

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of New Britain

PHA Number: CT005

PHA Fiscal Year Beginning: (mm/yyyy) 01/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below):
 - Main Administrative Office of the Local Government
 - Public Library

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

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

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - A. Completed the application process for additional vouchers
 - B. Waiting for a response from HUD
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) 70

Improve voucher management: (SEMAP score) N/A

Increase customer satisfaction:

1. Implement improved eviction policy
2. Implement revised Capital Improvement Plan
3. Implement Smoke Detector Policy
4. Improve efficiency and effectiveness of maintenance services
5. Implement Public Safety Program
6. Conduct Customer Service Training Program
7. Establish annual customer service Info Line
8. Establish on-going Resident Advisory Board

Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

1. Improve rent collections to 95%
2. Initiate Just in Time inventory delivery system
3. Ensure all contractual services are sent out to bid
4. Implement Energy Audit
5. Create Resolution database
6. Complete computer conversion process
7. Complete Union Negotiation Process
8. Review all personal procedures
9. Assure grievance process implemented
10. Decrease the amount of sick days/tardiness by 15% over two years
11. Ensure Authority earns mandated interest rate
12. Implement new budget system
13. Convert all accounting to GAAP system
14. Create Weekly vacancy report system
15. Establish preventative maintenance database
16. Decrease vacant unit-turn around time
17. Identify residents with rent paying habits
18. Establish program to help delinquent rent payers
19. Establish performance award for maintenance employees
20. Review and improve snow-removal operations
21. Track work orders in order to ensure completed on time
22. Implement quarterly inventory inspections
23. Using new computer system establish maintenance time standards
24. Create database to identify registered sexual offenders
25. Use State DOL data to determine actual resident incomes

- 26. Complete merger of Section 8 Program
- 27. Fully Implement new Section 8 Admin Plan
- 28. Inform Section 8 clients and landlords of any program changes
- 29. Use 1999 crime rate as base to reduce crime further
- 30. Sign a new contract with the police department
- 31. Review police daily arrest reports
- 32. Review current eviction procedures
- 33. Fully implement new Civil Rights policy
- 34. Implement Minority/Women Contractor Outreach program
- 35. Increase A&E firm's involvement with project management
- 36. Increase the amount of firms that submit bids
- 37. Construct computer-learning centers at Fed Senior developments
- 38. Review all contract services to determine deadline/renewal status
- 39. Develop a five-year Needs Assessment for Social Services
- 40. Increase involvement of Resident Councils
- 41. Create a Substance Abuse Program
- 42. Implement the DEFY Anti-Drug Program
- 43. Hire two part-time Resident Service Coordinators
- 44. Create a Grant's Management Division
- 45. Implement incentives to attract higher income applicants

Renovate or modernize public housing units:

- 1. Modernize Windows Fed Family Developments
- 2. Modernize Kitchen & bathrooms meet fire codes
- 3. Install modern smoke detectors
- 4. Modernize Community Rooms
- 5. Construct Computer Learning Centers at Fed Senior Dev.

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:

Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:

1. Changes in the ACOP policy in order to provide incentives to those who are both seeking work and to those that have increases in their income.
2. Provide percentage of units to those with higher incomes

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Will determine which developments have a higher income range and then set aside a percentage of units for lower income residents.

Implement public housing security improvements: Fully implement the new Department Public Safety re-organization plan.

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families:

Provide or attract supportive services to improve assistance recipients' employability:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives: Rewrote Equal Housing & Employment Opportunity Policy in order to reflect increased commitment to equal opportunity
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: The Authority agrees to comply with:
 1. Title VI of the Civil Rights Act of 1964
 2. Section 504 of the Rehab act of 1973
 3. Title II of the ADA
 4. Fair Housing Act
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 1. Send housing info spots to local media outlets
 2. Special outreach efforts to minorities, low-income and those with disabilities
 3. Distribute housing opportunity pamphlets
 4. Post notices of employment at all local state government agencies
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
Conversion
 - Other: (list below)
 1. Admissions briefing for all new housing applicants concerning civil rights compliance
 2. Display Fair Housing Poster
 - 3 Use Equal Housing Opp. Logo and statement on all ads
 4. Maintain a TDD machine
 5. As possible translate written communications in Spanish and Polish

Other PHA Goals and Objectives: (list below)

Annual PHA Plan

PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Our Agency Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our stated mission.

The plans, statements, budget summary, policies, etc. set forth in the Agency Plan all leads towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the City's Consolidated Plan. Here are just a few highlights of our Agency Plan:

We have adopted five (5) local housing preferences – for applicants who live or work in the City of New Britain, victims of domestic violence, working preferences, veterans and those enrolled in an educational/training program.

We have adopted an aggressive screening policy for public housing applicants in order to ensure the safety of all our residents and staff.

Residents and applicants can choose between flat rents or rents based upon 30% of their income

We have established a Pet Ownership Policy allowing for the ownership of certain types of pets.

We have established policies that will encourage our residents to find employment without immediate rent increase penalties.

We have established a minimum Rent Hardship Exception policy for any resident who can demonstrate financial hardship.

We have established a Community Service Requirement policy which mandates that eligible residents must undertake eight (8) hours of community service per month.

We have established the Section 8 and Voucher program into one assistance program entitled the Housing Choice Voucher Program (HCVP).

We have established rent reasonableness, which ensures that rents to owners do not exceed comparable rents in the unassisted rental market.

We have established tenant payment; the housing assistance payment shall be based upon the greater of the gross rent for the unit or the payment standard.

We have established housing quality standards (HQS) inspections deadline for no later than 15 days from the submission for the Request for Lease Approval.

We have an Admission Denial Policy, where a local housing authority must deny admissions to terminate assistance if a family was evicted from federally assisted housing for serious violations of the lease or failure to submit required evidence of citizenship or immigration status.

Established new Authority-wide public safety policies and procedures for Parking, Trespassing and Sexual Offenders.

Waive income eligibility standards and provide incentives for Police Officers to reside in Public Housing.

The resident screening process has been revived in order to ensure the Authority is doing everything possible to deny admission to those applicants whose actions may reasonably be expected to adversely impact the health, safety, comfort and quality of life of all our residents.

Developed a new and aggressive Pest Control & Extermination Policy.

Updated the Authority's Procurement Policy

Reviewed the Substance Abuse Policy in order to mandate drug testing for all classifications of employees.

Established an Emergency & Disaster Preparedness Plan.

Updated and improved the Authority's Equal Housing & Employment Opportunity Policy.

Wrote a Smoke Detector Policy in order to ensure that all smoke detectors are in place and functioning as mandated by both Federal and State building codes.

The Authority through the Admissions and Continued Occupancy Plan has adopted a policy of de-concentrating the poverty located in its Federal Low Income family developments. This will be accomplished by creating a mixed income community.

In order to create mixed income developments the Authority has established incentives to encourage higher income families to apply for housing. These incentives are as follows:

Waiver of Security Deposit

Pay for the installation of cable television

Pay for the installation of telephone service

Pay for utilities hookup and

Target homeownership opportunities

The Authority's Annual Plan for planning year 20091 outlines fourteen (14) categories with twenty-four (24) goals and sixty-five (65) tasks:

Administration

Personnel Management

Customer Service & Resident Relations

Finance & Budgets

Housing Management & Operations

Maintenance Operations

Public Housing Admissions

Housing Voucher Choice Program

Public Safety

Civil Rights & Opportunities

Capital Projects & Modernization

Community Affairs

Grants Management

Poverty De-concentration and Income Mixing

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for De-concentration (ct005a02)
- FY 2001 Capital Fund Program Annual Statement (ct005a01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (ct005a04)
- FY 2001 Capital Fund Program 5 Year Action Plan (ct005a11)
- Public Housing Drug Elimination Program (PHDEP) Plan (ct005a05)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (ct005a07)
- Other (List below, providing each attachment name)
 1. Pet Policy (ct005a03)
 2. Community Service Requirement Policy (ct005a06)
 3. Statement Of Progress In Meeting 5-Year Plan Mission And Goals (ct005a08)
 4. Resident Membership On The Governing Board (ct005a09)
 5. Membership Of The Resident Advisory Board(s) (ct005a10)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(Specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,792	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	1,933	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income >50% but <80% of AMI	1,373	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White (Non-hispanic)	1,925	N/A	N/A	N/A	N/A	N/A	N/A
Black (Non-hispanic)	595	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	3,966	N/A	N/A	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List
--

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	340		1 year
Extremely low income <=30% AMI	289	85%	
Very low income (>30% but <=50% AMI)	36	11%	
Low income (>50% but <80% AMI)	15	4%	
Families with children	273	81%	
Elderly	45	13%	
Families with Disabilities	22	6%	
White (Non-hispanic)	53	16%	
Black (Non-hispanic)	97	28%	
Hispanic	190	56%	
Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	69	21%	6 months
2 BR	110	32%	9 months
3 BR	98	28%	8 months
4 BR	63	19%	5 months
5 BR	0	0%	
6+ BR	0	0%	

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	311		2 Years
Extremely low income <=30% AMI	160	52%	
Very low income (>30% but <=50% AMI)	146	46%	
Low income (>50% but <80% AMI)	5	2%	
Families with children	254	82%	
Elderly	35	12%	
Families with Disabilities	22	6%	
White (non – Hispanic)	64	21%	
Black (non – Hispanic)	60	18%	
Hispanic	187	61%	
Other	0	0%	
Characteristics by Bedroom Size (Public Housing)			

Housing Needs of Families on the Waiting List			
Only)			
1BR	25	8%	1 months
2 BR	144	47%	6 months
3 BR	116	9%	5 months
4 BR	63	0%	2 months

5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 46			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly

- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints

- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,970,609	Operating Exp.
b) Public Housing Capital Fund	1,709,417	Modernization
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,828,415	Provide Rental Asst. to private market
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	184,983	Drug/Crime Prevention
g) Resident Opportunity and Self-Sufficiency Grants	96,568 96,568	ESS – TOPS (OG) ESS – TOPS (MP)
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
New Approach	242,779	Public Safety
Elderly Service Coordinator	58,060	Senior Citizen Advocacy

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
PHDEP		
New Approach		
3. Public Housing Dwelling Rental Income	1,642,000	Overall operating expenses of Low Rent Developments
4. Other income (list below)		
Nextel Towers	17,400	Offset operating expenses
4. Non-federal sources (list below)		
Total resources	10,846,799	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (before moving in)
- When families are within a certain time of being offered a unit: (60 days)
- Other: Before moving in.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe)
- Whether or not the applicant is a registered sexual offender
 Whether or not the applicant has poor credit history

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
 If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
 If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

1. Mount Pleasant CONN 5 - 1
2. Oval Grove CONN 5-2

Other (list policies and developments targeted below)

1. Mount Pleasant CONN 5 - 1
2. Oval Grove CONN 5-2

1. Waiver of security deposit
2. Pay for installation of cable television
3. Pay for installation of telephone service
4. Pay for utilities hookup; and
5. Homeownership opportunities

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

1. Mount Pleasant CONN 5 - 1
2. Oval Grove CONN 5-2

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:
Oval Grove
Mount Pleasant

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
1. State DOL Income Verification
 2. Resident Screening through paid service: Tenant Del. Control Program
- Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
1. Rent History
 2. Unit Condition

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

Applicant must provide proof of efforts to secure rental history before extension is given.

(4) Admissions Preferences

- a. Income targeting

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

If yes to question 2, list these policies below:

The Authority has adopted a rent –hardship policy under Section 6-2 of its ACOP.

In order for a family to qualify for a hardship exception the family's circumstance must fall into one of the following criteria

1. The family has lost its eligibility, or is awaiting eligibility determination for Federal, State or Local assistance

2. The family would be evicted as a result of the imposition of the minimum rent requirement
3. The income of the family has decreased due to loss of employment, death in the family, or other circumstances as determined by the Authority.

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
- If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)

- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50

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

The Authority has adopted a rent –hardship policy under Section 6-2 of its ACOP.

