinate of that person.

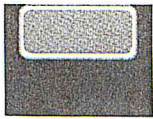
VI. FAILURE TO REQUEST A HEARING

If the tenant does not request a Hearing within ten (10) business days following the date of the summary of the informal meeting:

- A. The Authority's disposition of the grievance under Section IV as stated in the summary of discussion, becomes final and effective at the close of business on the fifth business day following the date of the summary of the discussion.
- B. The failure to request a hearing does not waive the complainant's right to contest the Authority's decision in an appropriate judicial proceeding.

VII. HEARING INVOLVING AMOUNT OF RENT - ESCROW ACCOUNT

Before a Hearing can be scheduled for a grievance involving the amount of rent due from a state or federal public housing tenant as defined in the lease, the complainant must:



Housing Authority of the City of Danbury : GRIEVANCE POLICY

- A. Pay the Authority the full amount of rent, calculated by the Authority, which was due on the first of the month preceding the month in which the grievance occurred; and
- B. Deposit this same amount of rent due into an escrow account every month until the complaint is resolved by the Hearing Officer's decision.

If the tenant fails to comply with A and B above, the grievance process will be terminated. Failure to follow A and B above, however, does not waive any of the tenant's rights to contest the Authority's disposition of the grievance in an appropriate judicial proceeding.

The requirements described in Section VII of this Grievance Policy may be waived by the Authority in extenuating circumstances.

VIII. SCHEDULE OF HEARINGS

If the complainant has met the informal meeting requirements, properly requested a formal Hearing, and made any necessary rental payments to the Authority or to an escrow account (when applicable), then the following will take place:

- A. A Hearing will be scheduled by the Hearing Officer within fifteen (15) days of the date the HACD receives the Request for the Hearing.
- B. The Hearing will be scheduled for a time and place reasonably convenient to both the complainant and the Authority. The written notification will be delivered to the complainant and appropriate Authority officials, by Registered or Certified mail, or delivered promptly with a signed receipt notice.
- C. The written notification will specify:
 1. Time of Hearing.
 2. Place of Hearing.
 3. Procedures governing the Hearing.

IX. FAILURE TO APPEAR AT THE HEARING

- D. If the complainant fails to appear at the Hearing and has not rescheduled the Hearing 24 hours in advance, the Hearing Officer may make a determination to postpone the hearing for a period not to exceed five (5) business days, or may make a determination that the non-appearing party has waived the right to a formal Hearing.



Housing Authority of the City of Danbury : GRIEVANCE POLICY

- E. The complainant and the Authority will both be notified in writing of this determination by the Hearing Officer within a reasonable time.
- F. Failure of the tenant to appear at the Hearing and a determination that he or she has waived the right to a Hearing does not waive the tenant's right to argue the case in an appropriate judicial proceeding.

X. PROCEDURE GOVERNING HEARING

- A. After a Hearing date has been established, the complainant may request to reschedule only upon showing "good cause" defined as an unavoidable conflict that seriously affects the health, safety, or welfare of the complainant. Only one request to reschedule will be approved by HACD.
- B. The Hearing shall be held before the Hearing Officer. The impartial person will not:
 - 1. Be a subordinate of the person who made or approved the Authority's action.
 - 2. Be a resident of the Authority.
 - 3. Be a relative or close friend of the complainant.
- C. The complainant shall be afforded a fair Hearing, which shall include:
 - 1. The opportunity to examine any documents, including records and regulations that are directly relevant to the Hearing, prior to the Hearing. The complainant shall be allowed to copy any documents at his or her own expense. Any document requested but not made available to the complainant for examination may not be relied on by the Authority during the Hearing;
 - 2. The right to be represented by counsel or other person chosen as his or her representative and to have this person make statements on the complainant's behalf;
 - 3. The right to present evidence and arguments in support of his or her complaint, to object to irrelevant evidence and request that such evidence be excluded, and to confront and cross-examine all witnesses on whose testimony or information the Authority or project management relies; and
 - 4. A decision based solely and exclusively upon the facts presented at the Hearing.



Housing Authority of the City of Danbury : GRIEVANCE POLICY

- D. The Hearing Officer may render a decision without holding the Hearing if the Hearing Officer determines that the issue has been previously decided in another proceeding.
- E. At the Hearing, the complainant must first show that he or she is entitled to the relief sought after which the Authority must justify the action or failure to act as cited in the complaint.
- F. The Hearing will be conducted informally by the Hearing Officer. Oral or documentary evidence pertinent to the facts and issues mentioned in the complaint may be received without regard to admissibility under the rules of evidence applicable in judicial proceedings.
- G. The Hearing Officer shall require the Authority, the complainant, complainant's counsel and other participants or spectators to conduct themselves in an orderly fashion.
- H. Failure to comply with the Hearing Officer's call for order may result in removal of the offending person from the proceedings, termination of the Hearing, or the entry of judgment by default against the offending person.
- I. The complainant or the Authority may arrange in advance, and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested person may purchase a copy of the transcript.



Housing Authority of the City of Danbury : GRIEVANCE POLICY

J. **Accommodation of Persons with Disabilities See FAIR HOUSING PLAN Reasonable Accommodation**

1. The Authority will take steps to insure that reasonable accommodation for persons with disabilities is provided so that participation in any Hearing is possible. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations or attendants.
2. If the complainant is visually impaired any notice, which is required under this Grievance Policy, must be in an accessible format.

XI. **DECISION OF HEARING OFFICER**

- A. The Hearing Officer will prepare a written decision, including an explanation of the reasons for the decision, within a reasonable time after the Hearing.
- B. A copy of the decision will be sent to the complainant and the Authority at the same time. The Authority shall retain a copy of the decision in the complainant's folder.
- C. A copy of the decision, with all names and identifying references deleted, will also be maintained on file by the Authority and made available for inspection by a prospective tenant, his or her representative or the Hearing Officer.
- D. The decision of the Hearing Officer shall be binding on the Housing Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Executive Director or Board of Commissioners determines within reasonable time, and promptly notifies the resident of its determination, that:
 1. The grievance does not concern Authority action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
 2. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.
- E. A decision by the Hearing Officer or Authority Board of Commissioners in favor of the Authority, or which denies the relief requested by the complainant in whole or in part, does not waive or affect any rights the complainant may have to a trial de nova or judicial review in any judicial proceedings, which may be filed in the future.



Housing Authority of the City of Danbury : GRIEVANCE POLICY

- F. If a HACD state or federal public housing tenant has requested a Hearing in accordance with this Policy with a complaint involving a Notice of Lease Termination and the Hearing Officer upholds the Authority's action to terminate tenancy, the Authority shall not commence an eviction action in a State or local court until it has serviced a Notice to Quit to the tenant. In no event shall the Notice to Quit be issued prior to the decision of the Hearing Officer having mailed or delivered to the complainant the decision. Such Notice to Quit must be in writing and specify that if the tenant fails to quit the premises within the applicable statutory period, or on the termination date stated in the termination notice, whichever is later, appropriate action will be brought against the tenant and he/she may be required to pay court costs and attorney fees.