

PHAPlans

5YearPlanforFiscalYears2000 -2004
AnnualPlanforFiscalYear2000

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHAPlan
AgencyIdentification**

PHAName: TheCityOfNewBritainHousingAuthority

PHANumber: ct005

PHAFiscalYearBeginning:(mm/yyyy) 01/2002

PublicAccessToInformation

**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)

To meet the current guidelines and to be in compliance with the Quality Housing and Work Responsibility Act of 1998, The Housing Authority of the City of New Britain revises its

“Agency Plan and Five Year Plan” which will be available for review at the following locations:

Authority’s Administrative Office, 34 Marimac Road, NB, CT,
NB Town Clerk’s Office, City Hall, 27 West Main Street, NB, CT
Mount Pleasant Development (Community Room) 16 Armistice St, NB, CT
Oval Grove Development (Community Room) 80 Malikowski Cr, NB, CT
Knapp Village, 80 Halsey St, NB, CT
John F. Kennedy Apts. 300 East Main St, NB, CT
Abraham Ribicoff Apts. 67 Martin Luther King Drive, NB, CT
Graham Apts. 107 Martin Luther King Dr, NB, CT
D’Amato Apt. 40 Chestnut St, NB, CT
Department of Municipal Development, 27 West Main Street, NB, CT
The New Britain Public Library, High Street, NB, CT
Office of the Mayor, City of New Britain, City Hall, 27 West Main St., NB, CT

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

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Other (list below)

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5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

A.Mission

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

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

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

B.Goals

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

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

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

- ☐ PHAGoal:Improvethethequalityofassistedhousing
Objectives:
- ☐ Improvepublichousingmanagement:(PHASscore)
 - ☐ Improvevouchermanagement:(SEMAPscore)
 - ☐ Increasecustomersatisfaction:
 - ☐ Concentrateoneffortstoimprovespecificmanagementfunctions:(list;e.g., publichousingfinance;voucherunitinspections)
 - ☐ Renovateormodernizepublichousingunits:
 - ☐ Demolishordisposeofobsoletepublichousing:
 - ☐ Providereplaceme ntpublichousing:
 - ☐ Providereplacementvouchers:
 - ☐ Other:(listbelow)

- ☐ PHAGoal:Increaseassistedhousingchoices
Objectives:
- ☐ Providevoucher mobilitycounseling:
 - ☐ Conductoutreacheffortstopotentialvoucherlandlords
 - ☐ Increasevoucherpaymentstandards
 - ☐ Implementvoucherhomeownershipprogram:
 - ☐ Implementpublichousingorotherhomeownershipprograms:
 - ☐ Implementpublichousing site -basedwaitinglists:
 - ☐ Convertpublichousingtovouchers:
 - ☐ Other:(listbelow)

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

- ☐ PHAGoal:Providean improvedlivingenvironment
Objectives:
- ☐ Implementmeasurestodeconcentratepovertybybringinghigherincomepublic housinghouseholdsintolower income developments:
 - ☐ Implementmeasurestopromoteincomemixinginpublichousingbyassuring accessforlowerincomefamiliesinto higherincomed developments:
 - ☐ Implementpublichousingsecurityimprovements:
 - ☐ Designated developmentsorbuildingsforparticularresidentgroups(elderly, personswithdisabilities)
 - ☐ Other:(listbelow)

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 support services to improve assistance recipients' employability:
 - ☐ Provide or attract support services to increase independence for the elderly or families with disabilities.
 - ☐ Other: (list below)

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

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

FIVE -YEAR PLAN FOR 2000 –2004

Section I: Introduction

As part of its Agency Plan the Authority has compiled a list of goals and objectives it would like to accomplish in the next five years. This document outlines those goals and objectives and timelines for their implementation. The following is the end result that the Authority is trying to reach by completing its Annual and Five -Year Plans:

To be labeled by the U.S. Department of Housing & Urban Development as a High Achiever Public Housing Agency by planning year 2003.

The Authority understands that this is a difficult goal to aspire to, however, it is one that will best serve the staff, residents and surrounding community.

Section II: Overview

The Five-Year Plan lists those goals and objectives that the Authority wants to achieve in the stated timeframe. It is a planning tool and it is not expected that every goal or objective be completed. It is anticipated that every year revisions will be made to reflect changes at both the Federal and local level.

The Authority's Third Annual Plan outlined fourteen (14) categories with twenty -four (24) goals and one hundred three (103) tasks. Of the one hundred three (103) tasks, sixty -three (63) have been completed as of August 2001, the Authority has forty (40) tasks remaining for completion during its Five -Year Plan.

Annual Plan 2002 Goals

1. To improve overall management of the Authority so HUD recognizes it as a high performer by 2003.
2. To increase Employee Productivity.
3. To improve Authority relations with residents/customers.
4. To maximize the Authority's financial outlook in order to ensure that it can carry out its mission statement.
5. To develop new budget preparation, administration and control procedures.
6. To improve the occupancy rate at the Authority's development.
7. To improve on time rent collection to 85% for all housing programs & developments.
8. To maintain developments to a standard that equals or exceeds the neighborhood in which they are located.
9. To maintain or exceed a three-day response time for all residents service requests.
10. To reorganize, stabilize and improve the timely access of materials with a goal of "Just in Time" (JIT) inventory.
11. To increase timely lease-up of both the Authority's Federal Low Rent and State Moderate/Elderly Rental Developments by utilizing effective screening tools.
12. To increase the effectiveness of the Section 8 voucher program.
13. To provide a safe and secure environment for both residents and staff.
14. To ensure that contractors, staff and residents' rights are protected.
15. To ensure that all capital projects are completed on time and within budget.

16. To modernize developments built in 1940's and 1950's to achieve de -concentration of poverty, increase income mixing and services to our residents.
17. To prevent crime within the developments by modernizing their environmental designs.
18. To ensure that all contractual services are sent out to bid.
19. 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.
20. To develop programs which will assist the residents in the family developments to achieve their independence from AFDC/TANF system.
21. To reduce the prevalence of substance abuse.
22. To continue coordinating social services programs in order to assist the elderly and or physically challenged population as they age.
23. To increase grant funding for the Authority.
24. To create a living environment that is reflective of the larger community and thus end the isolation of Authority's residents.

Section III: Improvement of Categories, Goals & Objectives

The Authority's Third Annual and Five -Year Plans outline fourteen (14) general categories slated for improvement:

1. Administration
2. Personnel Management
3. Customer Service & Resident Relations
4. Finance & Budgets
5. Housing Management & Operations
6. Maintenance Operations
7. Public Housing Admissions
8. Section 8 Voucher Housing
9. Public Safety
10. Civil Rights & Opportunities
11. Capital Projects & Modernization
12. Community Affairs
13. Grants Management
14. Poverty De-concentration and Income Mixing

The following pages list the complete Five -Year Plan for 2000 -2004

Section I: Administration

GOAL: To improve overall management of the Authority so HUD recognizes it as a high performer by 2003.				
OBJECTIVE: To implement new policies, 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 the PHA's organizational structure to determine if it clearly and efficiently delineates supervisory and functional responsibility	Office of the Executive Director	7/9/01	Document Review Ongoing	Yes
Complete the selection of an Energy Consultant to review the Authority's utility expenditures	Office of the Executive Director		To Be Hired	No
Review all personnel policies and procedures	Office of the Executive Director/Spl. Asst. Per/Grants		Document Review Ongoing	No
Create a database containing all of the Authority's resolutions since the establishment of the Authority	Office of the Executive Director	8/20/01	Document Review Ongoing	Yes
Ensure that approved resolutions are resigned at the end of the Board of Commissioner's meeting	Office of the Executive Director	8/20/01	Ongoing	Yes

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	COMPLETED YES/NO
Establish a monthly reporting system to track the new HUD performance indicators on a monthly basis as called for in MASS	Office of the Executive Director		Document 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		Document Review	No

Section II: Personnel Management

GOAL I: To increase Employee Productivity.				
OBJECTIVE: To increase Employee Productivity and decrease the amount of grievances filed.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
To have collective bargaining union agreements with both union that represent the Authority's employees	Office of the Executive Director	6/15/01	Collective Bargaining Union Contracts Signed 6/15/01	Yes
Assure that management understands the progressive disciplinary process as outlined in the Authority union contracts and personnel policies	Office of the Executive Director	6/15/01	Document Review Ongoing	Yes
Review all personnel policies to ensure that they are up to date with the latest laws and regulations	Office of the Executive Director/Spl. Asst. Per/Grants		Document Review	No
Assure that the grievance process of both collective bargaining agreements are adhered to by both management and staff	Office of the Executive Director	6/15/01	Document Review Ongoing	Yes
Decrease the amount of reported sick days and incidents of tardiness by 25% over the course of two years	Office of the Executive Director		Document Review	No

Section III: Customer Service & Resident Relations

GOAL: To improve Authority relations with its residents/customers and those individuals applying for housing.				
OBJECTIVE: To implement new policies, procedures and programs to improve the Authority's treatment of 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	8/20/01	Ongoing	Yes
To instruct those Authority employees that have contact with residents' techniques in customer service	Office of Community Affairs	8/20/01		Yes
To establish a resident/customer newsletter which will enable residents/customers to call and voice their concerns and issues	Office of Community Affairs	6/01		Yes
To establish a Resident/Customer Information TTY Line which will enable residents/customer to call and voice their concerns and issues	Office of Community Affairs	2/15/01	TTY Line Established	Yes
To establish an ongoing 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		Document Review	No

Section IV: Finance & Budgets

GOAL I: To maximize the Authority's financial outlook in order to ensure that it can carry out its mission statement.				
OBJECTIVE: To maximize and improve the Authority's financial situation.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Implement an Investment Policy Master repurchase agreement with Fleet Bank	Department of Finance & Administration, the Office of the Executive Director	8/20/01	Document Review Ongoing With bank	Yes
Ensure that the average interest rates earned on investments for a three - month period are comparable to the average three-month treasury bill.	Department of Finance & Administration		Document Review Ongoing	No
Ensure that reserves are within the required HUD guidelines.	Department of Finance & Administration		Document Review Ongoing	No

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 combined budget calendar to reflect the new comprehensive budget	Department of Finance & Administration and the Office of the Executive Director	6/15/01	Document Review Ongoing	Yes
Implement a revised Capital Improvement Plan	Department of Operations, Department of Finance & Administration and the Office of the Executive Director	8/20/01	Document Review Ongoing	Yes

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
To convert all accounting records to GAAP standards	Department of Finance & Administration	8/20/01	Document Review Ongoing	Yes
Continue to improve the Comprehensive Budget and create Development - Based Budgets	Office of the Executive Director and Department of Finance & Administration	8/20/01	Document Review Ongoing	Yes

Section V: Housing Management & Operations

GOAL I: To improve the 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 and the Office of the Executive Director	4/5/01	Document Review Weekly-Federal Bi-weekly-State	Yes
Determine if increased inspections are a feasible option to decrease damaged units	Office of the Executive Director, Department of Admissions and Department of Public Safety	3/15/01	Document Review Code & Lease Officers now inspecting	Yes
Establish a Preventive Maintenance Program	Department of Operations	8/20/01	Document Review	Yes
Review recommendations of establishing on-site property managers	Office of the Executive Director & Department of Admissions		Document Review rejected due to funding	No

GOAL II: To improve on-time rent collection to 85% for all housing programs & developments.				
OBJECTIVE: To reduce the outstanding balances of each development.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Review Tenants' Account Receivables on a monthly basis to identify those residents with poor rent paying habits	Department of Finance		Document Review Ongoing	No
To schedule office visits for those chronically late rent payers	Department of Admissions, Department of Finance & Adms		Document Review Ongoing	No
To fully establish a program to help delinquent rent payers A list is given to Community Affairs every month of people receiving 2 nd notices to see if we can get them outside help	Department of Finance		Document Review	No

Section VI: Maintenance Operations

GOAL: To maintain all developments at 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 adherence 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		Document Review	No
Draft new schedules and standards with regular supervisory inspections	Department of Operations/Division of Maintenance		Document Review	No
Establish performance award for the Top - Performing maintenance crew (by development)	Department of Operations/Division of Maintenance		Document 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		Document Review Quarterly	No

GOALII: Tomaintainorexceedathree -dayresponsetimeforresidents servicerequests.				
OBJECTIVE: ToimprovethedeliveryofMaintenance servicesinacost -effectivemanner.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Selectcommitteeto reviewthetypesof volumeofresident servicesrequests	Departmentof Operations/Divisionof Maintenance		DocumentReview	No
Determinemostfrequent servicerequest	Departmentof Operations/Divisionof Maintenance		DocumentReview	No
Trackmaintenancework orderstodetermineif theyarecompletedwithin establishedtimeframes	Departmentof Operations		DocumentReview	No