In order for a family to qualify for a hardship exception the family's circumstance must fall into one of the following criteria

4. The family has lost its eligibility, or is awaiting eligibility determination for Federal, State or Local assistance
5. The family would be evicted as a result of the imposition of the minimum rent requirement
6. The income of the family has decreased due to loss of employment, death in the family, or other circumstances as determined by the Authority.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	807	5%
Section 8 Vouchers	68	3%
Section 8 Certificates	620	5%
Section 8 Mod Rehb	0	0%
Special Purpose Section 8 Certificates/Vouchers (list individually)	75	5%
Public Housing Drug Elimination Program (PHDEP)	807	100%
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - Absentee Control Policy
 - Admissions & Continued Occupancy Policy
 - Revised Attorney Fees
 - Resident Charges for Maintenance Repairs/Damage
 - Alcohol & Drug Testing Policy
 - Blood-Borne Disease Policy
 - By-Laws – NBHA
 - Change in Policy & Procedures
 - Check Signing Authorization
 - Consolidation of Existing Vacancies

Consolidation of Social Services and Administration
Consolidated Rental Lease
Criminal Records Management
Community Service Requirement Policy
Disposition Policy
Drug Free Work Place Policy
Economic Viability Policy (State Housing)
Elderly – Occupancy Incentive Program
Employee Standard of Conduct Policy
Equal Housing & Opportunity Policy
Eviction Policy and Procedures
Family & Medical Leave Policy
Fixed Asset Policy
Funds Transfer Policy
Grievance Procedure Policy
Hazardous Material Policy
Homeownership Program (Revolving Loan Program)
Indemnity Commissioner (Protect and Save Harmless)
Investment Policy
Master Key Control Policy
Natural Disaster Response Guidelines
Organizational Chart – NBHA
Occupancy Revenue Incentive Program (State Housing)
One Strike and You're Out Policy
Operation & Maintenance Policy
Overtime Policy
Parking Use (Authority-Wide) Policy
Personnel Policy
Pest Control Policy
Pet Control Policy
Private Use (For HA Premises) Policy
Procurement Policy
Risk Control Policy
Section 8 Administrative Plan
Sexual Harassment Policy
Sexual Offender Policy
Shopping Cart Policy
Smoke Alarm Policy

Substance Abuse Policy
Trespassing Policy
Warranty Inspection Policy

(2) Section 8 Management: (list below)

1. Equal Opportunity
2. NBHA/Owner Responsibility/Obligation Of The Family
3. Eligibility for Admission
4. Managing The Waiting List
5. Selecting Families From The Waiting List
6. Assignment Of Bedroom Sizes (Subsidy Standards)
7. Moves With Continued Assistance
8. Portability
9. Determination Of Family Income
10. Verification
11. Rent & Housing Assistance Payment
12. Inspection Policies, Housing Quality Standards And Damages Claims
13. Owner Claims For Damages, Unpaid Rent And Vacancy Loss And Participant's Insuring Responsibilities
14. Recertification
15. Termination Of Assistance To The Family By NBHA
16. Complaints, Informal Reviews for Applicants, Informal Hearing For Participants
17. Termination Of The Lease And Contract
18. Charges Against The Section 8 Administrative Fee Reserve
19. Intellectual Property Rights
20. Authority Owned Housing
21. Transition To The New Housing Choice Voucher Program

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (ct005a01)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>
Disposition <input type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u></p>
<p>5. Number of units affected:</p> <p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity:</p> <p>b. Projected end date of activity:</p>

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>

Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)

<input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

N/A

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h)

homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component

12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

Client referrals

- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>TOP/EDSS Program (Oval</i>	<i>160 Units</i>	<i>TANF</i>	<i>Resident Councils</i>	<i>Public Housing</i>

<i>Grove)</i>				
<i>TOP/EDSS Program (Mt. Pleasant)</i>	252 Units	TANF	Resident Councils	Public Housing
<i>Homework Program</i>	100 Children	PHDEP	Resident Councils	Public Housing/Section 8
<i>Computer Learning Centers</i>	Available to all	FLR	Resident Councils	Public Housing/Section 8
<i>Community Service Requirement</i>	412 Units	FLR	Community Affairs	Public Housing
<i>Scholarship Program</i>	4 Recipients	Fund Raising	Community Affairs	Public Housing/Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	N/A	N/A

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

Mount Pleasant and Oval Grove – Federal Family

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

Mount Pleasant & Oval Grove

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

1. Which developments are most affected? (List below)

All developments especially Mount Pleasant & Oval Grove

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (ct005a05)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

The financial audit findings are due when the Housing Authority receives a letter from HUD to act. At this time the letter has not been sent.

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (ct005a07)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:

 Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)
- b. Eligible candidates: (select one)
 Any recipient of PHA assistance
 Any head of household receiving PHA assistance
 Any adult recipient of PHA assistance
 Any adult member of a resident or assisted family organization
 Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (City New Britain)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

- A. Adhere to Fair Housing Policies
- B. Apply for Capital Improvement Funds from HUD and implement them
- C. Ensure timely vacancy re-hab in order to address the City's Housing Needs

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

ct005a01
PHA Plan Fiscal Year 2001

Chapter 8 (Amended)
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number CT26P00550101 FFY of Grant Approval:(10/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	133,500.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	115,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	350,000.00
10	1460 Dwelling Structures	104,917.00
11	1465.1 Dwelling Equipment-Nonexpendable	431,000.00
12	1470 Nondwelling Structures	575,000.00
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	1,709,417.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Capital Fund Grant Number CT26P00550101 FFY of Grant Approval: (10/2001)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA WIDE	Director of Operations	1410.00	33,500.00
	Clerk of the Works	1410.00	60,000.00
	Executive Assistant	1410.00	40,000.00
	Architectural / Engineering	1430.00	115,000.00
<u>CT5001</u> MOUNT PLEASANT	A.) Replacement of Baseboard Heating System and Steam Controls	1465.10	350,000.00
<u>CT5002</u> OVAL GROVE	A.) Community Room/Maintenance Shop	1470.00	550,000.00
	B.) Sidewalks/Parking Lots Upgrade	1450.00	180,000.00
<u>CT5003</u> KNAPP VILLAGE	A.) Perimeter Fencing & Drainage	1450.00	170,000.00
	B.) Community Room Upgrades	1470.00	25,000.00
<u>CT5005</u> RIBICOFF APTS.	A.) Hot Water System Replacement	1465.10	81,000.00
	B.) Install Air Conditioning Sleeves	1460.00	52,459.00
<u>CT5007</u> GRAHAM APTS.	A.) Install Air Conditioning Sleeves	1460.00	52,458.00
		Total =	1,709,417

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Capital Fund Grant Number CT26P00550101 FFY of Grant Approval: (10/2001)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
CT5001	A.) 6/2001	6/2002
CT5002	A.) 3/2001	3/2002
	B.) 6/2001	12/2001
CT5003	A.) 6/2001	6/2002
	B.) 3/2001	9/2001
CT5005	A.) 6/2001	12/2001
	B.) 9/2001	9/2002
CT5007	A.) 9/2001	9/2002

ct005a03

PET CONTROL POLICY

Section I. INTRODUCTION

A. The purpose of this policy is to establish the New Britain Housing Authority's (herein called the Authority) policy and procedures for ownership of common household pets in both family and elderly public housing and to ensure that no applicant or resident is discriminate against regarding admission or continued occupancy because of ownership of a common household pet. It also establishes reasonable rules governing the keeping of common household pets.

B. Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own an assistance animal.

Section II. GENERAL STATEMENT

Residents of the Authority will be allowed to maintain the reasonable ownership of certain types of pets under the policies and regulations contained herein.

Section III. MISSION STATEMENT

A. It is the intent of the Authority to abide by both the new Federal laws and regulations as set forth by the Department of Housing and Urban Development (HUD) as it relates to the ownership of common household pets in Public Housing.

B. This Pet Control Policy strives to invite responsible current and potential residents to keep, shelter and maintain common household pets within designated developments of the Authority. It is also intended to discourage the unlawful introduction of those pets, herein outlined, which are dangerous or vicious and which otherwise are deemed a menace to our community.

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

Section IV. FEDERAL LAWS & REGULATIONS

A. The Quality Housing and Work responsibility Act of 1998 (Act) and the HUD issued regulations 24 CFR 960 “Pet Ownership in Public Housing; Final Rule” outline both the laws and regulations that local federal public housing authorities must adhere to when complying with the ownership of pets in public housing.

B. The Act under Subtitle B- Public Housing Part 2 — Admissions and Occupancy Requirements Section 526 Pet Ownership now requires that local housing authority allow the reasonable ownership of pets in public housing. The regulations and policies of the New Britain Housing Authority’ Pet Control Policy is in accordance with the Act’s pet ownership provisions.

C. Below is the Act’s provisions concerning pet ownership in public housing:

SEC. 526. PET OWNERSHIP

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

SEC. 31. PET OWNERSHIP IN PUBLIC HOUSING.

“(a) OWNERSHIP CONDITIONS. — A resident of a dwelling unit in public housing (as such term is defined in sub section (c) may own 1 or more common household pets or have 1 or more common household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the public housing agency, if the resident maintains each responsibly and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations and with the policies established in the public housing agency plan.

(b) REASONABLE REQUIREMENTS. — The Reasonable

requirements referred to in subsection (a) may include —

(1) Requiring payment of a nominal fee, a pet deposit, or both, by residents owning or having pets present, to cover the reasonable operating costs to the project relating to the presence of pets, to establish an escrow accounts for additional costs not otherwise covered, respectively:

(2) Limitation on the number of animals in a unit, based on unit size;

(3) Prohibitions on —

(a) types of animals that are classified as dangerous;

(b) Individual animals, based on certain factors, including the size and weight of the animal; and

(4) Restrictions or prohibitions based on size and type of building or project, or other relevant conditions.

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

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

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

Section V. AMERICAN KENNEL CLUB STANDARDS

Whenever possible the Authority shall utilize official American Kennel Club standards.

Section VI. DEFINITION OF A COMMON HOUSEHOLD PET

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

Section VII. SPAYING & NEUTERING OF CHOPS

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

Section VIII. ASSISTING ANIMALS

A. The provisions of the Authority's PCP shall not be applied in a manner which would prohibit animals that are necessary as a reasonable accommodation to assist, support or provide service to persons with disabilities. This provision includes any such animals that visit these developments. The Authority is committed to improving the lives of its handicapped or disabled residents through the PCP.

B. The following qualifications must be met in order for a resident to fall under the handicap/Disabled provisions of the PCP:

1. Verification of Handicapped/Disabled Exemptions:

The tenant or prospective tenant certifies in writing that the tenant or member of his or her family is a person with a disability;

2. Verification of Pet/Animal Training:

The animal has been trained to assist persons with that specific disability;

3. Pet Assists Person with Handicap/Disability:

The animal actually assists the person with the disability;

4. Conduct of Assistance Animal:

At all times the conduct and care of the Assistance Animal must be in accordance with the Authority's policy as well as state and local health codes and anti-animal cruelty laws/regulations.

3. The conduct and care of assistance animals must be in accordance with Authority policy, state and local health code, and anti-cruelty laws.

Section IX. NUMBER OF CHOPS PER RESIDENCY

The Authority has limited pet ownership to one (1) Common Household Pet (CHOP) per unit. A maximum of two (2) cats will also be allowed.

Section X. ABIDING BY FEDERAL, STATE AND LOCAL LAWS & ORDINANCE

All residents must abide by all applicable Federal, State and Municipal laws and ordinances concerning the care/treatment of animals. This is to include public health animal control and anti-animal cruelty provisions.

Section XI. TYPES OF ALLOWABLE PETS

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

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

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

Section XII. CHOPS / ANIMALS NOT ALLOWED

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

1. Dogs not allowed by the PCP: Pit Bulls, Doberman Pinchers, German Shepherds, Huskies, Rottweiler, and Chow Chows.
2. Pets over the weight and/or height limits.
3. Only birds that can be held in a reasonable sized cage (as determined by the Housing Authority) will be allowed. Farm animals and fowl are prohibited under any circumstances.
4. Simians are not allowed on Housing Authority property either by resident or their guest/visitors.
5. The keeping of swine is strictly forbidden as mandated by local city ordinance.
6. The keeping of pigeons is strictly forbidden as mandated by local city ordinance.

Section XIII. CONDUCT OF CHOPS

A. The Authority reserves the right to acquire the removal of a pet if the conduct or condition is determined in the sole judgement of the Authority to constitute a nuisance or a threat to other residents, staff and general public.

B. The conduct of pets will be judged on the Authority's PCP as well as State and local public health, animal control, and animal anti-cruelty laws and regulations.

Section XIV. DESIGNATION OF PET/NO-PET AREAS

A. The Authority can establish the type and breed of animals that are allowed in the pet areas.

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

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

B. A duly constituted resident council may present recommendations to the Authority concerning making certain areas of a public housing development a No-Pet Area.

Section XV. INSPECTIONS

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

1. The Authority may enter and inspect the unit and premises, during reasonable hours for compliance with the PCP.

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

3. The Authority may enter and inspect the dwelling unit if there is evidence of an animal in distress.

B. If the inspection uncovers violations of both State and local public health, animal and anti-animal control laws and regulations, the Authority will alert the proper authority's in order to have the animal impounded.

Section XVI. REASONABLE PARTIES

The resident/pet owner will be required to designate at least one responsible party for the care of the CHOP if the health or safety of the CHOP is threatened by the death or

incapacity of the CHOP owner, or by other factors that render the pet owner unable to care for the pet.

Section XVII. CHOP CARE & CONDUCT REGULATIONS

The Authority reserves the right to establish regulations concerning both the care and conduct of CHOPs. These regulations are established in order to maintain a high quality of life for all of the residents and to ensure the safety of the staff and general public and the CHOPs. Below are the seventeen (**17**) regulations concerning the care and conduct of CHOPs:

1. No pet (excluding fish) will be left unattended in any dwelling unit for a period of fourteen (**14**) hours.
2. All residents/CHOP owners shall be responsible for adequate care, nutrition, exercise and medical attention of his/her CHOP.
3. Residents /pet owners must recognize that the other residents may be chemically sensitive or have allergies related to pets or may be easily frightened or disorientated by animals.
4. Birds, rodents, and turtles must be caged at all times.
5. Dogs and cats shall remain inside the resident's unit . No animals shall be permitted to be loose in hallways, lobby areas, Laundromats, yards, community rooms or other common areas.
6. When taken outside, dogs and cats must be kept on a leash at all times and controlled by an adult. Roaming dogs and cats are strictly prohibited in all Authority developments.
7. Residents shall not allow their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms "disturb, diminish and interfere" shall include, without limitation to barking, urinating in hallways, common areas or doorways, howling, chirping, biting, scratching and other like activities.

8. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall neither allow refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
9. Residents/pet owners are solely responsible for cleaning up pet droppings, if any, outside the dwelling unit and/or on the development grounds. Droppings must be disposed of by being placed in a sack and then placed in an Authority container outside the development building.
10. If pets are left for more than fourteen (14) hours unattended the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities. The Authority accepts no responsibility for the animal under such circumstances and the resident will be assessed a moving charge.
11. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall consist of having a pet without written permission of the Authority.
12. CHOPs not owned or registered by the resident with the Authority shall not be kept by the resident for any length in time or under any circumstances.
13. No pet under any circumstance shall be left chained or leashed outside the dwelling unit while unattended.
14. All leashes shall not exceed six (6) feet in length. Furthermore, the use of quick-release leashes are strictly forbidden.
15. Pets/animals not owned by the resident shall not be kept on a temporary basis for any length of time or under any circumstance.
16. Should a resident's pet give birth to a litter, The litter cannot remain on Housing Authority property more than the time allotted to that breed by the standards set by the American Kennel Club. However, no litter can remain on Authority property more than five (5) weeks.
17. No pets shall be chained or tied to Authority property and/or grounds regardless if

resident/pet owners is present.

18. Visitors are not allowed pets unless the visitor is a handicap/disabled person and the pet is an assistance animal.

Section XVIII. LICENSING, & REGISTRATION OF CHOPS

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

1. Prior written Authority approval, evidenced by a signed lease addendum must be obtained prior to a resident owning or keeping a CHOP in a dwelling unit. (See Occupancy Lease)
2. All residents/CHOP owners must register their pet with the City of New Britain prior to bringing such pet to the Authority. Proof must be shown before the resident can house the CHOP.
3. Residents must show written proof from a licensed veterinarian of annual rabies, distemper, and all other Inoculations required by state and local law and that the animal has been spayed or neutered.
4. All pets maintained by the residents must be registered with the Authority. This will include photos of dogs or cats.

Section XIX. CHOP FEES & CHARGES

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

1. **Annual Pet Fee:** When the resident undergoes their Annual Income Verification they

must pay an annual pet fee of **\$50.00**. The Annual Pet Fee only applies to the owners of canines and not to other CHOPs.

2. **Verification of Canine Training:** If the owner of a canine can show verification of a A.K.A. sanctioned canine training class then the **\$50.00** Annual Pet Fee will be reduced to **\$20.00**
3. **Pet Deposit:** All residents/pet owners must pay a one time Pet Deposit (PD). The PD shall pay for reasonable expenses directly attributed to the presence of the pet in the unit/development, including, but not limited to, the cost of repairs, replacement, fumigation of the unit; etc. The PD is **\$75.00**. The PD applies only to the owners of canines and not to other CHOPs. The PD will be put into an interest bearing escrow account and be refunded to the resident upon his/her termination of residency or when the CHOP is removed.
4. **Pet Registration Charge:** All residents registering a pet for the first time must pay a one time Pet Registration Charge (PRC). The PRC for canines is \$25.00 and for all other CHOPs \$10.00.
5. **Pet Waste Removal Charge (PWRC):** Residents/pet owners that do not pick up their pet droppings will be fined a PWRC of approximately **\$50.00** per occurrence.
6. **Violations of Pet Control Policy:** All other violations of the Pet Control Policy shall be \$50.00 per occurrence. This does not prohibit the Housing Authority from assessing the resident for other fees and charges as listed in the Authority's comprehensive lease.

B. On the first month of the fiscal year the Authority's Board of Commissioners shall establish a schedule fees and/or charges to be assessed against the resident /pet owner who violates the Authority's PCP.

C. All proceeds from fees, charges and interest from the enforcement of the Authority's PCP must be dedicated to the implementation of this policy. A line-item shall be inserted into the Authority's budget indicating anticipated revenue generated from this policy.

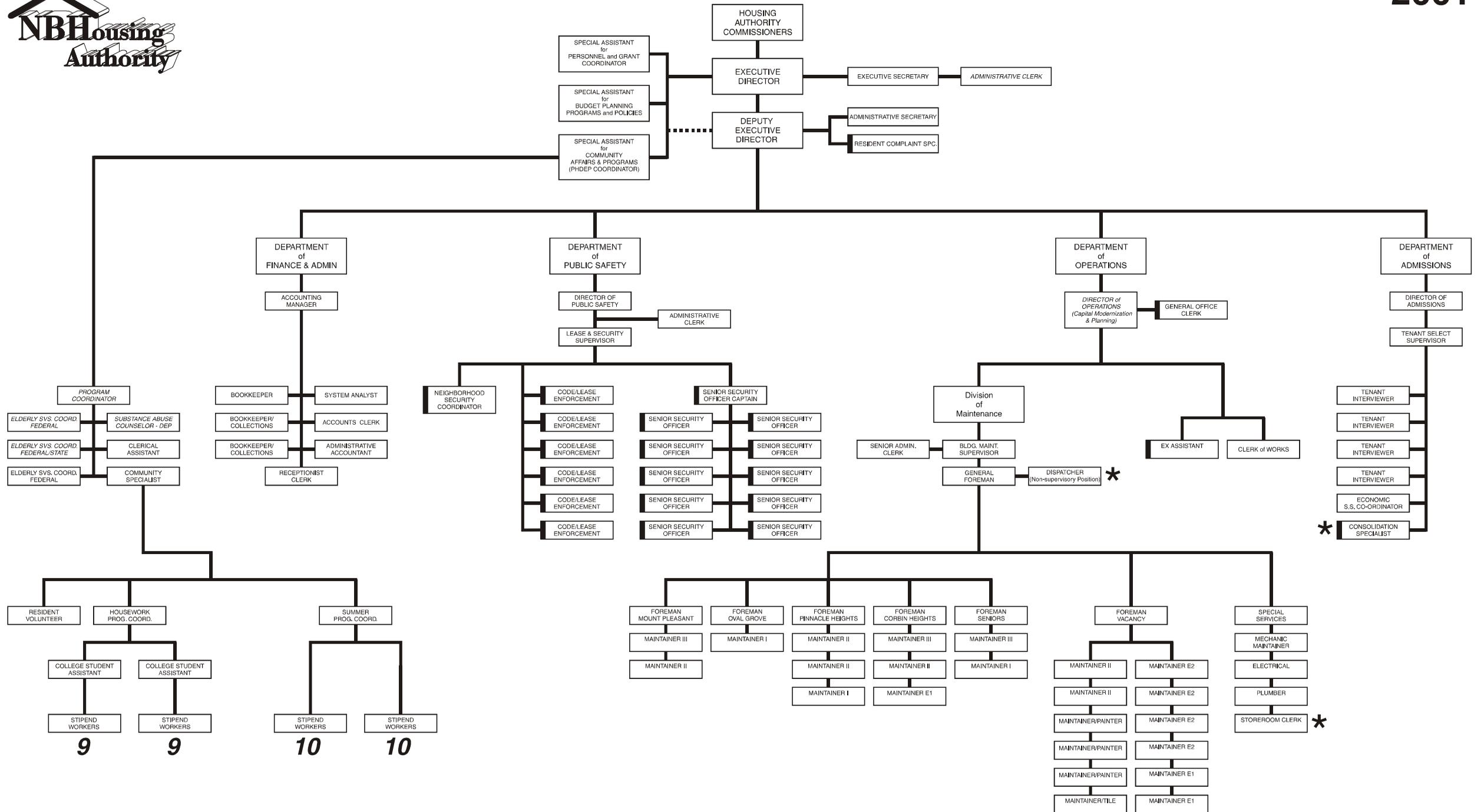
1. Petition the banning of certain breeds/types of CHOPS
2. Present recommendations to the Authority concerning making certain areas of a public housing development a No-Pet Area.
3. Petition the Authority to make revisions to the PCP

Section XXII. WAIVER CLAUSE

A resident may request that specific provisions of this policy be waived or modified. This request will be approved upon the written authorization of the Executive Director based upon medical documented medical or extraordinary circumstances and with notification of such waiver to the Commission.

Section XXIII. ADMINISTRATION OF THE PCP

The Executive Director (or his/her designee) shall issue directives on the implementation of the PCP.



* INDICATES 2 POSITIONS/1 PERSON

| INDICATES CONSULTANT OR CONTRACT SERVICES

ITALICS INDICATE A CURRENTLY UNFILLED POSITION

ct005a05 - Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. **General Information/History**
2. **PHDEP Plan Goals/Budget**
3. **Milestones**
4. **Certifications**

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 198,273

B. Eligibility type (Indicate with an "x") N1 _____ N2 X R _____

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

To continue to strive for youth and other resident involvement, increased partnership with law enforcement, and continuous community building to address drug related crime activities, despite a considerable loss of funding due to the projected formula process now required.

The Authority will continue to, despite the diminished resources anticipated, to expand our hope filled activities create safer social environment and pursue the goals of a strong, vibrant community economically, socially and culturally.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Oval Grove	160	650
Mount Pleasant	252	429
Senior Housing (Conn 5-3, 5-4, 5-5, 5-7, 5-9)	392	408

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** X **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	242,000	CT26DEP0050195	-0-	N/A	1997
FY 1996	242,000	CT26DEP0050196	-0-	N/A	1998
FY 1997	242,000	CT26DEP0050197	0-	N/A	1999
FY1998	242,000	CT26DEP0050198	0-	N/A	2000
FY 1999	242,000	CT26DEP0050199	\$36,165.99	N/A	2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Authority has an evaluation process for all PHDEP and Non-PHDEP programs. Programs are rated according to a 1-4 rating. One means a program needs significant improvement and 4 means a program exceeds the expectation of the Authority.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY __2001__ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	63,300
9120 - Security Personnel	
9130 - Employment of Investigators	10,000
9140 - Voluntary Tenant Patrol	6,000
9150 - Physical Improvements	
9160 - Drug Prevention	88,973
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	30,000
TOTAL PHDEP FUNDING	198,273

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement						Total PHDEP Funding: \$ 63,300	
Goal(s) 7							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. To provide above abase line services			01/01	12/01	63,300		Annual Program Evaluations
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$10,000	
Goal(s) 7							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. To provide above baseline investigative services			01/01	12/01	10,000		Annual program evaluations
2.							
3.							