GOALIII: Toreorganize, stabilizeandimprovethetimelyaccessofmaterialswithagoalof“ <i>Just inTime</i> ” (JIT)inventory.				
OBJECTIVE: Toevaluatethefeasibilityof JIT inventorymanagement				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Determineyearlymaterial andsupplyneedsofthe MaintenanceDivision brokendownona monthlybasis	Departmentof Operations/Divisionof Maintenance		DocumentReview	No
Ascertainwhatsupplies areusedmostfrequently anddetermineifbulk purchaseswillsave money	Departmentof Operations/Divisionof Maintenance		DocumentReview	No
Determinewhatcurrent suppliesarenotneeded andinitiateapublicbid forsurplussupplies	Departmentof Operations/Divisionof Maintenance		DocumentReview	No

Section VII: Public Housing Admissions

GOAL: 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 a safe and secure living environment for everyone.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Using the Internet to determine the names of those individualsthat 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 of Admissions		Not available due to Connecticut law	N/A
To review prospective residents waiting list for individuals and families who will soon be housed	Department of Admissions	8/20/01	Monthly Report Ongoing	Yes
Use local and state police for background checks on public housing applicants	Department of Admissions	8/20/01	Document Review Ongoing	Yes
Use the Department of Labor to determine the actual incomes of applicants	Department of Admissions	8/20/01	Document Review Ongoing	Yes
To review with all prospective residents the "One Strike and You're Out" Policy	Department of Admissions	8/20/01	Document Review Ongoing	Yes
Stringent review of third party applicant verifications	Department of Admissions	8/20/01	Document Review Ongoing	Yes
Use of contractual services for applicant background checks (landlord, credit, etc.)	Department of Admissions	8/20/01	Document Review Section 8 Inspection Ongoing	Yes

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
To deny housing to those applicants who have a history of criminal activity	Department of Admissions	8/20/01	Document Review Ongoing	Yes

Section VIII: Section 8 (Leased Housing) Voucher Housing

GOAL: To increase the effectiveness of the Section 8 Voucher Program.				
OBJECTIVE: 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
Fully implement the new Section 8 Administration Plan	Department of Admissions	8/20/01	Document Review Ongoing	Yes
Increase the effectiveness of the unit inspections using federal housing quality standards	Department of Admissions	8/20/01	Document Review Ongoing	Yes
User rent reasonableness verifications with unassisted units	Department of Admissions	8/20/01	Document Review Ongoing	Yes
Ensure timely request of lease approval inspections (15 days)	Department of Admissions	8/20/01	Document Review Ongoing	Yes
Ensure timely Housing Quality Standards Enforcement inspections	Department of Admissions	8/20/01	Document Review Ongoing	Yes
To track the conversion of Certificate and Voucher participants to new HCVoucher Program for utilization and funding purposes	Department of Admissions	8/20/01	Document Review Ongoing	Yes
To advertise in local media outlets to attract more participating landlords	Department of Admissions		Document Advertisement	No
Ensure proper waiting list management and tenant selection	Department of Admissions	8/20/01	Ongoing	Yes
Implement proper rent calculations	Department of Admissions	8/20/01	Document Review Ongoing	Yes

Section IX: Public Safety

GOAL: To provide a safe and secure environment for both residents and staff.				
OBJECTIVE: To ensure that the Authority's central office and developments are conducive for a safe living and working environment.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
UCR and IIR crime rates for 2001 will be used as a baseline for the evaluation of future crime rates. We will strive to reduce crime to under rates set in 2001	Department of Public Safety	8/20/01	Monthly Report Ongoing	Yes

Section X: Civil Rights & Opportunities

GOAL: To ensure that both contractors, staff, and residents' rights are protected.				
OBJECTIVE: To enable staff, residents and contractors to reach their full potential through 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 Equal Housing and Employment Opportunity Policy	Office of the Executive Director	8/20/01	Document Review Ongoing	Yes
Fully implement the Authority's new contracted out - reach program in order to encourage both minority - owned and women's business enterprises to apply for contractual work	Department of Operations		Documented Review	No

Section XI: Capital Projects & Modernization

GOAL I: To ensure that all capital projects are completed and within budget.				
OBJECTIVE: To ensure that capital projects are in line with the mission of the Authority and improve operations and the 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	8/20/01	Monthly Report Ongoing	Yes
Increase the amount of firms that submitted bids on behalf of Authority RFPs and RFQs	Department of Operations	8/20/01	Document Review Ongoing	Yes

GOAL II: To modernize developments built in 1940's and 1950's to achieve de-concentration of poverty, increase in income mixing and services to our residents.				
OBJECTIVE: To 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	Completed Yes/No
Upgrade building facades to improve aesthetics and minimize maintenance	Department of Operations	8/20/01	Monthly Report Ongoing	CT5 -1 Completed
Modernize community rooms and construct new community room at Oval Grove	Department of Operations		Document Review	No
Improve quality of service to residents thru education & training of maintenance employees	Department of Operations		Document Review	No
Construct computer learning center at the Authority's federal senior developments	Department of Operations	9/01/01	Document Review	Yes

GOAL III: Topreventcrimewithinthedevelopmentsbymodernizingtheirenvironmental designs.				
OBJECTIVE: Tomodernizelandscapesandbuildingoutlinestoreducecrime.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Increasesightlineswithin complexesthrough structuralchangesand improveddirectional lighting	Departmentof Operations		MonthlyReport	No
Assignopenspacean identityand architecturallycreatea senseofownership	Departmentof Operations		CompletedContract	No

GOAL IV: Toensurethatallcontractualservicesare sentouttobid.				
OBJECTIVE: TouseethebiddingprocesstoreceivethebestservicesattheleastcosttotheAuthority.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Reviewallcontract servicesanddetermine whichgothroughthe RFQorRFPprocess	OfficeoftheExecutive Director&allrelevant departments	8/20/01	DocumentReview Ongoing	Yes
Reviewbiddingprocess todeterminewhatcanbe improvedforfaster deliveryofservices	OfficeoftheExecutive Director&allrelevant departments	8/20/01	DocumentReview Ongoing	Yes

Section XII: Community Affairs

GOAL: 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.				
OBJECTIVE: 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
To develop a Five -Year Comprehensive Plan for Social Services <ul style="list-style-type: none"> Gather existing resources Include updated socio-economic profile Conduct HUD PHDEPS Survey Analyze Social Service needs by establishing goals, standards, and objectives for programs serving the residents 	Special Assistant for Community Affairs and Programs	8/20/01	Social Service Packets Profile of Residents PHDEPS Survey Ongoing	Yes
To adopt a Comprehensive Improvement Plan that identifies and addresses resident needs	Executive Director Board of Commissioners		Ongoing	No
To contact on -site community centers and establish common goals and objectives to meet resident needs	Special Assistant for Community Affairs and Programs	8/20/01	Five-Year Social Services Plan Ongoing	Yes

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
To maintain a monitoring system to assist in evaluating resident programming	Special Assistant for Community Affairs and Programs	8/20/01	Monitoring System updated and adopted Ongoing	Yes
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	8/20/01	Submissions Ongoing	Yes
To foster the development of strong resident councils in the family developments	Special Assistant for Community Affairs and Programs Community Specialist	8/20/01	Resident Council Meeting Ongoing	Yes

GOAL II: To develop programs which will assist the residents in the family developments to achieve their independence from AFDC/TANF system.

OBJECTIVE: To coordinate employment/job training and child care opportunities at the Authority.

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
To establish a communication network between residents and employers for job opportunities	Special Assistant for Community Affairs and Programs	8/20/01	Employment Services Ongoing	Yes

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Tocontactandbecome familiarwiththeState DepartmentofHuman ServicesandHeadStart Programforthe implementationof additionalpre -school program/daycare programsite EducationandChildcare Training	SpecialAssistantfor CommunityAffairsand Programs		NewSiteOval Grove Residenttraining throughYWCA ChildCare CertificateProgram	No
Tocontac ttheWelfare Departmentsservicing residents(AFDC/TANF) andothergovernmental agenciestohelp individualresidents“get off”Welfare	SpecialAssistantfor CommunityAffairsand Programs	8/20/01	FiveYearSocial ServicePlan Ongoing	Yes
Todevelopand implementcommunity volunteerprogramin ordertoassistresidentsto fulfilltherequirementof theQualityWork ResponsibilityActof 1988	SpecialAssistantfor CommunityAffairsand Programs	8/20/01	OrganizeVolunteer Program Ongoing	Yes

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Todevelopand implement comprehensivesmall business trainingfor residents to become self employed	SpecialAssistantfor CommunityAffairsand Programsassistedby SpecialAssistantfor PersonnelandGrants Coordination		GrantProposals TheEntrepreneurial Center,Hartford CollegeforWomen	No
Toprovideon -siteESL, GED,computertraining foradultsandyouth	SpecialAssistantfor CommunityAffairsand Programs SpecialAssistantfor PersonnelandGrants Coordination	8/20/01	ComputerLearning CenterandGrant Proposals Ongoing	Yes
Topromotessecondary educationthroughShoot fortheStarsScholarship Program	SpecialAssistantfor CommunityAffairsand Programs	8/20/01	Educationand training Ongoing	Yes

GOALIII: ToreducethespreadofSubstanceAbuse.

OBJECTIVE: Tobeabletoprovidepersonal,confidential,preventive,crisisandcasemanagementofissues suchasAIDS,drugs,alcohol,domesticviolence,childs upportandhousing.Toorganize intensive,ongoingdrugpreventioncampaigntargetingyouthincollaborationwithotheroutside agencies.

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
ToidentifyPHDEP grantsfundsallocatedfor substanceabuse preventionprogramsand toincludetheResident Councilsintheselection processforservice providerinthe communities	SpecialAssistantfor CommunityAffairsand Programs CommunitySpecialist	8/20/01	AnnualPlan	Yes

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
To identify and apply to local, state and federal funding sources for drug prevention programs	Special Assistant for Community Affairs and Programs Special Assistant for Personnel and Grants Coordination		Grant Proposals Ongoing	No
To develop educational/recreational programs that focus on personal development, self-esteem and a spirit of cooperation	Special Assistant for Community Affairs and Programs	8/20/01	Programs Developed Ongoing	Yes
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	8/20/01	Program Developed June-August Summer Vacation	Yes
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	8/20/01	Program Developed Ongoing	Yes

TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
To continue providing an Afterschool Homework Program for both Federal Family Development to assist our youths in attaining academic success and create employment opportunities for residents in each development	Special Assistant for Community Affairs and Programs Community Specialist Contracted Teacher	8/20/01	Programs Developed Ongoing	Yes
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	8/20/01	Programs Developed Ongoing	Yes
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	8/20/01	Program Developed Ongoing	Yes
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		Program Developed	No

GOAL I To continue coordinating social services programs in order to assist the elderly/physically challenged population as they age in place.				
OBJECTIVE: To improve the quality of life for elderly/physically challenged residents of public housing.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
To seek funding to maintain the two resident service coordinator positions	Special Assistant for Community Affairs and Programs Personnel and Grants Coordination	8/20/01	Grant Proposals Ongoing	Yes
To plan for and implement Assisted Housing opportunities	Special Assistant for Community Affairs and Programs		Assisted Housing Plan Grant Proposal	No
To continue to expand on-site services for the senior/physically challenged population	Special Assistant for Community Affairs and Programs Future Contracted Agency	8/20/01	Programs Developed Ongoing	Yes
To assist the elderly/physically challenged population to better access health care services and opportunities	Special Assistant for Community Affairs and Programs	8/20/01	Programs Developed Ongoing	Yes

Section XIII: Grants Management

GOAL: To increase grant funding for the Authority.				
OBJECTIVE: To apply for those grants which support the mission of the Authority.				
TASK	RESPONSIBLE ORGANIZATIONAL UNIT	COMPLETION DATE	ACTIVITY INDICATOR	Completed Yes/No
Create a user -friendly database that will identify available federal, state and private sector grants	Special Assistant for Personnel and Grants Coordination		Monthly Report	No
Identify those areas in need of additional funding that can be provided from grant funds	Special Assistant for Personnel and Grants Coordination		Documented Review	No
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	Special Assistant for Personnel and Grants Coordination		Documented Review	No
Expand the network of private publication for grants submission consideration	Special Assistant for Personnel and Grants Coordination		Documented Review	No

Section XIV: De -concentration of Poverty & Income Mixing

GOAL: To create a living environment that is reflective of the larger community and thus end the isolation of the Authority's residents.				
OBJECTIVE: To end social and income isolation 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 in place incentives to attract higher income applicants	Department of Admissions	8/20/01	Monthly Report Ongoing	Yes
Increase by three lower income families into higher income developments. Increase by three higher income families into lower income developments	Department of Admissions	8/20/01	Documented Review Ongoing	Yes
Prepare Income - distribution Report to show income level of all developments	Office of the Executive Director		Documented Review	No

AnnualPHAPlan
PHAFiscalYear2000
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

☒ **StandardPlan**

StreamlinedPlan:

- ☐ **HighPerformingPHA**
- ☐ **SmallAgency(<250PublicHousingUnits)**
- ☐ **AdministeringSection8Only**

☐ **TroubledAgencyPlan**

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciesthePHAhasincludedintheAnnualPlan.

EXECUTIVE SUMMARY

The New Britain Authority (Authority) has prepared its Agency Plan for planning year 2002 in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. This document is the executive summary of the Authority's Annual Plan for planning year 2002 that is part of the Authority's Five - Year Plan, for the years 2000- 2004.

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

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

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

Annual Plan 2002 Highlights

Below are just a few highlights of our Annual Plan 2002 (Note: Some of these items listed are carryovers from Planning Year 2001):

1. The adoption of four (4) local preferences:
 1. Involuntary Displacement/Substandard Housing Preference
 2. Working Preference
 3. Veterans Preference
 4. Elderly/Disabled Preference
1. We have adopted an aggressive screening policy for public housing residents in order to ensure the safety of all our residents and our staff:
 1. Residents and applicants can choose between flat rents and rents based upon 30% of their income;
 2. We have established a Pet Ownership Policy allowing for the ownership of certain types of pets;
 3. We have established policies that will encourage our residents to find employment without immediate rent increase penalties;
 4. We have established a minimum Rent Hardship Exception policy for any resident who can demonstrate financial hardship;
 5. We have established a Community Service Requirement policy which mandates that eligible residents must undertake eight (8) hours of community service per month;
 6. We have merged the Section 8 and Voucher programs into one assistance program entitled the Housing Choice Voucher Program (HCVP);

7. We have established rent reasonableness, which ensures that rents for owners do not exceed comparable rents in the unassisted rental market;
8. 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;
9. We have established a housing quality standards (HQS) inspections deadline for no later than 15 days from the submission of the Request for Lease Approval;
10. We have an Admissions Denial Policy which states that a local public housing authority must deny admission or terminate assistance for a family that was evicted from federally assisted housing for serious violations of the lease or failed to submit required evidence of citizenship or immigration status;
11. We have established new Authority -wide public safety policies and procedures regarding parking, trespassing and sexual offenders;
12. To waive income eligibility standards and provide incentives for Police Officers to reside in Public Housing;
13. The resident screening process has been reviewed in order to ensure that the Authority is doing everything possible to deny admission to those applicants whose actions have been reasonably expected to adversely impact the health, safety, comfort and quality of life of all our residents;
14. We have developed a new and aggressive Pest Control & Extermination Policy;
15. We have updated the Authority's Procurement Policy;
16. We have reviewed the Substance Abuse Policy in order to mandate drug -testing for all classification of employees;

17. We have established an Emergency and Disaster Preparedness Plan and we have updated and improved the Authority's Equal Housing & Employment Opportunity Policy;
18. We have written 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 Admissions & Continued Occupancy Policy has been amended to allow for more input from the Resident Councils in the admissions process. Every applicant for public housing must meet with a Resident Council member of that development. Should the residents believe that this potential resident poses a problem to the development, they can request that the Authority conduct a home visit to the applicant's current dwelling unit. The Authority reserves the right to make the final determination on the status of all applicants for its various housing programs.

The Authority, through its 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:

1. Security Deposit waivers;
2. Payment for the installation of cable television;
3. Payment for the installation of telephone service;
4. Payment for the hookup of utilities;
5. Targeting of home ownership opportunities.

The Authority is waiting for HUD to issue final regulations concerning the de-concentration of poverty before it undertakes full implementation.

Section I: Prior Year Goal & Objective Accomplishments

The Authority's Annual Plan for Fiscal Year 2001 outlined fourteen (14) categories with twenty-five (25) goals and one hundred thirty-one (131) tasks. Of the one hundred thirty-one (131) tasks, sixty-four (64) of them have been completed as of August 2000.

#	CATEGORY	GOALS	TASKS	TASKS COMPLETED
1	Administration	1	8	3
2	Personnel Management	1	5	3
3	Customer Service & Resident Relations	1	5	1
4	Finance & Budgets	2	8	5
5	Housing Management & Operations	2	8	1
6	Maintenance Operations	4	16	1
7	Public Housing Admissions	1	9	9
8	Voucher Program	1	11	10
9	Public Safety	1	7	5
10	Civil Rights & Opportunities	1	2	1
11	Capital Projects	4	13	4
12	Community Affairs	4	32	20
13	Grants Management	1	4	0
14	De-con of Poverty & Income Mixing	1	3	1

SectionII:2000 -2004Goals&Objectives

The Authority's Annual Plan for planning year 2002 outlines fourteen (14) categories with twenty-four(24)goalsandonehundredthree(103)tasks.

1. Administration
2. PersonnelManagement
3. CustomerService&ResidentRelations
4. Finance&Budgets
5. HousingManagement&Operations
6. MaintenanceOperations
7. PublicHousingAdmissions
8. Section8(LeasedHousing)VoucherHousing
9. PublicSafety
10. CivilRights&Opportunities
11. CapitalProjects&Modernization
12. CommunityAffairs
13. GrantsManagement
14. PovertyDe -concentrationandIncomeMixing

The fourteen (14) categories combined have twenty-five (24) goals and one hundred three (103) tasks associated with them. Having completed sixty-three (64) of the tasks as of August 2001, the Authority has forty (40) tasks remaining for completion during its Five-Year Plan. The complete listing of all categories with their accompanying goals and tasks are listed in the Five-Year Plan section of this book.

Section III: 2002 Changes in Policies & Procedures

The policies and procedures set forth in the Authority's 2002 Annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the City's Consolidated Plan. The 2002 Annual Plan includes the following twenty-three (23) changes:

1. **Procurement Policy:** The legal portion was revised in order to incorporate and conform to new U.S. Housing and Urban Development regulations. This will allow the Authority to consult legal counsel for up to \$10,000 without notifying HUD. The lines of authority were also changed to reflect the Authority's current organizational chart.
2. **Substance Abuse Policy:** This policy was revised in order to reflect those changes made by the Authority's Board of Commissioners. These changes address drug testing for all types of potential employees regardless of age.
3. **Eviction Policy:** This is not a "new" or revised policy; it is simply a compilation of those current policies and procedures concerning how the Authority enforces its lease.
4. **Admissions & Continued Occupancy Policy :** These changes reflect new HUD regulations such as the way what training income is calculated. In addition, new language has been included that allows the Resident Councils to have more say in the admissions process.
5. **Pet Policy:** This policy has been revised from planning year 2000. The changes incorporate language for those residents needing assisting animals as a result of a disability.

6. **CommunityServiceRequirementPolicy:** TheQualityHousingandWorkresponsibility Act of 1998 requires that all eligible residents of federally assisted public housing, that are not working or disabled, participate in a minimum of eight (8) hours of community service a month.
7. **SmokeDetectorPolicy:** The Authority has experienced increased problems with broken, removed or disabled smoke detectors. This has been cited by inspectors from HUD. Therefore, the Authority is proposing to implement a comprehensive policy to ensure that non-functioning smoke detectors are reported, and those individuals responsible for damage are held accountable.
8. **Revised Capital Improvement Plan:** Planning Year 2002 is the first year that the Authority is incorporating the change from the Comprehensive Grant Program to the Capital Improvement Plan as mandated by the Act. It is anticipated the Authority will spend \$1,700,000.00 for capital improvements in its federally assisted public housing developments.
9. **SpecialPurposeVouchersPolicy:** Special rules for use of special purpose vouchers.
10. **Owner Outreach Policy:** How to encourage participation of landlords of suitable units located outside areas of low income or minority concentration.
11. **Continued Assistance After Family Break -Up Policy:** How to determine who remains in the program if the family breaks up.
12. **Special Housing Types Policy**
13. **Policy Regarding Repayment:** Repayment after hardship periods.
14. **Policy Concerning The Death of a Tenant**
15. **Cash Receipt Policy:** Landlord receipt for cash payments.

- 16. Smoke Detector Policy:** Addve rbiagetoallowHousingAuthority Maintenance and Public Safety workers to enter a dwelling unit to test, inspect and/or verify operations of the smoke detectors as well as “Call -for-Aid”; these are classified as emergencies.
- 17. Admissions and Continued Occupancy Policy:** Amend Community Service Clarification 14.5 “Upon Admission, or”.
- 18. Section 8 Administrative Plan:** Amend Section 9.4 deductions from annual Income.
- 19. Policy for Ratio of Resident (60%) and Non -Resident (40%) who Participate in sponsored programs, trips and activities.**
- 20. Deconcentration of Poverty and Income Mixing.**
- 21. Transfer Policy.**
- 22. Procedures to be used when there are insufficient Elderly Applicantson The Wait List Policy.**
- 23. Visitors Policy.**

Section IV: In Summary...

The Authority decided that it would write its original Annual and Five -Year Plans without the aid of an outside consultant. Annual Plan 2002 was also written without the aid of an outside consultant; therefore, the plans outlined in this document have been developed with the input from the entire staff along with recommendations from the Authority's residents. Our plans represent the best that the New Britain Housing Authority has to offer its residents, staff and the surrounding community. In summary, we are on course to improve the condition of affordable housing in the City of New Britain.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(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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 - 8. Demolition and Disposition
 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs
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 - 14. Pets (Inactive for January 1 PHAs)
 - 15. Civil Rights Certifications (included with PHA Plan Certifications)
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HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN

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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 PHAP plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration - **ct005a03**
- ☒ FY2 000 Capital Fund Program Annual Statement - **ct005a02(2002)ct005a04(2001)ct005a05andct005a13(2000)**
- ☐ Most recent board - approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart - **ct005a01**
- ☐ FY2000 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan - **ct005a09**
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - **ct005a10**
- ☒ Other (List below, providing each attachment name)
 - Dwelling Lease - **ct005a06**
 - Membership on the Resident Advisory Board - **ct005a07**
 - Resident Membership on Governing Board - **ct005a08**
 - Statement of Progress in Meeting 5 Year Plan and Goals - **ct005a011**
 - Voluntary Conversion - **ct005a12**

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	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

[24CFR Part 903.79(a)]

NEEDS ASSESSMENT

The Federal Quality Housing and Work Responsibility Act of 1998 requires that we set forth in our Annual Plan a Needs Assessment of the federal low income housing needs of our jurisdiction and our waiting list. Also, we are required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section of our Consolidated Plan. It shows there is a **significant** need for additional federal low -income affordable housing resources in our community. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting lists.

The information was analyzed in the following manner: we reviewed the needs of our federal low-income applicant pool and tried to extrapolate their needs with available units and available rental certificates within the Housing Authority. From this analysis we were able to determine priorities for elderly and handicapped families.

The New Britain Housing Authority used this analysis to prepare our five -year goals and objectives. It reflects the priorities that we have set forth in our Mission Statement.

Finally, we are required to state how we intend to address our community's housing needs to the maximum practical extent. While we wish we could meet the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the federal financial resources to address our federal housing needs and the need for larger units in the Community.

Neither the New Britain Housing Authority, nor the Federal Government, has the resources necessary to accomplish our objective. The only practical thing we can do is apply for the grant opportunities made available by the U.S. Department of Housing and Urban Development over the course of the next year. Whenever possible we will respond to HUD NOFAs (Notices of Funding Availability) to increase the amount of affordable housing in the City of New Britain.

Our agency is also part of the entire effort undertaken by the **City of New Britain, CT** to address our jurisdiction's federal affordable housing needs. As stated above, the need for housing includes a **joint** partnership. While we cannot meet the entire need identified here ourselves, we will try to address some of the identified needs by using appropriate resources to maintain and preserve our existing stock in accordance with our goals included in this Plan. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources, to help add to the affordable housing available in our community.

Last year we received over \$4,678,436 for our existing Voucher Program awarded to us by HUD, which will assist families with disabilities to find decent, safe and affordable housing within our community. We will continue to use available resources to house people and insure a decent quality of housing for our applicants and residents.