9140 - Voluntary Tenant Patrol						Total PHDEP Funding: \$ 6,000	
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Goal(s) 5							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. To train a select group of seniors residents in security measures	400	Seniors	01/01	On-going	6,000		Annual program evaluations
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$88,973		
Goal(s) 81							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Prevention	300	Low income families	01/01	On-going	88,973		Evaluations for all programs
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$30,000		
Goal(s) 2							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Employ a Community Specialist			01/01	On-going	15,000	25,000	Semi annual employee evaluations
2. Employ a resident as a Clerical Assistant for the Community Affairs Department			01/01	On-going	15,000	20,000	Semi annual employee evaluations
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line	25% Expenditure	Total PHDEP	50% Obligation	Total PHDEP
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Item #	of Total Grant Funds By Activity #	Funding Expended (sum of the activities)	of Total Grant Funds by Activity #	Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	15,825		31,650	63,300
9120				
9130	2,500		5,000	10,000
9140	1,500		3,000	6,000
9150				
9160	22,243.25		44,486.50	88,973
9170				
9180				
9190	7,500		15,000	30,000
TOTAL	49,568.25	\$	99,136.50	\$ 198,273

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

ct005a06 - COMMUNITY SERVICE REQUIREMENT POLICY

Table of Contents

1. Introduction
2. Mission Statement
3. General Statement
4. Federal Laws & Regulations
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7. General Requirements
8. Exempted Individuals
9. Resident Employment Status & this Policy
10. Persons with Disabilities
11. Implementation Date of this Policy
12. Resident Council Involvement
13. Admissions & Policy Compliance
14. Administration of this Policy
15. Assuring Resident Compliance
16. Failure to Comply with this Policy
17. Evictions & this Policy
18. Prohibition Against Replacement Workers
19. Appendix

COMMUNITY SERVICE REQUIREMENT POLICY

Section I. INTRODUCTION

A. The purpose of this document is to establish the New Britain Housing Authority's (herein called the Authority) policy and procedures for the U.S. Department of Housing and Urban Development's (HUD) requirement that residents of federally assisted public housing undertake eighth (8) hours of community service a month. The policy establishes the Authority's rules governing how Community Service Requirement will be implemented.

B. The policy contained herein adheres to the mandate for community service as outlined in both the ***Quality Housing Work Responsibility Act of 1998*** (Act) and HUD issued regulation 24 CFR Parts 5, 880 "***Changes to Admission and Continued Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs; Final Rule***" published March 29, 2000.

Section II. MISSION STATEMENT

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

"The Housing Authority of the City of New Britain is a public agency committed to improving both the social and material well-being of its residents. Our overriding mission is to provide decent, safe and sanitary housing to all eligible residents of the City of New Britain. The Authority is an organization which believes its residents should be part of the surrounding community which includes their employment, homeownership, education and social activities."

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

Section III. GENERAL STATEMENT

A. It is the intent of the Authority to abide by both the new Federal laws and regulations as set forth by the Department of Housing and Urban Development (HUD) as it relates to the requirement that adult eligible residents of federally assisted public housing undertake eighth (8) hours of community service per month.

B. Eligible Adult residents that reside in any of the Authority's federally assisted public housing programs will be required to adhere to the Authority's Community Service Requirement Policy.

Section IV. FEDERAL LAWS & REGULATIONS

A. The "**Quality Housing Work Responsibility Act of 1998**" (Act) and HUD issued regulation 24 CFR Parts 5, 880 "**Changes to Admission and Continued Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs; Final Rule**" published March 29, 2000 outline both the laws and regulations that local federal public housing authorities must adhere to when complying with the community service requirement.

B. The Act under **Subtitle A- General Provisions Section 512 Community Service and Family Self - Sufficiency requirements** outlines the federal law concerning community service

C. This policy adheres to all Federal laws, regulations and mandates concerning community service requirements. All disputes relating to the implementation and/or interpretation of this policy will be settled by referring to all Federal laws, regulations and mandates concerning community service requirements.

Section V. COMMUNITY SERVICE DEFINED

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

B. Political activities are not considered community service, as stated in the Act and its

accompanying HUD issued regulations.

C. Community service must be undertaken in the municipality that the public housing agency located in, as stated in the Act and its accompanying HUD issued regulations.

D. The Authority (or a contacted third party) will make the final determination (before the resident undertakes the activity) which activity is an acceptable community service, as mandated under this policy.

Section VI. COMMUNITY SERVICE REQUIREMENT

A. The community service requirement is defined as eight (8) hours per month of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance residents self-sufficiency, or increase resident self responsibly in the community.

B. As mandated by the Act and its accompanying HUD regulations every adult (non-exempt) resident of federally assisted public housing must participate in this policy

C. Any resident declared to have to participate in this policy has the right to challenge such ruling through the Authority's grievance process.

Section VII. GENERAL REQUIREMENTS

A. Except for family members who are exempt from this policy, each **ADULT** member of a federally assisted public housing program must undertake the following:

1. Contribute eight (8) hours per month of community service; or
2. Participate in an economic self-sufficiency program for at least eight (8) hours per month;
or
3. Perform eight (8) hours of combined actives as listed in one and two above.

B. Adult is defined as someone that has reached the age of eighteen (18) years of age.

C. The Authority may allow a resident to complete more than (8) hours of community

service a month in order to use the extra hours for another month. Before a resident undertakes this they must have prior approval in writing from the Authority (or if applicable contracting third party).

Section VIII. EXEMPTED INDIVIDUALS FROM THIS POLICY

A. The following individuals are exempted from the Authority's Community Service Requirement policy:

1. Resident 62 years of age and older
2. Is a blind or disabled individual as defined under the Social Security Act, and who certified that because of the disability he or she is unable to comply with the service requirement provisions; or is the primary caretaker of such individuals
3. Residents that are employed
4. Meets the requirement for exempted from having to engage in work activity under the State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State in which the public housing agency is located, including State administered welfare-to-work program.
5. Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State in which the public housing agency is located, including State administered welfare-to-work program, and has not been found by the State or other administering entity to be in non-compliance with such a program.

The exceptions listed above are mandated by the *"Quality Housing Work Responsibility Act of 1998"* (Act) and HUD issued regulation 24 CFR Parts 5, 880 *"Changes to Admission and Continued Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs; Final Rule"* published March 29, 2000.

B. Authority residents that reside in a **STATE** assisted public housing program are automatically exempt from the Authority' Community Service Requirement policy.

C. If a resident claims exemption under a welfare program the Authority (or contracting third party) must verify such exemption with the applicable Welfare Agency that the person is complying with a work activities requirement. Work Activities is defined under the Social Security Act. Such verification can be that the family member is receiving assistance under the TANF program without sanction for non-compliance with the work activity requirement.

Section IX. EMPLOYMENT STATUS OF RESIDENT & AUTHORITY AND/OR COMMUNITY SERVICE PROVIDER

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

Section X. PERSONS WITH DISABILITES & THIS POLICY

A. While both the Act and its accompanying HUD mandated regulations exempt persons with disabilities from adhering to this policy it is not an automatic exemption (See Section VIII of this policy). Residents claiming that they cannot adhere to this policy must provide the Authority with the necessary documentation.

B. The Authority cannot exempt those individuals with claim a disability but are not yet officially classified as such, because such documentation is required in both the Act and its accompanying HUD mandated regulations.

C. The Authority cannot exempt those individuals with claim a disability but are not yet officially classified as such, because such documentation is required in both the Act and its accompanying HUD mandated regulations.

D. The Authority encourages those residents that can to comply with this policy. Working with the community will benefit not only the surrounding neighborhood but also to the resident.

Section XI. IMPLEMENTATION DATE OF THIS POLICY

This policy will be implemented starting with the beginning of the Authority 2001 fiscal

year (January 1, 2001) as mandated by HUD regulations.

Section XII. RESIDENT COUNCIL INVOLVEMENT

A. The Authority encourages its Resident Councils to participate in the adherence of this policy. Resident Councils can present suggestions for community service activities.

B. Voluntary work performed for duly constituted Authority Resident Council will be considered as meeting the community service requirement as outlined in this policy.

Section XIII. ADMISSIONS AND POLICY COMPLIANCE

A. In order to ensure that non-exempt residents are adhering to the Community Service Requirement Policy the following internal procedures shall be implemented:

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

Section XIV. ADMINISTRATION OF THIS POLICY

A. The Authority reserves the right to determine the best method of implementing its Community Service Requirement Policy. Implementation can take the following three

forms:

- Direct Authority implementation; or
- Third party contractor; or
- Partnerships with qualified organizations, including resident organizations and community agencies or institutions.

B. The Authority will issue internal directives and plans in order to successfully implement this policy.

C. If the Authority contracts with the local Welfare Agency for third party implementation of this policy as part of the contract it will be agreed that the Welfare Agency will provide the Authority the welfare status of the resident.

Section XV. ASSURING RESIDENT COMPLIANCE

A. The Authority will document on a monthly basis what the non-exempt family member's activities were for any given month. This will be documented on the ***Community Service Monthly Activity Form***. (See Appendix B)

B. If the Authority contracts with an outside qualified party to implement this policy a third party contractor must keep on file what the family member has performed for each month of qualifying activities. The third party will have to provide a signed authorization that the family member has performed such qualifying activities. This must be done on a monthly and annual basis.

C. Thirty (**30**) days before the end of each non-exempt leaseholders annual lease up the Authority or third party contractor will provide a report summarizing the adherence to this policy. This document entitled the ***Community Service Annual Summary form*** (See Appendix C) will contain the following:

- i. Number of activities
- ii. Total hours broken down per month
- iii. Types of activities
- iv. Number of months when policy was not adhered to

- v. Reasons given for failure to comply
- vi. Any problems associated with compliance or acutely undertaking of activities

Section XVI. FAILURE TO COMPLY WITH THIS POLICY

A. If the Authority or its third party contractor determines that a non-exempt family member is not complying with the community service requirement then a ***Failure to Comply with the Community Service Requirement*** notice (See Appendix D) will be sent by both certified and regular mail. This notice will contain the following:

1. Description of non-compliance
2. Statement that the Authority will not renew the lease at the end of the twelve (12) month lease term unless:
 - Family member enters into a written agreement with the Authority to cure such non-compliance; or
 - The family provides written documentation --- that is satisfactory to the Authority — that the resident in non-compliance no longer lives at that dwelling unit.
3. State that the family member may request a grievance hearing and that the tenant may exercise his/her rights to seek timely redress for the Authority' non-renewal of the lease from any available judicial source.

B. If any member of a non-exempt dwelling unit has violated the Authority's Community Service Requirement, the Authority will not renew their lease. This will not apply if all other non-exempt family members are currently complying with the community service requirement.

C. The non-compliant family member who wishes to regain compliance must enter into a written agreement with the Authority (and if applicable with the contracting third party) to cure such non-compliance. The cure could include completing additional hours of community service or economic self-sufficiency activity to make up the hours needed over the twelve-month term of the new lease.

Section XVII. EVICCTIONS & THIS POLICY

A. As mandated by HUD regulations a family member cannot face eviction during their lease for non-compliance with the Authority’s Community Service Requirement policy. :

B. The Authority can begin eviction proceedings for non-compliance of its Community Service Requirement policy after the family members annual restriction if it is determined — as outline in this policy — that they are in non-compliance with this policy and that the family members will not take steps to cure the non-compliance.

C. If the Authority undertakes eviction proceedings it will follow its normal eviction policy and procedures.

Section XVIII. PROHIBITION AGANISNT REPLACEMENT WORKERS

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

Section XIX. APPENDIX

The following are the forms listed in this section:

1. Community Service Agreement Form
6. Community Monthly Report Form
7. Community Service Annual Report Form
8. Community Service Failure to Comply Form

**COMMUNITY SERVICE REQUIREMENT POLICY
AGREEMENT FORM**

I: _____ acknowledge receipt of and understand the Authority's Community Service Requirement Policy.

I agree to comply with all the provisions of the Community Service Requirement Policy (CSRP). I understand that I could face eviction proceedings if I fail to comply with the CSRP.

I have been told and understand how to file an exemption to the Authority's CSRP.

Lease Holder Address

Signature of Lease Holder

Date

Witness/PHA Official

Date

cc: Tenant's File
Copy to Resident

ct005a07

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
34 MARIMAC ROAD, NEW BRITAIN, CT 06053

Annual and Five-Year Plan Meeting
FY2001

Date: Thursday, September 6, 2001

Time: 6:00 p.m.

Location: Central Office – 34 Marimac Road, NB, CT

AGENDA

1. Roll Call
2. Overview of Comprehensive Plan for Electronic Submission to HUD on September 7, 2001
3. Any other matters
4. Adjournment

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
34 MARIMAC ROAD, NEW BRITAIN, CT 06053

AGENCY AND FIVE-YEAR PLAN

FY 2001

MINUTES

September 6, 2001 – 6:00 p.m.

Victor F. Cassella, Deputy Executive Director at 6:15 p.m, called the meeting to order.
The following members were present:

V. Cassella, M. Brody, L. Ellison, E. Fuller, R. Spencer, and P. Herman

Ms. Brody distributed a sign-in sheet to the Committee Members to maintain a record of resident participation.