JURISDICTIONAL NEEDS ASSESSMENT TABLE

Needs of Specific Families in the Jurisdiction

	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	Within the city, the Public Housing Developments are the most affordable choice for families in this income group.	Good supply of affordable and quality housing	White/Black/Hispanic
Supply of Housing	Ample Supply of housing for 1 & 2 BR	Sufficient housing for the next 2 years	White/Black/Hispanic
Quality of Housing	Existing units are of good quality	City has refurbished old areas into elderly affordable housing	White/Black/Hispanic
Accessibility	Good supply for IBR	Good supply	White/Black/Hispanic
Size- 3 BR or larger	Very short supply in this range and larger	N/A	White/Black/Hispanic
Location of Housing	Units are scattered throughout the City's census tract	Units are scattered throughout the City's census tract	White/Black/Hispanic

PUBLICHOUSINGWAITINGLISTNEEDSASSESSMENTTABLE

NeedsofSpecificFamiliesonthePublicHousingWaitingList

	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
AffordabilityIssues			
SupplyofHousing			
QualityofHousing			
Accessibility			
LocationofHousing			

SECTION 8 WAITING LIST NEEDS ASSESSMENT TABLE

Needs of Specific Families on the Section 8 Waiting List

	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	The number of landlords opting to participate in Program-Units in good supply.	Good supply of housing for Elderly /handicapped people	White/Black/Hispanic
Supply of Housing	Ample Supply of housing for 1 & 2 BR	Sufficient housing for the next 2 -5 years	White/Black/Hispanic
Quality of Housing	Existing units are of good quality (HQS)	Agency has proficient inspection company that keeps units at HQS level	White/Black/Hispanic
Accessibility	Good supply for 1 & 2 BR	Good supply	White/Black/Hispanic
Size	Very short supply in this range and larger. Limited in supply for 3 & 4 BR	N/A	White/Black/Hispanic
Location of Housing	Units are scattered throughout the city's census tract	Units are scattered throughout the city's census tract	White/Black/Hispanic

A. Housing Need 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 Need 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
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
Race/Ethnicity	1,925	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	595	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	3,966	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	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: 2002
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	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	281	81	
Elderly families	45	13	
Families with Disabilities	22	6	
Race/ethnicity White	53	16	
Race/ethnicity Black	97	29	
Race/ethnicity American Indian/ Native Alaskan	0	0	
Race/ethnicity Asian or Pacific Islander	0	0	
Race/ethnicity Hispanic	190	56	
Race/ethnicity Other	0	0	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	69	20	6 Months
2BR	110	32	9 Months
3BR	98	29	8 Months
4BR	63	19	5 Months
5BR	0	0	
5+BR	0	0	
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 open the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

HousingNeedsofFamilies ontheWaitingList			
Waitinglisttype:(selectone)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	229		2Years
Extremelylow income<=30%AMI	226	99	
Verylowincome (>30%but<=50%AMI)	3	1	
Lowincome (>50%but<80%AMI)	0	0	
Familieswith children			
Elderlyfamilies	35	15	
Familieswith Disabilities	22	10	
Race/ethnicity White	65	28	
Race/ethnicityBlack	33	14	
Race/ethnicity AmericanIndian/ NativeAlaskan	0	0	
Race/ethnicity AsianOrPacific Islader	0	0	
Race/ethnicity Hispanic	131	57	
Race/ethnicity Other	0	0	
Characteristicsby BedroomSize (PublicHousing			

Housing Needs of Families on the Waiting List			
Only)			
1BR	75	33	1 month
2BR	70	31	6 months
3BR	67	29	5 months
4BR	17	7	2 months
5BR	0	0	
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.StrategyforAddressingNeeds

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 -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease -uprates 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 voucher 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 voucher 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

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2001grants)		
a) PublicHousingOperatingFund	1,970,609	OperatingExpense
b) PublicHousingCapitalFund	1,709,417	Modernization
c) HOPEVIR revitalization	0	
d) HOPEVIDemolition	0	
e) AnnualContributionsforSection 8Tenant -BasedAssistance	4,348,511	ProvideRentalAsst.to privatemarket
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)	184,983	Drug/Crimeprevention
g) ResidentOpportunityandSelf - SufficiencyGrants	0	
h) CommunityDevelopmentBlock Grant	0	
i) HOME	0	
OtherFederalGrants(listbelow)		
SafeNeighborhoodGrant	235,000	combatdrugsand violenceoutside HousingAuthority
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)	0	
3.PublicHousingDwellingRental Income	1,642,000	OverallOperating Expenses
4.Otherincome (listbelow)		
NextelTowers	17,400	OffsetOperating Expenses
4.Non -federalsources (listbelow)		
Totalresources	10,107,720	

STATEMENT OF ESTIMATED FINANCIAL RESOURCES
FOR PLANNING YEAR THREE -2002

1	Income Receipts for Public Housing	
2	Rental Income	<u>\$1,700,000</u>
3	Investment Income	<u>\$130,000</u>
4	Entrepreneurial Activities	<u>\$0</u>
5	Donations	<u>\$0</u>
6	Leveraged Funds	<u>\$0</u>
7	Operating Fund Receipts	<u>\$2,000,000</u>
8	Current Capital Fund Receipts	<u>\$1,748,183</u>
9	Prior Year Capital Fund Receipts	<u>\$1,709,417</u>
10	Current Drug Elimination Program Receipts	<u>\$198,273</u>
11	Prior Year Drug Elimination Receipts	<u>\$184,983</u>
12	Other Grant Receipts	<u>\$0</u>
13	Other: ESS -TOPS(OG)	<u>\$0</u>
14	Other: ESS -TOPS(MP)	<u>\$0</u>
15	Other: NEW APPROACHES	<u>\$0</u>
16	Other: ELDERLY SERVICE CORD	<u>\$0</u>
17	Total Public Housing Income	<u>\$7,670,856</u>
18		
19	Expenditures for Public Housing	
20	Capital Fund Expenditures	<u>\$3,457,600</u>
21	New Development Expenditures	<u>\$0</u>
22	Anti-Crime and Security Expenditures	<u>\$265,000</u>
23	Resident Services Expenditures	<u>\$340,000</u>
24	Program Administration Expenditures	<u>\$3,608,256</u>
25	Contributions to Reserve Account	<u>\$0</u>
26	Total Public Housing Expenditures	<u>\$7,670,856</u>
27		
28	Income/Receipts for Tenant -Based Assistance	
29	Annual HAP Contribution	<u>\$5,219,090</u>
30	Administrative Reserve Interest Income	<u>\$0</u>
31	Total Tenant -Based Income	<u>\$5,219,090</u>
32		
33	Expenditures for Tenant -Based Assistance	
34	HAP Payment to Owners	<u>\$4,648,200</u>
35	Program Administration Expenditures	<u>\$570,890</u>
36	Contributions to Administrative Reserve	<u>\$0</u>
37	Total Tenant -Based Expenditures	<u>\$5,219,090</u>
38		
39	Public Housing Reserves	<u>\$1,865,726</u>
40	Tenant -Based Administrative Reserves	<u>\$0</u>

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

ELIGIBILITY,SELECTIONANDADMISSIONSPOLICY

The policies that govern eligibility, selection and admission in both the Housing Authority's Public Housing Program and the Section 8 Program are found in the Authority's Policies and Procedures Book One and Book Two.

These books contain all the relevant policies required under this Section of the Annual Plan. The titles of these policies are the Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Administrative Plan.

A.PublicHousing

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

(1)Eligibility

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

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) **Prior to move in**

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)
- Registered Sex Offender
- 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)WaitingListOrganization

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 plan 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 transfer 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)

Elderly/Disabled Preference

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 points 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)
- Victims of domestic violence
- 1 Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

Elderly/Disabled Preference

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensure 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
☒ Anytime family composition changes
☒ At family request for revision
☐ Other (list)

(6)Deconcentration and Income Mixing

Component 3, (6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name :	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

DECONCENTRATION OF POVERTY AND INCOME MIXING

The New Britain Housing 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. The projects to be affected are those occupied predominantly by families with children.

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

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

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

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

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

Deconcentration and Income -Mixing Goals

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

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

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

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

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

***In 2001, the New Britain Housing Authority will strive to achieve the following goals for deconcentration of poverty and income -mixing:**

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

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

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

Mt. Pleasant CT005-01

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

Oval Grove CT005-02

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

Project Designation Methodology

***Aggregate Average Method**

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

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

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

*** PHA Incentives for Higher Income Families**

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

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug -related activity only to the extent required by law or regulation
- ☒ Criminal and drug -related activity, more extensively than required by law or regulation
- ☒ More general screening than criminal and drug -related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug -related activity
☒ Other (describe below)

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)

(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 effort 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 admission 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 assistance? (other than date and time of application) (if no, skip to subcomponent (5) **Special purposes section 8 assistance programs**) -based

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Elderly/Disabled Preference

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 soon. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points 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
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

Elderly/Disabled Preference

4. Among applicants on the waiting list with the 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 ensure that the PHA will meet income targeting requirements

(5)SpecialPurposeSection8AssistancePrograms

Section8 –SPECIALPURPOSEVOUCHERS

If the number of special purpose vouchers is less than the number of qualified applicants, then the choice of recipients will be determined by a lottery open only to qualified applicants .

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission 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 program to the public?

- ☒ Through published notices
- ☐ Other (list below)

4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

RENTDETERMINATIONRESPONSE

TheNewBritainHousingAuthorityoperatesbothPublicHousingandSection8Programs. We have decided to set the following rent policies for the Public Housing Program:

1. We are retaining the calculation of rent payment at the greater of 30% of adjusted monthly income, 10% of monthly income, or flat rent.
2. We are adding any income exclusions to the statutory ones in the calculation of adjusted income because we cannot afford to do so at a time when the Federal government is under -funding public housing operations.
3. We have retained our existing ceiling rent policy and amounts.
4. We are phasing -in rent for qualified residents that transition from welfare -to-work according to Section 508 of QHWA. There will be no increase in their rent for the first year. It will increase 50% of the normal increase in the second year, and will fully phase in for the third year. Due to lack of demand, we are not establishing individual savings accounts for these qualified residents.
5. As an additional incentive to help our residents increase their income, we are not requiring that they report any increases in their income until their next annual recertification.
6. We have established a minimum rent of \$25.00.

We have determined that the following flat rents will apply in our public housing developments.

DEVELOPMENT	BEDROOM SIZE	FLAT RENT
Mount Pleasant	1 Bedroom Garden	\$516.00
	2 Bedroom Garden	\$551.00
	3 Bedroom Garden	\$630.00
	4 Bedroom Garden	\$693.00
Oval Grove	1 Bedroom Garden	\$516.00
	2 Bedroom Garden	\$551.00
	3 Bedroom Garden	\$630.00
	4 Bedroom Garden	\$693.00
Knapp Village	0 Bedroom Garden	\$410.00
	1 Bedroom Garden	\$516.00
John F. Kennedy	1 Bedroom Hi-rise	\$440.00
Abraham A. Ribicoff	1 Bedroom Hi-rise	\$440.00
Charles S. Graham	1 Bedroom Hi-rise	\$440.00
Arthur F. D'Amato	1 Bedroom Hi-rise	\$440.00

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- ☐ \$0
☒ \$1-\$25
☐ \$26-\$50

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

3. If yes to question 2, list these policies below :

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 circumstances 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.**

REPAYMENT AFTER HARDSHIP PERIODS **(Applies to Federal Developments Only!)**

The New Britain Housing Authority will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period.

If the family owes the Authority money for rent arrears incurred during the minimum rent period, the New Britain Housing Authority will calculate the total amount owed and divide it by six (6) to arrive at a reasonable payment increment that will be added to the family's regular monthly rent payment. The family will be required to pay the increased amount until the arrears are paid in full.

Minimum rent arrears that are less than \$25 will be required to be paid in full the first month following the end of the minimum rent period.

The minimum monthly amount for a repayment agreement incurred for minimum rent arrears is \$13.

The New Britain Housing Authority will not enter into a repayment agreement that will take more than 6 months to pay off.

If the family goes into default on the repayment agreement for back rent incurred during the minimum rent period, the Housing Authority will reevaluate the family's ability to pay the increased rent amount and:

1. Determine whether the family has the means to meet the obligation and, if so determined, initiate eviction proceedings for nonpayment of rent; or
2. Determine that the repayment agreement is a financial hardship to the family and if so restructure the existing repayment agreement.

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 exclusion 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
- ☐ Anytime the family experiences an income increase
- ☐ Anytime 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 4 B. **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)

- ☐ A. At or above 90% but below 100% of FMR
- ☒ B. 100% of FMR
- ☐ C. Above 100% but at or below 110% of FMR
- ☐ D. 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)

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

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

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

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

- ☒ A. Annually
- ☐ B. 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 burden 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 circumstances 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.**

5. Operations and Management

[24CFR Part 903.79(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 Rehab	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.ManagementandMaintenancePolicies

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

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

1. Absentee Control Policy
2. Admissions & Continued Occupancy Policy
2A. Amend Community Service Clarification 14.5 "Upon Admission, or"
3. Alcohol & Drug Testing Policy
4. Blood-Borne Disease Policy
5. By-Laws--NBHA
6. Changes in Policy & Procedures
7. Check Signing Authorization
8. Consolidation of Existing Vacancies Policy
9. Consolidation of Social Services & Administration
10. Consolidated Rental Lease
11. Criminal Records Management
12. *Community Service Requirement Policy*
13. Disposition Policy
14. Drug Free Work Place Policy
15. Economic Viability Policy (State Housing)

Policies&Procedures(Continued)

16. Elderly —OccupancyIncentiveProgram
17. EmployeeStandardofConductPolicy
18. EqualHousing&OpportunityPolicy
19. *EvictionPolicy&Procedures*
20. Family&MedicalLeavePolicy
21. FixedAssetPolicy
22. FundsTransferPolicy
23. GrievanceProcedurePolicy
24. HazardousMaterialPolicy
25. HomeownershipProgram(RevolvingLoanProgram)
26. IndemnityCommissioner(Protect&SaveHarmless)
27. InvestmentPolicy
28. MasterKeyControlPolicy
29. NaturalDisasterResponseGuidelines
30. *Non-ProfitCorporation:UrbanUnlimited,Inc.*
31. OrganizationalChart —NBHA
32. OccupancyRevenueIncentiveProgram(StateHousing)
33. OneStrikeandYou'reOutPolicy
34. Operation&MaintenancePlan

Policies&Procedures(Continued)

- 35. OvertimePolicy
- 36. ParkingUse(Authority -Wide)Policy
- 37. PersonnelPolicy
- 38. PestControlPolicy
- 39. *PetControlPolicy*
- 40. PrivateUse(ForHAPremises)Policy
- 41. ProcurementPolicy
- 42. Procurement&AnalysisforConstruction&ProfessionalServices
- 43. RiskControlPolicy

44.Section8AdministrativePlan

44a AmendSection9.4DeductionsfromAnnualIncome

- 45. SexualHarassmentPolicy
- 46. SexualOffenderPolicy
- 47. ShoppingCartPolicy
- 48. SmokeAlarmPolicy

48a. AddverbiagetoallowHousingAuthorityMaintenanceandPublicSafety Workerstoenteradwellingunittotest,inspectandverifyoperationofsmoke detectorsaswellas“Call -for-Aid”;thisisclassifiedasanemergency.

- 49. SubstanceAbusePolicy

Policies&Procedures(continued)

- 50. TrespassingPolicy
- 51. *WarrantyInspectionPolicy*
- 52. **Special PurposeVouchersPolicy**
- 53. **OwnerOutreachPolicy**
- 54. **RepaymentAfterHardshipPolicy**
- 55. **ContinuedAssistanceAfterFamilyBreak -UpPolicy**
- 56. **SpecialHousingTypesPolicy**
- 57. **PolicyConcerningtheDeathofaTenant**
- 58. **CashReceiptPolicy**
- 59. **Ratioofresidentsvs.non -residentsparticipationinAuthority/Resident
sponsoredtripsandactivities**
- 60. **DeconcentrationofPovertyandIncomeMixing**
- 61. **TransferPolicy**
- 62. **Proceduresobeusedwhenthereareinsufficientelderlyapplicantsonthe
WaitList.**
- 63. **VisitorsPolicy**

All of the above policies and procedures are located in The Authority's Policies & Procedures Books, which can be reviewed at the following Locations:

Authority's Administrative Office, 34 Marimac Road, NB, CT,
NB Town Clerk's Office, City Hall, 27 West Main Street, NB, CT
Mount Pleasant Development (Community Room) 16 Armistice St, NB, CT
Oval Grove Development (Community Room) 80 Malikowski Cr, NB, CT
Knapp Village, 80 Halsey St, NB, CT
John F. Kennedy Apts. 300 East Main St, NB, CT
Abraham Ribicoff Apts. 67 Martin Luther King Drive, NB, CT
Graham Apts. 107 Martin Luther King Dr, NB, CT
D'Amato Apt. 40 Chestnut St, NB, CT
Department of Municipal Development, 27 West Main Street, NB, CT
The New Britain Public Library, High Street, NB, CT
Office of the Mayor, City of New Britain, City Hall, 27 West Main

- (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

Policies&Procedures(continued)

19.IntellectualPropertyRights

20.AuthorityOwnedHousing

21.TransitionToTheNewHousingChoiceVoucherProgram

**Alloftheabovepoliciesandproceduresare locatedinTheAuthority’sPolicies&
ProceduresBooks,whichcanbereviewedatthefollowingLocations:**

Authority’sAdministrativeOffice,34MarimacRoad,NB,CT,
NBTownClerk’sOffice,CityHall,27WestMainStreet,NB,CT
MountPleasantDevelopment(CommunityRoom)16ArmisticeSt,NB,CT
OvalGroveDevelopment(CommunityRoom)80MalikowskiCr,NB,CT
KnappVillage,80HalseySt,NB,CT
JohnF.KennedyApts.300EastMainSt,NB,CT
AbrahamRibicoffApts.67MartinLutherKingDrive,NB,CT
GrahamApts.107MartinLutherKingDr,NB,CT
D’AmatoApt.40ChestnutSt,NB,CT
DepartmentofMunicipalDevelopment,27WestMainStreet,NB,CT
TheNewBritainPublicLibrary,HighStreet,NB,CT
OfficeoftheMayor,CityofNewBritain,CityHall,27WestMain

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

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

-Only

GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Housing Authority of the City of New Britain.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than sixty (60) -calendar days after the alleged violation to:

Executive Director
34 Marimac Road
New Britain, CT 06053
Telephone (203) 225 -3534 ext. 206

Within fifteen (15) calendar days after receipt of the complaint, the Executive Director will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting the Executive Director will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the Housing Authority of the City of New Britain and offer options for substantive resolution of the complaint.

If the response by the Executive Director does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within fifteen (15) days after receipt of the response to the Chairperson of the Board of Commissioners or his or her designee.

Within fifteen (15) calendar days after receipt of the appeal, the Chairperson of the Board of Commissioners or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) days after the meeting the Chairperson or his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Executive Director, appeals to the Chairperson of the Board of Commissioners or his or her designee, and responses from the ADA coordinator and the Chairperson of the Board of Commissioners or his or her designee will be kept by the Housing Authority of the City of New Britain for at least three years.

A. PublicHousing

1. ☐ Yes ☒ No: Has the PHA established any writtengrievanceproceduresinadditionto federalrequirementsfoundat24CFRPart966,SubpartB,forresidentsof publichousing?

Ifyes,listadditionstofederalrequirementsbelow:

2. WhichPHAofficeshouldresidentSORapplicantstopublichousingcontacttoinitiatethePHA grievanceprocess?(selectallthatap ply)

- ☒ PHAmainadministrativeoffice
☐ PHAdevelopmentmanagementoffices
☐ Other(listbelow)

B. Section8Tenant -BasedAssistance

1. ☐ Yes ☒ No: Has the PHA established informalreviewproceduresforapplicantstothe Section8tenant -basedassistanceprogramandinformalhearing proceduresforfamiliesassistedbytheSection8tenant -basedassistance programinadditiontofederalrequirementsfoundat24CFR982?

Ifyes,listadditionstofederalrequirementsbelow:

2. WhichPHAofficeshouldapplicantsORassistedfamiliescontacttoinitiatetheinformal reviewandinformalhearingprocesses?(selectallthatapply)

- ☒ PHAmainadministrativeoffice
☐ Other(listbelow)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) ct005a02

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) ct005a04

-or-

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

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed -financed 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

[24CFR Part 903.79(h)]

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

DEMOLITION AND/OR DISPOSITION

The New Britain Housing Authority has plan to dispose of the property located at 29 South High Street, New Britain, CT in the upcoming fiscal year.

This disposition is in progress and all necessary paperwork has been sent to HUD for review.

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: 29 South High Street	
1b. Development (project) number: CT26P005009	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (12/31/01)	
5. Number of units affected: 3	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 12/31/01 b. Projected end date of activity: 12/31/02	

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

[24CFR Part 903.79(i)]

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

DESIGNATED HOUSING

The Housing Authority of the City of New Britain does not have funds available in the fiscal year 2002 for public housing properties to be renovated for the exclusive use of either elderly or people with disabilities. However, the Authority recognizes a need in the community for additional units to serve this population. Thus the Authority has allocated ADA funding in our Five Year Capital Improvement Plan. The New Britain Housing Authority will work with the City of New Britain to both identify and meet the needs of those who qualify.

Currently, The New Britain Housing Authority exceeds the HUD mandate that requires 5% of our total units to be ADA compliant.

The breakdown by development is as follows:

Ribicoff Apartments

6 units - ADA/504 Compliant (2000)

10 units - ADA AUDIOVISUAL Compliant

Graham Apartments

3 units - ADA/504 Compliant (2000)

1 unit - ADA/504 Compliant (1999)

10 units - ADA AUDIOVISUAL Compliant

Oval Grove

4 units - ADA/504 Compliant (1999)

Knapp Village

4 units - ADA/504 Compliant (1999)

D'Amato

6 units - ADA Compliant (1982 when built)

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; PHA's completing streamlined submissions may skip to component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

CONVERSION OF PUBLIC HOUSING

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

1. ☐ Yes ☒ No: Have any of the PHA's development so r 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.HomeownershipProgramsAdministeredbythePHA

[24CFRPart 903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. ☐ Yes ☒ No: DoesthePHAadministeranyhomeownershipprogramsadministeredby thePHAunderanapprovedsection5(h)homeownershipprogram(42 U.S.C.1437c(h)),oranapprovedHOPE Iprogram(42U.S.C.1437aaa)or hasthePHAappliedorplantoapplytoadministeranyhomeownership programsundersection5(h),theHOPEIprogram,orsection32ofthe U.S.HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionforeach applicableprogram/plan,unlesselectibletocompleteastreamlined submissiondueto **smallPHA** or **highperformingPHA** status.PHAs completingstreamlinedsubmissionsmayskiptocomponent11B.)

2.ActivityDescription

- ☐ Yes ☐ No: HasthePHAprovidedallrequiredactivitydescriptioninformationforthis componentinthe **optional**Public HousingAssetManagementTable?(If “yes”,skiptocomponent12.If“No”,completetheActivityDescription tablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageofaction:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

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

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component.

Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social Self-Sufficiency Programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any program 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 Grove)</i>	<i>160 Units</i>	<i>TANF</i>	<i>Resident Councils</i>	<i>Public Housing</i>
<i>TOP/EDSS Program (Mt Pleasant)</i>	<i>252 Units</i>	<i>TANF</i>	<i>Resident Councils</i>	<i>Public Housing</i>
Homework Program	100 Children	PHDEP	Resident Councils	Public Housing /Section 8
Computer Learning Centers	Available To All	FLR	Resident Councils	Public Housing /Section 8
Community Service Requirement	412 units	FLR	Community Affairs	Public Housing
Scholarship Program	4 Residents	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		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan 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

COMMUNITY PROGRAMS AND ACTIVITIES

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plans a description of their Community Programs and Activities. This portion of the Plan is divided into three (3) sections:

1. Current resident programs;
2. How we intend to comply with income changes for welfare recipients; and
3. Compliance with the community service requirements.

Section I: Community Programs and Activities

The Authority has identified fifteen (17) community service programs. **Combined spending for these programs will reach \$559,571 in planning year 2002!** The programs have over seventy - one (71) goals combined. During the 2001 planning year the Authority implemented 87% of its program goals. The Authority divides its community programs and activities into the following four (4) areas:

- Drug Prevention
- Community Programs
- Economic Self-sufficiency
- Resident Activities

The efforts and programs listed in this section are in collaboration with the residents and their duly constituted resident boards. This collaboration was also extended to several local city agencies that were public, private, or faith-based.

The primary goal of these programs is to improve the quality of life of the residents by: reducing and preventing illegal drug usage; giving the residents the tools to become economically independent; and by allowing all of the residents to interact with their neighbors and the surrounding community.

A. DRUG PREVENTION

The Drug Prevention Programs are designed to steer at-risk populations away from illegal drug activity. This is a critical component of the Housing Authority's community service efforts. The Housing Authority's strategy for preventing drug abuse centers on public safety efforts, in regard to community service, and prevention strategies.