Mr. Cassella began the meeting by re-emphasizing that this Annual Agency Five-Year Plan was for FY2001 and the Authority must hold a meeting with members of the Resident Advisory Board prior to electronically submitting the plan to HUD.

Ms. Brody explained the difficulties that the Authority had with the FY2001 five-year plan electronic submission. She further stated that the committee held all the required meetings to review the 2001 plan, the problem was only during the electronic submission due to technical problems.

Mr. Cassella explained that the electronic submission is the final step in the submission of the annual five-year plan process. He further stated that the Annual five-year plan (white book) for FY2001 was identical to that which was submitted manually to HUD and that no changes were made to the plan.

Ms. Brody advised the committee of the deficiencies and recommended remedies that were identified by HUD. All those items have been addressed and corrected and the Authority took all the required procedures.

Ms. Brody proceeded to explain the chronological events taken during the process of the FY2001 plan:

- On September 26, 2000 a Public Hearing was held to finalize the documents by the Resident Advisory Board members and to distributed to the NBHA Board of Commissioners
- On October 11, 2001 the Board of Commissioners met to approve the Annual Agency Five-Year Plan to be electronically submitted to HUD.
- The Electronic template CT005V5, and the associated attachments CT005A01 and CT005a10 were created
- A meeting with the Resident Advisory Board to approve the electronic submission of the FY2001 plan
- The plan for FY2001 will be submitted no later than September 10, 2001

All members approved the Agency's Annual Five-Year Plan for FY2001 to be transmitted electronically to HUD.

Other items of discussion:

Mr. Spencer suggested that a list of all Resident Advisory Board Members be distributed to all members, which should include their telephone numbers. All members present agreed.

Ms. Ellison suggested that all members should be asked if they wanted their telephone number made public for distribution.

Mr. Spencer suggested that all Authority Department Heads be responsible for their goals, objectives and tasks documented in the Five-Year Plan. All members were in agreement.

Mr. Spencer also suggested that all Resident Advisory Board members should work together as a group rather than as individual developments.

Ms. Herman agreed with Mr. Spencer and further suggested that all events scheduled by the Authority and/or other developments should be made available to all developments and that all Council members should be notified of the events prior to their deadline.

Ms. Herman further suggested that the Authority staff be provided with CPR and First-Aid training classes. All members agreed

Mr. Spencer suggested that the Authority contact the Red Cross for free training. Mr. Spencer also suggested that the Resident Council Boards purchase a deluxe first-aid kit for their respective development to be used for all resident trips and activities sponsored by the Authority and/or Resident Councils. All members agreed.

Ms. Herman questioned Mr. Cassella why the Authority Van was not being used for activities and trips.

Mr. Cassella responded that due to union issues and the expenses of paying individuals time $\frac{1}{2}$ for every hour after the normal work schedule. A meeting is schedule with the union to discuss the possibility of compensatory time in place of time $\frac{1}{2}$ for union employees.

Mr. Spencer suggested to the committee that the Resident Advisory Board meetings should be held in each development on a rotation basis to allow residents who do not have transportation to participate in the meetings. All were in agreement.

In closing, Mr. Cassella stated that refreshments would be furnished at all the Resident Advisory Board meetings in connection with the Annual Five-Year Plan for the FY2002. All members agreed to Mr. Cassella's suggestion.

They're being no further discussions, Mr. Spencer made a motion to approve the Annual Agency Five-Year FY2001 Plan to be submitted to HUD no later than September 10, 2001. Seconded by Ms. Fuller. Motion carried.

They're being no additions comments Meeting adjourned at 7:00 p.m.

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
34 MARIMAC ROAD, NEW BRITAIN, CT 06053

FIVE-YEAR AGENCY PLAN MEETING MINUTES

May 17, 2001, 6:00 p.m.

Present: Douglas Bushman, NBHA
Victor F. Cassella, NBHA
Kay B. Davis, 603 Myrtle St.
Ethel Fuller, 73 Malikowski Circle
Carol Martin, NBHA
Bienvenido Sanchez, 48 Marimac Rd.

A meeting was scheduled for May 17, 2001 at 6:00 p.m. at the Housing Authority of the City of New Britain office to review the projected electronic submission.

The Resident Council Presidents or Alternates received copies delivered to them earlier.

The meeting started at 6:05 p.m.

The Deputy Executive Director, Victor F. Cassella reiterated the purpose of the meeting as had been provided Resident Council members in a letter of transmittal with the plan.

Further, the Deputy Executive Director stated as advised by HUD, until the electronic submission had been received by HUD, funds for the approved DEP and Capital funds could not be accessed.

Although there were no changes in the 1 and 5 year policies and procedures, the Capital Fund program for the year 2001 projected to 2005 was modified on the basis of the sum allocated to the Housing Authority of the City of New Britain by HUD.

With respect to this Capital Fund, Carol Martin, Director of Operations, explained the total amount of funding to be received was not known in earlier projections.

Carol Martin then proceeded to review the Federal Family and Elderly High Rise Capital Improvements scheduled for the year 2001 through 2005.

Resident Presidents input revolved around the reasoning for projected Capital Improvements and how such determination was accomplished.

The Director of Operations explained the long-range requirement on the basis of work order analysis, the effective life cost analysis of previous improvements and consultation with Residents on priorities.

The Resident Council Presidents or Alternates also requested status of present improvements such as window replacement at CT 5-1, Mt. Pleasant, required smoke detectors upgrade and status of Community Center at Oval Grove.

Carol Martin provided comprehensive analysis of continuing betterments including a plan review of the proposed Community Building at CT 5-2, Oval Grove.

Committee members concurred in approval of the 1 and 5-year program including Capital Fund projections for the 2001-2005.

Meeting adjourned at 7:20 p.m.

AGENCY ANNUAL AND FIVE-YEAR PLAN
For Planning Year 2001

September 7, 2000

6:00 p.m.

Present: Robin Spencer, President, Fred Gucken, Secretary, Real Dubois, Vice-President and Violet Kratka, Treasurer all members of the Senior Tenant Coalition, Doris Jones, Ethel Fuller, Monseratte Nunez, Victor F. Cassella, Deputy Executive Director, Evelyn Rodriguez, Tenant Selection Supervisor, Lilliemay Ellison, Executive Secretary, Judith Nunez, Community Specialist Betty Evans, Special Assistant for Community Affairs

Absent: Kay B. Davis, President-Mount Pleasant Resident Council; Carol Allison, Parliamentarian Jerry Dubose, Director of Public Safety Douglas Bushman, Special Assistant for Budgets/Policies and Carol Martin, Director of Operations

Victor F. Cassella, Deputy Executive Director began by asking the Committee Members if they objected to members of the press being present during the meeting. The members who were present stated that they had no objection to the press being present. Mr. Cassella continued to update the committee on the Annual and Five-Year Plan and the policies that have been updated. The following policies have been updated and/or added:

- ACOP Policy Chapter 6 and Chapter 13
- Pet Policy
- Procurement Policy
- Substance Abuse Policy
- Smoke Detector (Added Policy)
- Capital Improvement Policy (Added Policy)
- Community Service Requirement Policy (Added Policy)
- Community Service Programs (Added)

Mr. Cassella discussed the proposed schedule of meeting and suggested that the meeting scheduled for Tuesday, September 12, 2000 be moved to Tuesday, September 19, 2000 to allow the committee time to review the additional policies. All members voted to approve the change in the schedule. All other dates remain the same.

Mr. Real Dubois stated that the pet policy should have a grandfather clause stating that residents who have cats should be allowed to keep them under the new policy.

Mr. Robin Spencer stated that the dogs and/or cats that have litters should be allowed to keep them until they have been weaned from their mother, which takes about 6-8 weeks. The current pet policy states that residents who have litters must get rid of them after one week. Mr. Spencer stated that this is too soon to wean the litter from its mother. The Authority should contact the American Pet Association for the requirements on animals who have litters.

Betty Evans explained the Community Service Requirements, which is a new Policy, mandated by HUD under the Quality Housing and Work Responsibility Act of 1998. She stated that through community service the Authority hopes that its residents will be able to not only improve their lives, but in the process, contribute to the betterment of the surrounding community. Eligible adult residents that reside in any of the Authority's federally assisted public housing programs will be required to adhere to the Authority's Community Service Requirement Policy.

Mrs. Evans further defined the policy as the performance of voluntary work or duties that are a public benefit and services to improve the quality of life, enhance residents' self-sufficiency or to increase residents' self-responsibility in the community. Community service must be undertaken in the municipality that the public housing agency is located in, as stated in the Act.

General Requirement:

1. Contribute eight (8) hours per month of community service; or
2. Participate in an economic self-sufficiency program for at least eight (8) hours per month; or
3. Perform eight (8) hours of combined activities

Exempt Individuals from this policy:

1. Residents 62 years of age and older
2. Blind or disabled individuals as defined under the Social Security Act, who have certified that because of the disability, he/she is unable to comply with the service requirement provisions; or is the primary caretaker of such individuals
3. Residents who are employed
4. Residents who meet the requirements for exemption from having to engage in work activity under the state program funded under part A of title IV of the Social Security Act or under any other welfare program of the State in which the public housing agency is located, including State administered welfare-to-work programs.
5. Members of families receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State in which the public housing agency is located, including the State administered welfare-to-work program, who have not been found by the State or other administering entity to be in non-compliance with such a program.

Ms. Doris Jones, Fred Gucken, Robin Spencer and Real Dubois expressed concerns regarding the policing and the Code & Lease Enforcement Program and their lack of visibility in the developments during the evening hours. All stated that they do not need officers during the day, as the need for police officers to be present in the neighborhood is in the evening hours when the drug activity is going on.

Mr. Cassella stated he would speak to Jerry Dubose, Director of Public Safety regarding the possibility of changing the officer's hours to include the evening hours.

There being no further discussions, the meeting was adjourned.

The next meeting is scheduled for Tuesday, September 19, 2000.

RESIDENT ADVISORY BOARD COMMITTEE MEETING

AGENCY ANNUAL AND FIVE-YEAR PLAN For Planning Year 2001

August 24, 2000

6:00 p.m.

Present: Kay B. Davis, President-Mount Pleasant Resident Council; Robin Spencer, President, Fred Gucken, Secretary, Real Dubois, Vice-President, and Lucy Brozoski and Carol Allison, all members of the Senior Tenant Coalition, Doris Jones, Monseratte Nunez, Rev. James Foxworth, Ethel Fuller, Victor F. Cassella, Deputy Executive Director, Evelyn Rodriguqz, Tenant Selection Supervisor, Lilliemay Ellison, Executive Secretary, Judith Nunez, Community Specialist and Douglas Bushman, Spl. Asst. for Budgets/Policies

Victor F. Cassella, Deputy Executive Director opened the meeting by identifying the changes in the ACOP Policy. Chapter 6 was updated to include the Income Exclusion in accordance with 24CFR 5.609 (c) (8) (v).

Real Dubois, Fred Gucken and Robin Spencer expressed concerns about the screening process that the Authority is using to verify prospective tenants. Mr. Dubois stated that the Authority recently rented an apartment to a resident at the D'Amato Apartments who has her grandchildren sleeping overnight, running in the hallways of the building, riding the elevators, which could pose a safety hazard for the children if the elevator breaks down while the children play on them.

Mr. Cassella responded that the matter would be referred to the Director of Public Safety for immediate investigation.

Mr. Spencer suggested that perhaps a representative of the Authority should meet with private landlords to discuss their screening process and that it is important to follow-up on residents after they have moved into public housing. He also suggested that a home visit should be done of the current apartments of all prospective tenants before they are allowed to move into public housing.

Evelyn Rodriguez, Tenant Selection Supervisor summarized the Authority's screening process and emphasized that members of the Resident Council should take an active role in the interviewing of prospective tenants. See the ACOP Policy page 2-16 for clarification.

Douglas Bushman suggested that a sub-committee be created to review the eviction policy and that members of the Resident Council should serve on that committee. He further stated that Resident Security Advisor Council be created and that two members of each council, both Federal and State Developments, should serve on that council.

Mr. Bushman reviewed the pet policy, the private use policy and the sexual offenders listing. After some discussion on the policies, it was the consensus of the committee that no sexual offender should be allowed to live in public housing.

There being no other discussions, the meeting adjourned at 7:50 p.m.

RESIDENT ADVISORY BOARD COMMITTEE MEETING

AGENCY ANNUAL AND FIVE-YEAR PLAN For Planning Year 2001

August 16, 2000
2:00 p.m.