Prevention strategies, unlike interdiction strategies, attempt to shape thoughts and behavior before, rather than after, drug abuse. In planning year 2001, the Authority is committing \$120,867 in funds for drug prevention programs.

B. ECONOMIC SELF-SUFFICIENCY

The Housing Authority is assisting the Resident Councils with their Self-Sufficiency programs for a combined expenditure of \$193,136. Economic and Self-Sufficiency programs are designed to break the cycle of poverty by assisting the residents in getting a hand-up instead of simply giving a handout.

C. COMMUNITY PROGRAMS

Community programs are designed to increase the residents' quality of life through direct intervention and nutrition programs. These programs include a senior citizens assistance program. Another critical component of the Community Programs is the HUD mandated eight (8) hour community service requirement as eligible residents who perform community service have more of an opportunity to interact with the larger community.

D. RESIDENT ACTIVITIES

The Authority also has seventeen (17) resident program activities. These activities do not fall under any of the three (3) classifications that the Authority employs for its community service programs. Although these Resident Activities may not specifically address any of the concerns listed above, such as Drug Prevention or Economic Self-Sufficiency, they do add to the residents' overall quality of life by encouraging them to reach out and participate. Therefore, these programs are a critical component in the Authority's overall community service strategy.

#	PROGRAM	AREA	GOALS	DOCUMENTED GOALS	COST
1	TOP/EDSSProgram -OvalGrove	ESS	1	1	\$96,568
2	TOP/EDSSProgram -Mt.Pleasant	ESS	1	1	\$96,568
3	HomeworkProgram	CA	15	15	\$19,000
4	ArtsProgram	CA	8	8	\$12,000
5	CYBERFUNSummerCamp	CA	4	4	\$24,839
6	Mt.PleasantBreakfast&LunchProgram	CA	5	5	\$10,610
7	OvalGroveBreakfast&LunchProgram	CA	5	5	\$10,610
8	AthleticSummerRecreationalProgram	CA	6	6	\$21,020
9	SafeOptionSummer	CA	3	3	\$10,642
10	DomesticViolenceProgram	CA	4	4	\$52,366
11	ScholarshipProgram	CA	1	1	\$10000
12	CommunityServiceProgram	CA	3	3	\$53,000
13	ComputerLearningCenters	CA	9	9	\$70,000
14	Fed.SeniorCoordinator.Program	CA	3	3	\$58,000
15	StateSeniorCoordinator.Program	CA	3	3	\$14348
	TOTAL		71	71	\$559,571

DRUG PREVENTION PROGRAMS :

I. Arts Program

GOALS:8

COST:\$12,000

This program is held on Saturday mornings on-site in both the Mount Pleasant and Oval Grove Developments. It is provided by volunteers from Central Connecticut State University from September through May. Due to limited space and limited access to restroom facilities, they were only able to accommodate about 15 children at a time. There were approximately 45 children enrolled. Field trips were also included in this program.

Children were also transported to the college for activities including, but not limited to, drama, dance and music classes. They also experienced exposure to off-site activities.

Program Goals:

1. To provide techniques and skills of artistic expression while exposing the children to a variety of media - paint, wire, and mixed media - clay and papier-mâché.
2. To spread the awareness of art through specific holiday art projects, i.e., Christmas, Kwanzaa, Halloween, by creating objects and holiday ornaments.
3. To visit cultural sites and cultural activities in the area such as: The Wadsworth Atheneum, New Britain Museum of Modern Art, Science Center, Dinosaur Park, Hungerford Nature Center, New Britain Youth Museum, etc.
4. To let the children develop a sense of pride and value in their work by having their work on display during the contract year.
5. To have visiting artists/speakers from the Community do presentations, i.e., music and theatrical performances.
6. To introduce students to famous artists and artistic periods like Matisse, Surrealism and abstract art through the making of their own collages, quilts, paintings etc.
7. To increase the children's responsibility and participation through their own documentation of their art projects, field trips and art shows.
8. To produce a final show each semester for children, parents and friends thereby enhancing their artistic achievements and programs.

All goals were achieved, but at evaluation time, the Authority felt the program would be enhanced by collaborating with CCSU to stretch the funding to provide more during the program.

II. CYBERFUN Summer Camp:
GOALS 4
COST \$24,839

Provided participants and staff with an innovative and interactive vehicle for accessing and using information to make informed health choices. The participants, staff, and volunteers alike, learned how to find information and use it to make healthy life decisions. They also had an opportunity to develop their own messages and share their thoughts on the prevention of substance and drug abuse. Their messages were shared with their peers around the globe when they published their own webpages.

Program Goals:

1. To enroll and maintain the enrollment of 40 children ages 8 - 13 in the CYBERFUN Computer Camp to decrease inactivity and increase the prevention of drug use.
2. To purchase and install the necessary hardware and software to put eight (8) computers online. -
3. To have all 40 participants, interested parents and collaborating agency staff, capable of sending and receiving mail by the end of the project.
4. To have all 40 participants capable of exploring the Internet and of finding the information needed for their webpages by the end of the CYBERFUN Camp.

III. Athletic Summer Recreational Program

GOALS:6

COST:\$21,020

To provide each camper with a quality, well rounded program that emphasizes individual skill enhancement, teamwork, sportsmanship and drug education.

Program Goals:

1. To provide structured morning and afternoon activities.
2. To collaborate with other agencies that provide summer programs including, but not limited to, The Police Athletic League.
3. To recruit all youth to participate in the Summer Recreational Program.
4. To provide mini clinics each week to focus on different skills for basketball, soccer and baseball.
5. To provide daily fundamental stations covering various skills for basketball, soccer and baseball.
6. To document all resident participation and provide a field trip at the end of the program.

IV. SafeOptionSummerProgram
GOALS:3
COST:\$10,642

SafeOptionSummerprogramwasdesignedtoteachwellnessandimplementanearlychemical abusepreventionprogramforyouthenteringthefirstandsecondgradesandtheirparents. The goaloftheprogramwastouseseveralstrategiesthathavebeenshowneffectiveovertimeandto helpchildrendeveloptheskillsnecessaryforgooddecision-making,positive self-esteem, stress and anxiety management, and assertiveness. These skills along with drug, alcohol and tobacco (ATOD)educationhavebeenshowneffectiveindelayingandpreventingchemicalabuseanduse (PreventionforPreschoolChildren,ConnecticutClearingHouse,1992).

ProgramGoals:

1. Topromotethewellnessofchildrenby teaching:assertivenessskills,gooddecision-making, positive self-esteem, and stress and anxiety management. Our goals were for the children participatingtolearn:
 - i. Torecognizesafeandunsafebehaviorsand/orsituations
 - ii. Tobrainstormwaystoavoidconflictandconfrontation
 - iii. Tolisttrustedadultsandhowtocontactthem
 - iv. Toidentifytheirfeelingsandexpress themselvesappropriatelytopeerandadults
 - v. Toidentifypersonalbehaviorthatisharmfultoselfand/others
2. Todelaytheuseofalcohol,tobaccoandotherdrugs(ATOD)by:
 - i. LearningtodiscussandidentifyhazardsofATOD
 - ii. Learninganddemonstratingrefusalskills
 - iii. Describingproperuseofmedication
3. Tofostercooperationbetweensegmentsofthecommunity:
 - i. CHMAandtheNewBritainYMCAhaveagreedtoparticipateinthis cooperativeprogram

V. Domestic Violence Program
GOALS:4
COST:\$52,366

This two (2) year program serves residents of New Britain's public housing. The program provided information/training on domestic violence, safety planning and the services of the Prudence Crandall Center for residents and staff including adults, children and the elderly population.

Program Goals:

1. To provide the healthy hands, hearts and heads an age appropriate program for children which talks about family violence and teaches children not only about safety planning and conflict resolution but also about using their hands (not for violence) and acknowledging their feelings and thoughts before acting.
2. To provide information for "women at risk" of family violence, teach them strategies for safety planning and offer them information about services that are available to victims such as a 24-hour on-call support staff that is available on an as needed/requested basis.
3. To provide information for the elderly population that will allow them to evaluate their interpersonal relationships and seek help when there are signs of abuse. To teach violence prevention strategies and provide training for the on-site senior security staff.
4. To provide the public safety staff a six-hour training on the following topics, including, but not limited to: Basics of domestic violence, elder abuse, legal options, protective orders/restraining orders, making referrals and area resources.

ECONOMICSELF -SUFFICIENCYPROGRAMS :

I.TOP/EDSSProgram -OvalGrove

GOALS:1

COST:\$96,568

Both Federal family RC's applied for the TOP/EDSS grant and each development received a grant award of \$96,000.00 to conduct the following programs: Employment Readiness Training Contact, Business/Job Training, Job Placement/Retention, Mediation Activities, Resident Organization Development, etc.

Overall Program Objective: To hire ESS site managers for Oval Grove and Mount Pleasant. The hiring process for the Coordinators was completed by the end of February 2000. To provide the following activity:

1. Employment readiness training, business/job training and job placement retention.

II. TOP/EDSSProgram - MountPleasant

GOALS:1

COST:\$96,568

Both Federal family RC's applied for the TOP/EDSS grant and each development received a grant award of \$96,000.00 to conduct the following programs: Employment Readiness Training Contact, Business/Job Training, Job Placement/Retention, Mediation, Activities, Resident Organization Development, etc.

Overall Program Objective: To hire ESS site managers for Oval Grove and Mount Pleasant. The hiring process for the Coordinators was completed by the end of February 2000. To provide the following activities:

1. Employment readiness training, business/job training and job placement retention.

III. HomeworkProgram
GOALS:15
COST:\$19,000

The Mount Pleasant and the Oval Grove Resident Councils, with the assistance of the Housing Authority and CCSU volunteers, for the first time ever, provide their own homework programs in both Federal Family communities. The programs serve 100 children. The children bring their homework to work with resident volunteers and work on the computers. Approximately 18 residents receive a stipend for work as staff.

Program Goals:

1. To provide a pleasant, non-threatening environment for school-age children (K-12) to study.
2. To register each of the two (2) After School Homework Programs (Mount Pleasant and Oval Grove) with the New Britain Board of Education.
3. To establish a collegial "Communication System" with principals and teachers of each New Britain Public School that houses registered students.
4. To provide one hundred (100) students with the eighteen (18) drug-free homework program staff.
5. To recruit (4) residents, (2) from Mount Pleasant and (2) from Oval Grove, to train and support the programs as After-School Homework Programs Parent Volunteer Liaisons.
6. To recruit and train eighteen (18) residents, (9) from Mount Pleasant and (9) from Oval Grove, to support residents as After School Homework Program Staff.
7. To provide an array of personalized support services.
8. To strengthen the home-school connection.
9. To encourage, guide and assist one hundred (100) students in their homework and/or supplementary assignment completion.
10. To provide supplementary reading and manipulative math activities.
11. To provide students with various speakers.
12. To establish a Peer-Tutoring Program.
13. To establish a "Book Exchange Program" with the New Britain Public Library.
14. To establish a "Bring Books to Life Program" with the New Britain Public Library.
15. To establish an Arts & Crafts Program with the New Britain Public Library.

IV. Computer Learning Centers
GOALS:9
COST:\$70,000

The purpose of the Computer Learning Center is to provide ESL (English as a Second Language) training, job readiness programs, adult basic education classes, GED preparation and basic computer skills for adult residents who either need to enter the job market for the first time or for those who are employed but wish to upgrade their skills. After -school educational programming will be offered to children to continue their studies and/or research. Recreational activities will be organized for a source of socialization for the senior population on the property.

Program Goals:

1. To teach basic skills and increase the adult education level by making educational programs available to 100% of the adult residents who participate in the program within one year of program start -up.
2. To teach residents to speak English or learn foreign languages.
3. To reduce welfare dependency by enabling at least **50%** of the adult residents on welfare who participate in the program to get off welfare into decent paying jobs within two years.
4. To empower residents by encouraging their participation in the development of the CLC.
5. To improve academic achievement of school -age children by attempting to raise the educational level on standardized tests and to get 50% of the children who participate in the program to the appropriate grade level within two years of its start -up.
6. To build a cohesive community by creating useful on -going linkages with at least five other community groups the first year.
7. To develop peer leaders who will provide tutorial assistance and encouragement to other participants and ultimately, start their own businesses in connection with the technological resources.
8. To encourage volunteerism among the youth, seniors and adults in various aspects of the computer learning functions.
9. To encourage volunteerism from neighboring computer learning centers.

V. Community Service Requirement

GOALS:3

COST:\$53,000

The Housing Authority of the City of New Britain and its residents must comply with the requirement of community service beginning with the PHA fiscal year that commences on or after October 1, 2000. Residents are required to perform voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance residents' self-sufficiency, or increase residents' self-responsibility in the community.

Program Goals:

1. To contribute 8 hours per month of community service (not including political activities); or
2. To participate in an economic self-sufficiency program for 8 hours per month; or
3. To perform 8 hours per month of combined activities as described previously.

VI. Scholarship Program

GOALS:1

COST:\$10,000

Last year the Authority, thanks to the support of numerous contributors, was able to award 4 scholarships of \$500.00 to qualified public housing residents. The schools those recipients attended included Tunxis Community - Technical College, Briarwood College and Hesser College in New Hampshire. The appreciation displayed on the faces of those recipients during the ceremonies held in December 1998 told the story of the positive impact this program has had on our residents and communities. Through fund-raising efforts the Authority was able to raise \$12,000.00.

Program Goal:

1. To provide scholarships.

COMMUNITY PROGRAMS :

I. Mount Pleasant Breakfast & Lunch Program: Summer Program 2001:

GOALS: 5

COST: \$10,610

The Mount Pleasant Summer Program was run by the Resident Councils with the assistance of the Housing Authority in collaboration with several local agencies: CYBERFUN COMPUTER, CAMP, Y.M.C.A., Y.W.C.A., SAFE OPTION SUMMER (CMHA); PAL, Inc., GIRL SCOUTS, SPANISH SPEAKING CENTER, and the local library, who provided many activities for all age groups.

The programs ran weekdays from 9:00 a.m. to 3:00 p.m. Transportation was provided by the Housing Authority. Field trips and activities included, but were not limited to: swimming, overnight camping trips, tabletop games, pool games, basketball, lots of arts and crafts, movies, outdoor field games, sign language, teen night, community services for teens, miniature golfing, high school graduation requirements, and trips to many different places including: the library, the beach, Hungerford Park, Dinosaurs Park, Millstone Energy Plant, Chuck E. Cheese's, Stanley Quarter Park, Quassey Amusement Park, Wadsworth State Park and Ocean Beach State Park. Parents chaperoned the activities and were very involved in the total summer program.

Approximately 10 residents were hired through the summer and were paid a stipend for working as staff that supervise all the activities listed above.

Program Goals:

1. To provide breakfast and lunch, Monday through Friday at which, on an average, not less than 45 youths are served breakfast and not less than 75 youths are served lunch.
2. To provide structured morning and afternoon activities including, but not limited to: Athletics, Recreation and Education.
3. To collaborate with other agencies providing summer programs including, but not limited to: PAL, CYBERFUN Camp, Safe Option Summer, Spanish Speaking Center and the YWCA.
4. To recruit youth to participate in Resident/Authority community field trips.
5. To recruit, train and supervise eighteen (18) residents from Mount Pleasant and Oval Grove, under the supervision of the Summer Program Coordinator, to participate and facilitate program activities.

II. OvalGroveBreakfast&LunchProgram:SummerProgram2001

GOALS:5

COST:\$10,610

The Oval Grove Summer Program was run by the RC's with the assistance of the Housing Authority in collaboration with several local agencies: CYBERFUN COMPUTER. CAMP, Y.M.C.A., Y.W.C.A., SAFE OPTION SUMMER (CMHA); PAL, Inc., GIRL SCOUTS, SPANISH SPEAKING CENTER, and the local library, who provided many activities for all age groups.

The programs ran weekdays from 9:00 a.m. to 3:00 p.m. Transportation was provided by the Housing Authority. Field trips and activities included, but were not limited to: swimming, overnight camping trips, tabletop games, pool games, basketball, lots of arts and crafts, movies, outdoor field games, sign language, teen night, community services for teens, miniature golfing, high school graduation requirements, and trips to many different places including: the library, the beach, Hungerford Park, Dinosaurs Park, Millstone Energy Plant, Chuck E. Cheese's, Stanley Quarter Park, Quassey Amusement Park, Wadsworth State Park and Ocean Beach State Park. Parents chaperoned the activities and were very involved in the total summer program.

Approximately 10 residents were hired through the summer and were paid a stipend for working as staff that supervised all the activities listed above.

Program Goals:

1. To provide breakfast and lunch, Monday through Friday at which, on an average, not less than 45 youths are served breakfast and not less than 75 youths are served lunch.
2. To provide structured morning and afternoon activities including, but not limited to: Athletics, Recreation and Education.
3. To collaborate with other agencies providing summer programs including, but not limited to: PAL, CYBERFUN Camp, Safe Option Summer, Spanish Speaking Center and the YWCA.
4. To recruit all youth to participate in Resident/Authority community field trips.
5. To recruit, train and supervise eighteen (18) residents from Mount Pleasant and Oval Grove, under the supervision of the Summer Program Coordinator, to participate and facilitate program activities.

III. StateElderlyResidentServiceCoordinatorProgram
GOALS:3
COST:\$14,348

TheCoordinator'sprogramistoimprovethequalityoflifeforresidentsofStateElderlySenior Housing.

ProgramGoals:

1. To establish psychosocial support groups at the eight housing sites to promote the developmentofmutualsupportnetworksandreduceisolation.
2. To provide mental health counseling services at no cost to residents through using outside agencies.
3. To assist in connecting elderly residents with entitlement programs and other community resource linkage.

IV. FederalElderlyServiceCoordinator
GOALS:3
COST:\$58,000

The Coordinator's program is to improve the quality of life for residents residing in Federal ModerateSeniorHousing.

ProgramGoals:

1. To establish psychosocial support groups at the eight housing sites to promote the developmentofmutualsupportnetworksandreduceisolation.
2. To provide mental health counseling services at no cost to residents, through using outside agencies.
3. Toassistinconnectingelderlyresidentswithentitlementprogramsandother communityresource linkage.

RESIDENT ADVISORY BOARD

The Resident Advisory Board is the only Authority -wide Resident Council and its purpose is to provide both the Authority staff and residents a place to engage in a two -way dialogue about public housing issues, policies and procedures.

RESIDENT ACTIVITIES :

The Housing Authority of the City of New Britain Computer Learning Center :

Equipment for the computer learning centers for the Mount Pleasant Federal Family Development and the Senior Coalition has been purchased. The renovations will be taking place in 2000 for the center to hopefully be up and running by September 2000.

Food Share :

All the residents of public housing benefited from the Produce Recovery Program. For sixteen (16) weeks on Friday or Saturday the residents received produce such as, but not limited to, tomatoes, eggplants, cucumbers, lettuce, green beans, squash, zucchini, corn, apples, crackers, cabbage, carrots, and vegetable juice. This was a combined effort of Food Share and the Authority.

Community Store :

The Mount Pleasant Resident Council, sponsored by the Authority, opened a new community store in the development. The store serviced residents in the community while helping to develop business skills for its volunteers. They sold newspapers, school supplies, stationary, snacks, candy and beverages.

Neighborhood Clean Up :

Mount Pleasant, with the assistance of the Authority, (who supplied the cleaning products and the housing police officers), assisted by supervising the young people who were helping with the neighborhood clean-up.

Easter Egg Hunt:

The Mount Pleasant neighborhood hosted an Easter Egg Hunt and Oval Grove had an Easter party. A total of 125 children participated in the hunt from Mount Pleasant and 32 children participated in Oval Grove. There was also an egg-coloring contest and Easter baskets were distributed.

Annual Day of Pride:

This event is held each year as a grand celebration for Mount Pleasant to reinforce their support of all cultural backgrounds. Local City Officials and out of town guests were invited to participate. This festivity involved the participation of the entire community.

Halloween Party :

A Halloween Party was held in the Mount Pleasant and Oval Grove developments. Parents accompanied their children to the party. Pizza, cake, and juice were served. Bags of treats were also distributed to approximately 80 children in Oval Grove and 144 children in Mount Pleasant. The young children also participated in face painting and various games.

Anti-Drug Rally & Summer Youth Expo :

Children of various age groups were asked to do a “SAY NO TO DRUGS” poster. An anti-drug parade through both the Mount Pleasant and Oval Grove neighborhoods was held to reinforce that drugs would not be tolerated in either of the communities. Local news media, agencies, Housing Authority personnel, and the New Britain Police Department (Housing Police) participated in the program. The program also had entertainment and caps and t-shirts were furnished to participants from Mount Pleasant and Oval Grove. Awards were also presented to graduates and other achievers.

Summer Field Trips :

Approximately 401 residents from both Oval Grove and Mount Pleasant participated in a field trip to Six Flags, Agawam, MA; 54 residents attended a trip to Ocean Beach, New London, CT; 79 residents attended a trip to Roller Magic in Vernon, CT; 37 residents attended a trip to Stanley Quarter Park, NB, CT; 37 residents attended a trip to Quassy Amusement Park and approximately 300 residents attended a trip to Forest Park, Springfield, MA.

Back to School Barbeque :

This event is held annually for all children residing in the Mount Pleasant and Oval Grove communities. Each child is given school supplies and is required to give his/her name and address. Approximately 230 packages of school supplies were distributed. Hot dogs, hamburgers, cheeseburgers, chicken, salad, punch and chips were also provided to participants attending these events.

Thanksgiving Turkey Give -Away:

A raffle was held in both Mount Pleasant and Oval Grove to distribute turkeys for Thanksgiving. A flyer was distributed to all units announcing the date and time of the drawing. A tag with each Head of Household resident was placed in a bag and the Council members pulled a name to announce the recipient of the turkey. Approximately 167 turkeys were raffled. This activity was held in 2000 and is anticipated to be held in 2001.

Christmas Toy Give -Away:

Toys were donated by the Bethesda Apostolic Baptist Church to children of the Mount Pleasant and Oval Grove Developments. The toys were distributed to children of different age groups. Parents were required to submit the name, age and gender of each child in the household. Approximately 175 to 200 children participated. This activity was held in 2000 and is anticipated to be held in 2001.

ValentineParty :

A party was held in the Mount Pleasant neighborhood with approximately 115 children in attendance. They played games, listened to music and had refreshments. The Senior Coalition had a Valentine luncheon; approximately 75 seniors participated in this activity.

SeniorCoalitionFieldTripsandActivities :

These trips and activities have been a collaboration of the Senior Coalition, the Authority, and the Housing Police. The following is a listing of trips made, attendance and contributors. Seniors from all of our senior housing (approximately 140) participated in the field trip to Foxwoods Casino. The seniors raised some of the funds to pay for the bus trip. Other trips: Block Island: approximately 37 residents participated in this trip; Mohegan Sun Casino: approximately 90 residents participated in this trip and the seniors raised funds to help pay for the bus trip; The Big E, Springfield, MA: approximately 38 residents participated in the trip; Elizabeth Park & Museum, West Hartford, CT: approximately 49 residents participated in this trip.

BirthdayoftheMonthParty:

Every month the Senior Coalition has a birthday of the month club get -together. Approximately 40 to 50 seniors participate each month.

SeniorCoalitionBarbeque :

Approximately 300 residents participated in the summer barbeque. The food was catered and entertainment was provided.

SeniorCoalitionHolidayParties :

A total of 85 residents attended the Halloween party. The residents had pizza, soda and candy. The senior residents had a Thanksgiving potluck luncheon, which a total of 83 residents attended.

Section II: INCOME CHANGES & WELFARE REFORM

The Authority is in full compliance with the income changes for welfare recipients requirement of the Quality Housing and Work Responsibility Act of 1998. We resolved the issue by modifying the income definitions in both our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan. The relevant section reads as follows:

“If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member’s failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.”

Section III: COMMUNITY SERVICE REQUIREMENT

The Quality Housing and Worker Responsibility Act of 1998 (ACT) requires that all eligible residents of a federally assisted housing development perform eight hours of community service per month. This provision was further expanded upon by the U.S. Department of Housing and Urban Development (HUD) which issued regulations concerning the implementation of this provision of the ACT.

HUD has defined community service as follows:

Performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance self-sufficiency, or increase resident self-responsibility in the community.

In order to comply with this section of the act, the Housing Authority has drafted a Community Service Requirement Policy for review and approval by the Authority's Board of Commissioners. The Authority (as outlined in its Community Service Requirement Policy) included provisions that will enable the residents to fulfill their responsibilities under this policy in the least intrusive way. For example, residents can fulfill their community service requirement by participating in resident council activities or residents can work more hours in one month and apply them towards another.

The Authority believes that the HUD mandated requirement for community service is in line with the Authority's stated mission of including its residents in the surrounding community. Through community service the Authority hopes that its residents will not only be able to improve their own lives, but also contribute to the improvement of the surrounding community in the process.

This policy can be found in both the Annual & Five -Year (White Books) Plan and the Policy & Procedure (Black) Book.