Present: Kay B. Davis, President-Mount Pleasant Resident Council; Robin Spencer, President, Fred Gucken, Secretary, Real Dubois, Vice-President, Carol Allison, Parliamentarian and Violet Kratka, Treasurer all members of the Senior Tenant Coalition, Paul S. Vayer, Executive Director, Victor F. Cassella, Deputy Executive Director, Evelyn Rodriguez, Tenant Selection Supervisor, Jerry Dubose, Director of Public Safety, Douglas Bushman, Special Assistant for Budgets/Policies, Lilliemay Ellison, Executive Secretary, Betty Evans, Special Assistant for Community Affairs and Carol Martin, Director of Operations

Victor F. Cassella, Deputy Executive Director welcomed all members of the Resident Advisory Board and began to summarize the Agency's Annual and Five-Year Plan and the importance of resident involvement and their participation during the ongoing process of revising the plan.

Mr. Cassella discussed the proposed schedule of meeting. He stated that the Authority wanted input on the proposed schedule including dates, times and locations from the residents. Furthermore he stated that the staff would accommodate residents' requests to change the proposed schedule. This led to a discussion with the residents who suggested that they would like their next meeting held in a centralized location. Mr. Cassella offered the use of the Mount Pleasant Jane Johnson Memorial Building for the August 22, 2000 meeting. All residents agreed to this scheduled change.

Mr. Bushman gave a brief summary of the Executive Summary and discussed how future meetings will be held. Part One will be to discuss the Five-Year Plan and Part Two will be to discuss the Policies and Procedures.

Mrs. Evans summarized the Community Service Requirement (new policy) and stated that this program was for non-working residents and non-exempt individuals. Mrs. Evans further explained that those residents residing in State Developments or who were over the age of 62 years old were exempt from this policy.

All residents in attendance stated that they support the HUD mandated Community Service Requirement.

It was also explained to all members that residents could use volunteer activities on behalf of the Housing Authority's duly recognized Resident Councils as part of their Community Service Requirement.

A discussion was held over whether or not the ACOP could be modified to incorporate smoke-free floors in the Authority's Elderly High-Rise Building. Staff agreed to review this with the Counsel to see if this could be done. Also discussed was the issue of whether or not the Authority could set aside floors for residents having minor medical problems. Mr. Cassella responded that the Authority has been reviewing the possibility of creating an Assisted Living Housing Program.

Mr. Bushman summarized the Eviction Policy and the Substance Abuse Policy. In regards to the Substance Abuse Policy the revisions incorporate the decision made by the Authority's Board of Commissioners mandating drug testing for all classifications of employees to include, but not be limited to Contractors, Senior Security Guards, Residents/Stipend Employees and Summer Youth help. Some residents voiced concerns that by mandating drug testing for the summer youth and resident volunteer workers that there was a decrease in the number of residents willing to participate in Resident Council activities.

Mr. Bushman and Mr. Cassella responded that due to both Federal and State laws and regulations the Authority was mandated to insure that those individuals acting in the capacity of employees of the Authority were drug free.

It was further stated that the Authority wanted to screen out those individuals who because of criminal and/or drug usage could pose a risk to those children and seniors residing in public housing.

Mr. Bushman summarized the new Smoke Detector Policy, which is needed to address the problem of residents removing and damaging detectors and/or removing the batteries. Etc.

The next meeting is scheduled for Wednesday, August 22, 2000.

RESIDENT ADVISORY BOARD COMMITTEE MEETING

AGENCY ANNUAL AND FIVE-YEAR PLAN For Planning Year 2001

August 9, 2000
2:00 p.m.

Present: Kay B. Davis, President-Mount Pleasant Resident Council; Fred Gucken, Secretary, Real Dubois, Vice-President and Violet Kratka, Treasurer all members of the Senior Tenant Coalition, Paul S. Vayer, Executive Director, Victor F. Cassella, Deputy Executive Director, Evelyn Rodriguez, Tenant Selection Supervisor, Jerry Dubose, Director of Public Safety, Douglas Bushman, Special Assistant for Budgets/Policies, Lilliemay Ellison, Executive Secretary and Betty Evans, Special Assistant for Community Affairs

Victor F. Cassella, Deputy Executive Director welcomed all members of the Resident Advisory Board and began to summarize the Agency's Annual and Five-Year Plan and the importance of resident involvement and their participation during the ongoing process of revising the plan.

Mr. Bushman gave a brief summary of the Executive Summary and discussed how future meetings will be held. Part One will be to discuss the Five-Year Plan and Part Two will be to discuss the Policies and Procedures.

Mrs. Evans summarized the HUD mandated Community Service Requirement (new policy) and stated that this program was for non-working residents and non-exempt disabled individuals.

Mr. Bushman explained the Eviction Policy.

A resident questioned why the EMS did not have a key in case of emergency to get into a resident's apartment should he or she be unable to open their door.

Mr. Cassella responded that there is a lock box located in the lobby of each high-rise building and the Fire Department and the EMS Department all have master keys to this lock box. A master key to the apartments is located in each lock-box.

Ms. Rodriguez summarized the Admissions and Continued Occupancy Policy.

Discussions were held on lump sum inheritance and whether it affected the residents' rent.

Mr. Bushman summarized the new Smoke Detector Policy, which is needed to address the problem of residents removing and damaging detectors and/or removing the batteries, etc.

The next meeting is scheduled for Wednesday, August 16, 2000.

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Resident Membership On The Governing Board

Donald J. DeFronzo, Chairperson
9 Bedford Street
New Britain, CT 06051

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

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

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

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

ct005a10

Membership Of The Resident Advisory Board

Ms. Kay B. Davis, President
Mount Pleasant Resident Council
603 Myrtle Street
New Britain, CT 06053

Ms. Thelma Phillips, President
Pinnacle Heights Resident Council
598 Osgood Avenue
New Britain, CT 06053

Ms. Grizzella Pinero, President
Oval Grove Resident Council
205 Malikowski Circle
New Britain, CT 06053

Mr. Robin Spencer, President
Senior Tenant Coalition
107 Martin Luther King Drive, Apt. 810
New Britain, CT 06051

CAPITAL FUND PROGRAM 2001

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	140,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	150,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	770,000.00			
10	1460 Dwelling Structures	328,183.00			
11	1465.1 Dwelling Equipment—Nonexpendable	360,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHA Name: NEW BRITAIN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: CT26P00550101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,748,183.00			
	Amount of line XX Related to LBP Activities	60,000.00			
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
CT 5-7	A. SITE IMPROVEMENTS		1450		200,000.00				
GRAHAM									
CT 5-9	A. ENCLOSE SANITARY LINES AND		1460		25,000.00				
D'AMATO	INSULATE , INSTALL FIRE PROOFING								
	TOTAL				1,748,183.00				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name NEW BRITAIN HOUSING AUTHORITY				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 2001	Work Statement for Year 2 FFY Grant: 2002 PHA FY:	Work Statement for Year 3 FFY Grant: 2003 PHA FY:	Work Statement for Year 4 FFY Grant: 2004 PHA FY:	Work Statement for Year 5 FFY Grant: 2005 PHA FY:
A. CT 5-1 MT PLEASANT CT 5-2 OVAL GROVE CT5-3 KNAPP VILLAGE CT 5-4 KENNEDY APTS CT 5-5 RIBICOFF APTS CT 5-7 GRAHAM APTS CT 5-9 D'AMATO APTS	Annual Statement				
B. Physical Improvements Total		1,353,183.00	1,353,183.00	1,353,183.00	1,343,183.00
C. Administration		140,000.00	140,000.00	140,000.00	145,000.00
D. Fees & Costs		90,000.00	90,000.00	90,000.00	95,000.00
E. Operations		165,000.00	165,000.00	165,000.00	165,000.00
Total CFP Funds (Est.)	1,748,183.00	1,748,183.00	1,748,183.00	1,748,183.00	1,748,183.00
Total Replacement Housing Factor Funds					

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

Activities for Year 1 2002	Activities for Year : 2002 FFY Grant: PHA FY:			Activities for Year: 2003 FFY Grant: PHA FY:		
	<u>DEV. NO.</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>	<u>DEV. NO.</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>
	CT 5-1	1460 KITCHEN & BATH UPGRADES	775,000.00	CT 5-1	1460 LEAD ABATEMENT	200,000.00
					1450 CRAWL SPACE & RELATED SITE IMPROVEMENTS	150,000.00
*SEE ATTACHED CFP 2001	CT 5-2	1450 REPLACE CLOTHES LINES	30,000.00			
		1450 SITE IMPROVEMENTS	225,000.00		1465.1 REPLACE STEAM BOILERS BLDG #28 & #29 (BOND ST)	50,000.00
	CT 5-3	1470 COMMUNITY ROOM UPGRADES	25,000.00			
				CT 5-2	1460 LEAD ABATEMENT	140,000.00
	CT 5-4	1460 REPOINT & SEAL BUILDING EXT	175,000.00			
		1475 INSTALL A/C –COMMUNITY RM	5,000.00	CT 5-3	1460 KITCHEN UPGRADES	168,000.00
	CT 5-5	1460 INSTALL A/C SLEEVES	40,000.00	CT 5-5	1465.1 REPLACE HEATING SYSTEM	300,000.00
		1460 REPLACE BALCONY DOORS	25,000.00			
				CT 5-7	1460 REFURBISH & RECAULK WINDOWS	100,000.00
	CT 5-7	1465.1 CORRIDOR VENTILATION UPGRADES	38,183.00		1465.1 REPLACE HEATING SYSTEM	245,183.00
	CT 5-9	1465.1 INSTALL NEW PHONE / INTERCOM SYSTEM	15,000.00			
		TOTAL=	1,353,183.00		TOTAL=	1,353,183.00

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DE-CONCENTRATION OF POVERTY AND INCOME-MIXING

The Authority's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

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

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

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

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

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

De-concentration and Income-Mixing Goals

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

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

The Authority's income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to achieve the following occupancy percentages:

For higher income projects, an occupancy rate of very low- and extremely low-income families.

For lower income projects, an occupancy rate of families at or above the low-income limit (80% of area median).

In each fiscal year, the Authority will strive to achieve the following goals for de-concentration of poverty and income mixing:

Increase of three (3) lower income families into higher income developments.

Increase of three (3) higher income families into lower income developments.

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

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

Project Designation Methodology

The Authority will determine and compare tenant incomes at the developments listed in this Chapter.

The Authority will determine and compare the tenant incomes at the developments listed in this Chapter and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the Authority will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The Authority's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low- and extremely low-income families.

Skipping of families for de-concentration purposes will be applied uniformly to all families.

When selecting applicant families and assigning transfers for a designated project the Authority will determine whether the selection of the family will contribute to the Authority's de-concentration goals.

The Authority will not select families for a particular project if the selection will have a negative effect on the Authority's de-concentration goals. However, if there are insufficient families on the waiting list or transfer list, under no circumstances will a unit remain vacant longer than necessary.

Authority Incentives for Higher Income Families

The Authority will offer certain incentives to higher income families willing to move into lower income projects. The Authority will not take any adverse action against any higher income family declining an offer by the Authority to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the Authority may offer the following incentives for higher income families moving into lower income projects:

Authority will waive security deposit.

Authority will pay for the installation of cable television.

Authority will pay for the installation of telephone service.

Authority will pay for utilities hookup.

Authority will allow occupancy standards of one child per bedroom.

Authority will approve a transfer request to another site of the family=s preference after three years of occupancy (such transfers will be based on date order of similar requests received and Authority discretion).

Authority will target homeownership opportunities to higher income families moving into lower income developments.

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The following pages lists the complete Five-Year Plan for 2001 — 2006

SECTION ONE: Administration

GOAL I: Improve Management of the Authority so HUD recognizes it as a high performer by December 31, 2002				
OBJECTIVE: Implement new polices, procedures and programs to improve the overall administration and delivery of services to the residents of the Authority				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Review PHA's organizational structure to determine if it clearly and efficiently delineates supervisory and functional responsibility	Office of the Executive Director	9/15/00	Documented Review	NO
Establishing a non-profit corporation, whose mission is parallel with that of the PHA	Office of the Executive Director	4/15/00	Non-Profit Agency Formed	YES
Complete the selection of an Energy Consultant to review the Authority's utility expenditures	Office of the Executive Director	9/15/01	Documented Review	NO
Review all personal policies and procedures	Office of the Executive Director	9/15/00	Documented Review	NO
Create a data-base containing all of the Authority's resolutions since the establishment of the Authority	Office of the Executive Director	5/1/00	Documented Review	YES
Ensure that approved resolutions are signed at the end of the Board of Commissioners meetings	Office of the Executive Director	5/1/00	On-Going	YES
Establish a monthly reporting system in order for the new HUD performance indicators as called for in MASS are tracked on a monthly basis	Office of the Executive Director	3/1/00	Documented Review	NO

Complete Computer conversion process and determine what management and operational efficiencies can be obtained once the system is fully operational	Office of the Executive Director and the Department of Finance & Administration	9/15/00	Documented Review	NO
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SECTION TWO: Personnel Management

GOAL I: Increase Employee Productivity				
OBJECTIVE: Increase employee productivity and decrease amount of grievances filled				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Have collective bargaining union agreements with both unions that represent the Authority's employees.	Office of the Executive Director	By end of 2000	Collective Bargaining Union Contracts signed 6/01/01	NO
Assure that management understands the progressive disciplinary process as outlined in Authority union contracts and personnel policies.	Office of the Executive Director	9/15/00	Documented Review	YES
Review all personnel polices such as sexual harassment & Family & Medical Leave to ensure that they are up to date with the latest laws and Regulations.	Office of the Executive Director & Spl. Asst. Per/Grants	Ongoing	Documented Review	NO
Assure that the grievance processes of both collective bargaining agreements are adhered to by both management and staff.	Office of the Executive Director	9/15/00	Documented Review	YES
Decrease the amount of reported sick days and incidents of tardiness by 15% over the course of two years	Office of the Executive Director	12/31/01	Documented Review	ON-GOING

SECTION THREE: Customer Service & Resident Relations

GOAL I: Improve Authority relations with its residents/customers and those individuals applying for housing.				
OBJECTIVE: Implement new polices, procedures and programs to improve how the Authority treats its residents and those applying for housing.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
To provide ongoing training in good customer service relations	Office of the Executive Director	Ongoing	Documented Review	NO
Instruct those Authority employees that have contact with residents techniques in customer service	Office of the Executive Director	4/15/01	Documented Review	NO
Establish annual customer service to ensure the Authority is responding to resident/customer issues and concerns	Office of Community Affairs	01/01/01	Documented Review	NO
Establish Resident/Customer Information Line which will enable residents/customers to call and voice their concerns and issues	Office of Community Affairs	2/15/01	Phone Line Established	NO
Establish an on-going Resident Advisory Board that will advise the Authority on policy, program and public safety issues	Office of the Executive Director and Office of Community Affairs	3/15/00	Documented Review	NO

SECTION FOUR: Finance & Budgets

GOAL I: To maximize the Authority's financial outlook in order to ensure that it can carry out its mission statement				
OBJECTIVE: Maximize and improve the Authority's financial situation.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Implement an Investment Policy	Department of Finance & Administration, The Office of the Executive Director	On-going	Documented Review	YES

Ensure that the average interest rate earned on investments for a three month period are comparative to the average three month treasury bill.	Department of Finance & administration	On-going	Documented Review	YES
Ensure that reserves are within the required HUD guidelines.	Department of Finance & Administration	On-going	Documented Review	YES
Contact State Department of Economic and Community Development concerning Loan payback	Office of the Executive Director and Department of Finance & Administration	Ongoing	Documented Review	YES

GOAL II: To develop new budget preparation, administration and control procedures				
OBJECTIVE: To better document and monitor budget expenditure and revenues				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Implement a new budget calendar to reflect the new comprehensive budget	Department of Finance & Administration and The Office of the Executive Director	06/15/01	Documented Review Ongoing	NO
Implement a revised Capital improvement Plan.	Department of Operations, Department of Finance & Administration and The Office of the Executive Director	2/10/01	Documented Review	YES
To convert all accounting records to GAAP standards	Department of Finance & Administration	Ongoing	Documented Review	YES
Continue to improve the Comprehensive Budget and create Development-Based Budgets.	Office of the Executive Director and Department of Finance & Administration	Ongoing	Documented Review Ongoing	NO

SECTION FIVE: Housing Management & Operations

GOAL I: To improve occupancy rate at the Authority's developments				
OBJECTIVE: To monitor the status of occupancy on a monthly basis.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
To prepare a comprehensive weekly vacancy report for each development and housing program	Department of Finance & Administration, The Office of the Executive Director	4/5/01	Documented Review	NO
Determine if increased inspections is a feasible option to decrease damaged units.	Office of the Executive Director, Department of Admissions and Department of Operations	3/15/01	Documented Review	NO

Establish a Preventative maintenance Program.	Department of Operations	06/15/00	Documented Review	NO
Review recommendations of establishing on-site property managers	Office of the Executive Director & Department of Admissions	11/01/00	Documented Review	NO
Review turnaround time of units (vacate to leasing) to determine ways to decrease vacancy days.	Office of the Executive Director, Department of Admissions and Department of Operations	6/15/00	Documented Review	NO

GOAL II: Improve on-time rent collection to 95% for all housing programs & developments				
OBJECTIVE: Reduce outstanding balance at each development.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Review Tenant's Account Receivable on a daily basis to identify those residents with poor rent paying habits	Department of Finance & Administration, The Office of the Executive Director	4/5/01	Documented Review	NO
To schedule office visits for those chronically late rent payers	Department of Admissions, Dept of Finance & Admin	6/5/00	Documented Review	NO
Fully establish program to help delinquent rent payers	Department of Operations	6/15/00	Documented Review	YES

SECTION SIX: Maintenance Operations

GOAL I: To maintain all developments to a standard that equals or exceeds the neighborhoods in which they are located.				
OBJECTIVE: To prepare standards and schedules for custodial maintenance of the developments. To initiate a program of regular inspections to assure dependence to such standards.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Review current custodial duties and manpower requirements at each development	Department of Operations/Division of Maintenance	6/15/00	Documented Review	NO
Draft new schedules and standards with regular supervisory inspections.	Department of Operations/Division of maintenance	6/15/00	Documented Review	NO
Evaluate effectiveness to ensure adherence to standards and schedule	Department of Operations	On-Going	Documented Review	NO

Establish performance award for the Top-Performing maintenance crew (by development)	Department of Operations/Division of Maintenance	11/1/00	Documented Review	NO
Review how snow-removal operations are accomplished in order to find most efficient and cost effective method.	Office of the Executive Director & Department of Operations	Quarterly	Documented Review	NO

GOAL II: To maintain or exceed a three-day response time for resident service requests				
OBJECTIVE: Improve the delivery of Maintenance services in a cost effective manner.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Select committee to review the types of volume of resident services requests.	Department of Operations/Division of Maintenance	7/2000	Documented Review	NO
Determine most frequent service request.	Department of Operations/Division of Maintenance	7/2000	Documented Review	NO
Track maintenance work orders to determine if they are completed within established time frames.	Department of Operations	Monthly Review	Documented Review	YES

GOAL III: To improve the efficiency and effectiveness of the delivery of maintenance service				
OBJECTIVE: To initiate time standards for certain classifications of maintenance services				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Comprehensively assess the Division of Maintenance	The Office of the Executive Director & Department of Operations/Division of Maintenance	01/15/01	Documented Review	NO
Implement a system of quarterly inventory inspections to assess what is in stock.	Department of Operations & Division of Maintenance	06/15/00	Documented Review	NO
Review maintenance operations by work performed.	Department of Operations & Division of Maintenance	08/15/00	Documented Review	NO

Using new computer system (TENMAST) establish time standards (amount of time it takes to complete a type of maintenance operation/task) for each type of job function	Department of Operations & Division of Maintenance	08/15/00	Documented Review	NO
Monitor new time and work standards.	Department of Operations & Division of Maintenance	Ongoing	Documented Review	NO

GOAL IV: To reorganize stabilize and improve the timely access of materials with a goal of <i>Just in Time</i> (JIT) inventory				
OBJECTIVE: To evaluate the feasibility JIT inventory management				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Determine yearly material and supply needs of the Maintenance Division broken down by monthly basis	Department of Operations/Division of Maintenance	04/01/00	Documented Review	NO
Ascertain what supplies are used most frequently and determine if bulk purchases will save money.	Department of Operations & Division of Maintenance	06/15/00	Documented Review	NO
Determine what current supplies are not needed and initiate a public bid for surplus supplies.	Department of Operations & Division of Maintenance	08/15/00	Documented Review	NO

SECTION SEVEN: Public Housing Admissions

GOAL I: To increase the timely lease-up of both the Authority's Federal Low Rent and State Moderate/Elderly Rental Developments by utilizing effective screening tools.				
OBJECTIVE: To ensure that only those individuals and families that meet the Authority's screening criteria are housed in order to ensure safe and secure living environment for everyone.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no

Using the Internet determine the names of those individuals that are registered with the State of Connecticut as sex offenders. Disburse a list of those sex offenders currently living in public and section 8 housing.	Department Admissions	of	10/5/99	Monthly Report	YES
To review prospective residents waiting list for individuals and families who will soon be housed.	Department Admissions	of	Monthly	Monthly Report	YES
Use local and state police for background checks on public housing applicants	Department Admissions	of	Ongoing	Documented Review	YES
Use the Department of Labor to determine the actual incomes of applicants	Department Admissions	of	Ongoing	Documented Review	YES
To review with all prospective residents the "One Strike and You're Out" Policy	Department Admissions	of	Ongoing	Documented Review	YES
Stringent review of third party applicant verifications	Department Admissions	of	Ongoing	Documented Review	
Use of contractual services for applicant background checks (landlord, credit, etc)	Department Admissions	of	Ongoing	Documented Review	
To schedule and conduct formal grievance hearing, if requested by applicants	Department Admissions	of	Ongoing	Documented Review	YES
To deny housing to those applicants who have a history of criminal activity	Department Admissions	of	Ongoing	Documented Review	YES

SECTION EIGHT: Section 8 (Leased Housing) Voucher Housing

GOAL I: Increase the effectiveness of the Section 8 Voucher Program				
OBJECTIVES: To ensure that the Authority is complying with the new regulations and laws concerning the Section 8 Voucher program.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Complete the merger of the Section 8 program	Department of Admissions	10/5/99	Monthly Report	
Fully implement the new Section 8 Administration Plan	Department of Admissions	Ongoing	Documented Review	
Increase the effectiveness of the unit inspections using federal housing quality standards.	Department of Admissions	Ongoing	Documented Review	
Use rent reasonableness verifications with unassisted units.	Department of Admissions	Ongoing	Documented Review	

Ensure timely request of lease approval inspections (15 Days)	Department of Admissions	Ongoing	Documented Review	
Ensure timely Housing Quality Standards Enforcement inspections	Department of Admissions	Ongoing	Documented Review	
To track the conversion of Certificate and Voucher participants to new HC Voucher Program for utilization and funding purposes	Department of Admissions	Ongoing	Documented Review	
To advertise in local media outlets to attract more participating landlords	Department of Admissions	10/01/00	Documented Advertisement	NO
To inform landlords and residents of new program and regulations changes	Department of Admissions	12/31/00	Documented Review	YES
Ensure proper wait list management and tenant selection	Department of Admissions	Ongoing		YES
Implement proper rent calculations	Department of Admissions	Ongoing	Documented Review	YES

SECTION NINE: Public Safety

GOAL I: Provide a safe and secure environment for both residents and staff				
OBJECTIVES: To ensure that the Authority's central office and developments is conducive for a safe living and working environment.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
UCR I and II crime rates for 1999 will be used as a baseline for the evaluation of future crime rates. We will strive to reduce crime to under rates set in 1999	Department of Public Safety	Ongoing	Monthly Report	YES
Begin contract negotiations with the New Britain Police Department	Department of Public Safety	4/15/00	Completed Contract	YES
Implement a system of tracking those residents arrested or persons arrested on Authority property.	Department of Admissions & Department of Public Safety	2/15/00	Documented Review	NO
Revise Police Daily Reports and Code & Lease Incident Reports	Department of Public Safety	4/1/00	Documented Review	YES
Review Eviction Procedures	Public Safety Project Team	3/1/00	Documented Review	YES

Complete Evaluation of the Public Safety Department	Public Safety Project Team	2/15/00	Documented Review	YES
Implement new public safety policies such as Sexual Offenders, Parking and Trespassing.	Department of Public Safety & Relevant Departments	4/1/00	Documented Review	NO

SECTION TEN: Civil Rights & Opportunities

GOAL I: Ensure both contractors, staff and residents rights are protected				
OBJECTIVES: To enable staff, residents and contractors to reach their full potential through the full compliance with federal, state and local civil rights laws and regulations				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Fully implement the Authority's new Equal Housing and Employment Opportunity Policy.	Office of the Executive Director	Ongoing	Monthly Report	YES
Fully implement the Authority's new contracted out-reach program in order to encourage both minority-owned and women's businesses enterprise to apply for contractual work	Department of Operations	Ongoing	Documented Review	NO

SECTION ELEVEN: Capital Projects & Modernization

GOAL I: Ensure that all capital projects are completed on time and within budget limits				
OBJECTIVES: Ensure that capital projects are in line with the mission of the Authority and improve operations and living environment of its residents.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Increase monitoring of outside contracts for work performed and funds allocated.	Department of Operations	Ongoing	Monthly Report	YES
Increase A & E firm's involvement with project management.	Department of Operations	4/15/00	Completed Contract	YES
Improve the Authority's business relationship with local building and fire officials	Department of Operations	2/15/00	Documented Review	YES
Increase the amount of firms that submitted bids on behalf of Authority RFPs and RFQs.	Department of Operations	Ongoing	Documented Review	YES

GOAL II: Modernize developments built in 1940s and 1950's to achieve de-concentration of poverty, increase income-mixing and services to our residents					
OBJECTIVES: Increase both interior and curbside appeal of the developments to increase occupancy rates and higher income residents.					
TASK	RESPONSIBLE ORGANIZATIONAL UNIT		COMPLETION DATE	ACTIVITY INDICATOR	NO
Upgrade building facades to improve aesthetics and minimize maintenance.	Department of Operations	of	Ongoing	Monthly Report	NO
Modernize kitchen and bathrooms to meet the latest fire and building codes	Department of Operations	of	04/15/00	Completed Contract	NO
Improve the quality of service to residents through education and training of maintenance employees	Department of Operations	of	02/15/00	Documented Review	NO
Modernize community rooms and construct new community room at Oval Grove	Department of Operations	of	08/15/00	Documented Review	NO
Construct computer learning centers at the Authority's federal senior developments	Department of Operations	of	08/15/00	Documented Review	NO

GOAL III: Crime prevention through environmental design to reduce crime within the developments.					
OBJECTIVES: Modernize landscapes and building outlines to reduce crime.					
TASK	RESPONSIBLE ORGANIZATIONAL UNIT		COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Increase sight lines within complexes through structural changes and improved directional lighting	Department of Operations		On-Going	Monthly Report	NO
Assign open space an identity and architecturally create a sense of ownership	Department of Operations		4/15/00	Completed Contract	NO

GOAL IV: Ensure that all contractual services are sent out to bid				
OBJECTIVES: Use bidding process to receive the best services at the lease cost to the Authority.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed
Review all contract services and determine which ones go through a RFQs or RFPs process.	Office of the Executive Director & all relevant departments	Ongoing	Documented Review	NO
Review bidding process to determine what can be improved for faster delivery of services.	Office of the Executive Director & all relevant departments	7/15/00	Documented Review	NO

SECTION TWELVE: Community Affairs

GOAL I: To develop a Five-Year Comprehensive Drug Elimination Plan that will document available social and community services and address the need for additional services on-site.				
OBJECTIVES: To ensure that existing services in the community are fully available to its residents and to secure additional services that are not available. To increase participation in on-site programs.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
1. To develop a Five Year Comprehensive Needs Assessment Plan for Social Services. <ul style="list-style-type: none"> • Gathering existing resources • Include updated socio-economic profile • Conduct HUD PHDEP Survey • Analyze Social Service needs by establishing goals, standards, and objectives for programs serving the residents. 	• Special Assistant for Community Affairs and Programs.	12/31/00	Social Service Packets Profile of Residents PHDEP Survey	NO
2. To adopt a Comprehensive Improvement Plan that identifies and addresses resident needs.	Executive Director Board of Commissioners	1/31/01	Five Year Social Services Plan	NO
3. To contact on-site community centers and establish common goals and objectives to meet resident needs.	Special Assistant for Community Affairs and Programs	Ongoing	Five Year Social Service Plan	NO
4. Establish an organizational chart which addresses resident social service needs.	Executive Director Special Assistant for Community Affairs and Programs	6/30/00	Prepared Organizational Chart	Yes

5. To maintain a monitoring system to assist in evaluating resident programming.	Special Assistant for Community Affairs and Programs	Ongoing	Monitoring System updated and adopted	Yes
6. To secure additional operating funds through grants for needed on-site social services.	Special Assistant for Community Affairs and Programs Special Assistant for Personnel and Grants Coordination	Ongoing	Grant Proposals	Yes
7. To foster the development of strong resident councils in the family developments.	Special Assistant for Community Affairs and Programs Community Specialist	Ongoing	Resident Council Meetings	NO

GOAL II: To develop programs which will assist the residents in the family developments to achieve their independence from AFDC/TANF system.				
OBJECTIVES: To coordinate employment/job training and child care opportunities at the Authority.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
1. To establish a communication network between residents and employers for job opportunities	Special Assistant for Community Affairs and Programs.	Ongoing Completed	Employment Services	NO
2. To contact and become familiar with the State Department of Human Services and Head Start Program for the implementation of additional pre-school program/day care program site. Education and Childcare Training.	Special Assistant for Community Affairs and Programs	06/30/02	New Site Oval Grove Resident training through YWCA Child Care Certificate Program	NO
3. To contact local social service providers to develop goals and objectives which are in accordance with NBHA plans for promoting programs which focus on residents becoming self-sufficient.	Special Assistant for Community Affairs and Programs	06/00 Ongoing	Five Year Social Service Plan	NO
4. To contact the Welfare Departments servicing residents (AFDC/TANF) and other governmental agencies to help individual residents "get off" Welfare.	Special Assistant for Community Affairs and Programs	12/31/00	Five Year Social Service Plan	NO

5. To develop and implement a community volunteer program in order to assist residents to fulfill the requirement of the Quality Work Responsibility Act of 1988.	Special Assistant for Community Affairs and Programs	12/31/04 Ongoing	Organize Volunteer Program	Yes
6. To develop and implement a comprehensive small business training for residents to become self-employed.	Special Assistant for Community Affairs and Programs Special Assistant for Personnel and Grants Coordination	Ongoing	Grant Proposals The Entrepreneurial Center, Hartford College for Women	Yes
7. To provide on-site ESL, GED, computer training for adults and youth.	Special Assistant for Community Affairs and Programs and Personnel and Grants Coordination	Ongoing	Computer Learning Center and Grant Proposals	Yes
8. To promote secondary education thru Shoot for the Stars Scholarship Program	Special Assistant for Community Affairs and Programs	Ongoing	Education and training	Yes

GOAL III: To reduce the spread of Substance Abuse.				
OBJECTIVES: To be able to provide personal, confidential, preventive, crisis and case management of issues such as AIDS, drugs, alcohol, domestic violence, child support and housing. In collaboration with other outside agencies, an intensive on-going drug prevention campaign targeting youth.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed
1. To draft a "Request for Proposal" for a substance abuse program that will address all the needs identified in the objective.	Special Assistant for Community Affairs and Programs.	1/00 Completed	Five Year Plan	Yes
2. To identify PHDEP grants funds allocated for substance abuse prevention programs and to include the Resident Councils in the selection process for service provider in the communities.	Special Assistant for Community Affairs and Programs Community Specialist	Annually	Annual Plan	Yes
3. To identify and apply to local, state and federal funding sources for drug prevention programs.	Special Assistant for Community Affairs and Programs, and Personnel and Grants Coordination	Ongoing	Grant Proposals	Yes

4. To develop educational/recreational programs that focus on personal development, self esteem and spirit of cooperation.	Special Assistant for Community Affairs and Programs	Ongoing	Programs Developed	Yes
5. To develop and implement prevention programs that “teach and reach” youth in the family developments (i.e., substance abuse, AIDS awareness, education and school dropout prevention).	Special Assistant for Community Affairs and Programs Future Contracted Agency	12/31/00	Programs Developed	Yes
6. To develop and implement the Drug Education For Youth (DEFY) program which address professional and social development by stimulating education goals and integrating NBHA youth into the society harmoniously.	Special Assistant for Community Affairs and Programs National Guard	Annual	Programs Developed	No
7. To continue the Safe Option Summer Substance Abuse program targeting children ages 2 to 8 years of age.	Special Assistant for Community Affairs and Programs Community Specialist Community Mental Health Affiliates	June - August Summer Vacation	Developed Program	Yes
8. To continue to provide the Arts and Adventure Program to develop confidence and pride in our residents. This program encourages participants not to use drugs, alcohol or any other substances. “You Can’t Be Successful Hooked on Drugs”	Special Assistant for Community Affairs and Programs Community Specialist Central Connecticut State University	Ongoing	Developed Programs	Yes
9. To continue providing an Afterschool Homework Program for both Federal Family Developments to assist our youths in attaining academic success and employment opportunities for residents in each development.	Special Assistant for Community Affairs and Programs Community Specialist Contracted Teacher	Ongoing	Programs Developed	Yes
10. To continue to provide a summer recreation program that offers alternative activities during the summer months for residents living in our federal family developments.	Special Assistant for Community Affairs and Programs Community Specialist	Ongoing	Programs Developed	Yes

11. To identify those residents who are in need of alcohol or substance abuse counseling and refer them to contracted agency.	Special Assistant for Community Affairs and Programs Community Specialist Contracted Agency	Ongoing	Program Developed	NO
12. To provide outreach and support to those residents that have been identified as having a substance abuse problem.	Special Assistant for Community Affairs and Programs Community Specialist Contracted Agency	Ongoing	Program Developed	No
13. To seek funds to establish a position/or consultant for on-site substance abuse program coordination.	Special Assistant for Community Affairs and Programs Community Specialist Special Assistant for Personnel and Grants Coordination	Funding Ongoing 12/00	Program Developed	Yes
14. To develop substance abuse programs such as but not limited to: 12 step programs, peer support and group therapy based on resident needs.	Special Assistant for Community Affairs and Programs Community Specialist Proposed Substance Abuse Coordinator	12/31/00	Program Developed Proposed Substance Abuse Coordinator	No

GOAL IV: To continue coordinating social services programs in order to assist the elderly/physically challenged population as they age in place.				
OBJECTIVES: To improve the quality of life for elderly/physically challenged residing in public housing.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
1. To employ two part-time Resident Service Coordinators.	Executive Director Personnel Community Affairs	4/00	Program Developed	Yes

2. To continue to monitor and analyze functions that are performed by on-site resident service coordinators.	Special Assistant for Community Affairs and Programs	Monthly	Weekly staff meeting and monthly monitoring reports	Yes
3. To seek funding to maintain the two resident service coordinator positions.	Special Assistant for Community Affairs and Programs Personnel and Grants Coordination	Ongoing	Grant Proposals	Yes
4. To plan for and implement Assisted Housing opportunities.	Special Assistant for Community Affairs and Programs.	6/30/02	Assisted Housing Plan Grant Proposal	No
5. To continue to expand on-site services for the senior/physically challenged population.	Special Assistant for Community Affairs and Programs Future Contracted Agency	Ongoing	Programs Developed	Yes
6. To assist the elderly/physically challenged population to better access health care services and opportunities.	Special Assistant for Community Affairs and Programs	Ongoing	Programs Developed	Yes

SECTION THIRTEEN: Grants Management

GOAL IV: To increase grant funding for the Authority				
OBJECTIVES: To apply for those grants which support the mission of the Authority				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Will create a user-friendly data base that will identify available federal, state and private sector grants	Spl. Asst. Personnel and Grants Coordination	06/15/01	Monthly Report	
Identify those areas in need of additional funding that can be provided from grant funds	Spl. Asst. Personnel and Grants Coordination	Ongoing	Documented Review	
Present a proposal to create a Grants Management Division within the Office of the Executive Director that will increase the research, development and submission consideration	Spl. Asst. Personnel and Grants Coordination	12/31/00	Documented Review	

Expand network of private publication for grant submission consideration.	Spl. Asst. Personnel and Grants Coordination	Ongoing	Document Review	
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SECTION FOURTEEN: De-concentration of Poverty & Income Mixing

GOAL I: To create a living environment that is reflective of the larger community and thus ending the isolation of the Authority's residents.				
OBJECTIVES: End social and income insolation of the residents and break up concentration of poverty with attendant social problems				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed yes/no
Put into place incentives to attract higher income applicants	Department of Admissions	Completed	Monthly Report	YES
Increase by three lower income families into higher income developments. Increase by three higher income families into lower income developments.	Department of Admissions	1/15/02	Documented Review	NO
Prepare Income -Distribution Report to show income levels of all developments.	Office of the Executive Director	10/1/01	Documented Review	NO