Housing Authority of the City of New Britain

Community Service Requirement Policy

August
2000

COMMUNITYSERVICE REQUIREMENT POLICY

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COMMUNITY SERVICE REQUIREMENT POLICY

Section I: Introduction

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

Section II: Mission Statement

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

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

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

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

Section II I: 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 a adult eligible residents of federally assisted public housing undertake eight (8) hours of community service per month.
- B. Eligible Adult residents that reside in any of the Authority's federally assisted public housing programs will be required to adhere to the Authority's Community Service Requirement Policy.

Section IV: Federal Laws & Regulations

- A. The "***Quality Housing Work Responsibility Act of 1998***" (Act) and HUD issued regulation 24 CFR Parts 5, 880 "***Changes to Admission and Continued Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs; Final Rule***" published March 29, 2000, which outline the laws and regulations that local federal public housing authorities must adhere to when complying with the community service requirement.
- B. The Act under ***Subtitle A - General Provisions Section 512 Community Service and Family Self - Sufficiency requirements*** outlines the federal law concerning community service.
- C. This policy adheres to all Federal laws, regulations and mandates concerning community service requirements. All disputes relating to the implementation and/or interpretation of this policy will be settled by referring to all Federal laws, regulations and mandates concerning community service requirements.

Section V: Community Service Defined

- A. As stated in the Act, community service is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance residents' self-sufficiency, or increase residents self responsibility in the community.
- B. Political activities are not considered community service, as stated in the Act and its accompanying HUD issued regulations.
- C. Community service must be undertaken in the municipality where the public housing agency is located as stated in the Act and its accompanying HUD issued regulations.
- D. The Authority (or a contacted third party) will make the final determination (before the resident undertakes the activity) as to which activity is an acceptable community service as mandated under this policy.

Section VI: Community Service Requirement

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

Section VII: General Requirements

- A. Except for family members who are exempt from this policy, each **ADULT** member of a federally assisted public housing program must undertake the following:
1. Contribute eight (8) hours per month of community service; or
 2. Participate in an economic self-sufficiency program for at least eight (8) hours per month; or
 3. Perform eight (8) hours of combined activities as listed in one and two above.
- B. An adult is defined as someone that has reached the age of eighteen (18) years of age.
- C. The Authority may allow a resident to complete more than (8) hours of community service a month in order to use the extra hours for another month. Before a resident undertakes this they must have prior approval in writing from the Authority (or a contracting third party if applicable).

Section VIII: Exempted Individuals From This Policy

1. The following individuals are exempted from the Authority's Community Service Requirement policy:
 1. Residents sixty-two (62) years of age and older.
 2. A blind or disabled individual, as defined under the Social Security Act, who have certification that states that he or she is unable to comply with the service requirement provisions because of the disability; or the primary caretaker of such an individual.
 3. Residents that are employed.

4. Residents that are exempt from having to engage in work activity under the State 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. Any member of a family that:

- (a) Is receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State in which the public housing agency is located, including State administered welfare -to-work programs, and;
- (b) Has not been found by the State or other administering entity to be in non-compliance with such a program.

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

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

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

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

Section X: Persons With Disabilities & This Policy

1. 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.
2. The Authority cannot exempt those individuals that claim a disability who are not yet officially classified as such, because such documentation is required in both the Act and its accompanying HUD mandated regulations.
3. The Authority encourages those residents, who can, to comply with this policy, as working with the community will benefit not only the surrounding neighborhood but also the residents themselves.

Section XI: Implementation Date of This Policy

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

Section XII: Resident Council Involvement

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

Section XIII: Admissions and Policy Compliance

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

SectionXIV:AdministrationOfThisPolicy

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

SectionXV:AssuringResidentCompliance

- A. The Authority will document on a monthly basis what the non -exempt family member's activities were for any given month.
- B. If the Authority contracts with an outside -qualified party to implement this policy the third party contractor must keep on file what the family member has performed for each month of qualifying activities. The third party will have to provide assigned 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:

1. Number of activities
2. Total hours broken down per month
3. Types of activities
4. Number of months the policy was not adhered to
5. Reasons given for failure to comply
6. Any problems associated with compliance or a cutely undertaking of activities

Section XVI: Failure To Comply With This Policy

1. If the Authority or its third party contractor determines that a non -exempt family member is not complying with the community service requirement, then a ***Failure to Comply with the Community Service Requirement*** notice will be sent by both certified and regular mail. This notice will contain the following:
 1. A description of non -compliance.
 2. A statement that the Authority will not renew the lease at the end of the twelve (12) month lease term unless:
 - (a) A family member enters into a written agreement with the Authority to cure such non -compliance; or
 - (b) The family provides written documentation that is satisfactory to the Authority that states that the resident in non -compliance no longer lives at that dwelling unit.

3. A statement that the family member may request a grievance hearing and that the tenant may exercise his/her rights to seek timely redress for the Authority's non-renewal of the lease from any available judicial source.
- B. If any member of a non-exempt dwelling unit has violated the Authority's Community Service Requirement, the Authority will not renew their lease. This will not apply if all other non-exempt family members are currently complying with the community service requirement.
 - C. The non-compliant family member who wishes to regain compliance must enter into a written agreement with the Authority (and if applicable with the contracting third party) to cure such non-compliance. The cure could include completing additional hours of community service or economic self-sufficiency activity to make up the hours needed over the twelve-month term of the new lease.

Section XVII: Evictions & This Policy

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

Section XVIII: Prohibition Against Replacement Workers

Exclusive of any agreement the Authority may have with its collective bargaining units, the Authority may not substitute community 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

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

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(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.

SAFETY AND CRIME PREVENTION

Option One — The Housing Authority of the City of New Britain received PHDEP Technical Assistance and has utilized the formal report as a basis for their Safety and Crime Prevention Plan. The Housing Authority has summarized the problems and outlined the planned measures to improve safety and to eliminate the crime and drug problems in and around its developments. The formal Technical Assistance Report is on file at the Housing Authority.

Section I: Overview/Background

In accordance with the Quality Housing and Work Responsibilities Act of 1998 the Housing Authority of the City of New Britain has established this Safety and Crime Prevention Plan that incorporates the following requirements:

1. Safety Measures on a **development-by-development** basis to ensure the safety of the residents living in public housing owned and operated by the Housing Authority of the City of New Britain.
2. The Housing Authority of the City of New Britain Safety and Crime Prevention Plan has been established in consultation with the New Britain Policy Department. Attached, as a part of this Plan is a statement by the New Britain Policy Department, which indicates that they have participated in the development of this Plan and that they concur with its objectives and will participate in accomplishing its goals with the Housing Authority of the City of New Britain.
3. The Housing Authority of the City of New Britain New Britain Policy Department has worked hand and hand in the Safety of the Authority's residents and the Crime Prevention programs. Captain Phil Kennedy of the New Britain Police Department is currently Liaison Officer between the NBHA and the NBPD and has worked diligently in enforcing the Authority's goals of eliminating criminal behavior by helping to eradicate drug activity and to provide drug free neighborhoods for public housing residents. Representatives of the NBHA have attended numerous meetings held at the Authority concerning crime prevention programs.

4. The Housing Authority of the City of New Britain Safety and Crime Prevention Plan describes measures to ensure the safety of public housing residents and measures to prevent crime. This Plan describes activities that are in effect or being planned or contemplated by the Housing Authority of the City of New Britain. This Plan describes the coordination planned between the Housing Authority of the City of New Britain and the New Britain Police Department for the attainment of its objectives.

The City of New Britain has a population of approximately 70,000 residents contained in 13.3 square miles. This is the fourth-highest population density of any community in the State of Connecticut. New Britain is ten miles from Hartford and less than two hours from both New York City and Boston, Massachusetts. This makes it a convenient stop-off point along the northeast drug trafficking corridor.

The Housing Authority owns/manages seven (7) federal housing developments, (807 units in total), which are located throughout the City of New Britain.

Name of Development	Project Number	0BR	1BR	2BR	3BR	4BR	5BR	TOTAL
Oval Grove	(Conn5- 2)		16	80	56	8		160
Mount Pleasant	(Conn5- 1)		64	90	70	28		252
Knapp Village	(Conn5- 3)	12	48					60
Graham Building	(Conn5- 7)		100					100
Ribicoff Building	(Conn5- 5)		104					104
Kennedy Building	(Conn5- 4)		70					70
D'Amato Building	(Conn5- 9)		58					58
29 South High St.	(Conn5- 9)			3				3
TOTAL	7	12	460	173	126	36	0	807

Section II: Safety And Crime Prevention Needs Of Development

The Developments in the Housing Authority of the City of New Britain are being used as “illegal drug distribution centers “. Both the housing authority developments and the surrounding neighborhoods are being negatively impacted by this situation.

Drug-related crimes have been increasing in the City of New Britain in both the Housing Authority developments and surrounding neighborhoods. Crimes that are typically reported include assault, robbery, burglary, larceny and theft. Crack cocaine and marijuana are the major types of drugs being used in the community.

The Housing Authority of the City of New Britain has limited staff resources to develop a comprehensive database of drug and crime information to accurately document the nature and extent of this problem. The situation is compounded by the fact that the New Britain Police Department’s current information system is not optimally effective. Their present system of reporting areas does not typically correspond to just the public housing developments. However, the New Britain Police Department is making every effort to provide what ever pertinent drug and crime statistics available to assist the Housing Authority staff in creating and implementing prevention programs that target local community needs.

The Housing Authority of the City of New Britain has determined that there was a need to adopt measures to ensure the safety of public housing residents. The Housing Authority requested and received technical assistance from HUD in the form of a PHDEP Technical Assistance Contract to identify the nature and extent of drugs and crime activity within the community and to develop a community based plan for what to do and how to approach these issues. The PHDEP Technical Assistance contractor performed the following duties:

1. Prepared a comprehensive report that addresses: The development of an improved information system capable of generating more accurate data about drug and drug crime - related problems in and around the Housing Authority of the City of New Britain developments. The report also proposed recommendations that will foster a stronger partnership between the Housing Authority and other organizations whose assistance could improve the public housing drug elimination programs.

- B. Continued to forge a collaborative partnership between the Housing Authority of the City of New Britain and local law enforcement officials.
- C. Identified priorities to be taken by the Housing Authority of the City of New Britain in their efforts to eradicate drug/crime activity and take action to expand overall resources and services.
- D. Developed a comprehensive community based plan that enlisted the support of key community leaders and housing authority staff in its implementation.
- E. Made/solicited recommendations for reducing the amount of drug and criminal activity and for developing a solution focused plan to help the Housing Authority of the City of New Britain effectively address its local security and crime problems.

Section III: Goals And Objectives

The Housing Authority of the City of New Britain has established the following goals and objectives in the area of Safety and Crime Prevention:

- A. To reduce crime in the public housing developments to a level equal to or less than the surrounding neighborhoods.
- B. To develop strategies and tactics, in coordination with the New Britain Police Department, to combat crime in and around the Housing Authority's developments.
- 1. To continue the working partnership with local and State Law Enforcement agencies.
- D. To implement crime intervention programs that will encourage the youth living in public housing to create a positive and creative attitude for themselves which will allow them to achieve their desires and goals and/or help to develop goals for life.
- E. To apply for and receive PHDEP funds for both technical and direct assistance to eliminate illegal crime and drug activity in and around the Housing Authority of the City of New Britain.
- F. To increase involvement/participation of residents and local service providers.
- G. To develop strategies that can assist in addressing prevention, intervention, and treatment for the resident community.
- H. To develop programs that will empower the residents and youths to continue safety through safety training, such as: anti-crime, anti-gang, scout programs and police explorers.
- I. To initiate an eviction process that focuses on zero tolerance for serious nuisances.
- J. To initiate a program that addresses Uniform Physical Code Standards unit inspection.

Section IV: Current Safety And Crime Prevention Activities

The Housing Authority of the City of New Britain has developed an Action Plan dealing with security, drug and crime issues in its developments and for collaborating with community -wide officials and agencies to provide the necessary resources. The Action Plan includes the following on-going tasks:

1. The providing of safety and security training programs for residents living in public housing with the assistance of the New Britain Police Department.
2. The continuation of the community -policing program through the New Britain Police Department.
3. The development of a community policing site office in each of the housing developments.

In addition, the Housing Authority of the City of New Britain intends to accomplish the following tasks in the next year:

1. To continue training for the Volunteer Senior Security Program on an on -going basis.
2. To implement the latest/updated Crime Intervention Program.
3. To organize an Operation Safe Home community advisory board consisting of the New Britain Police Department, individuals from the school system, and other local social service agencies throughout New Britain.
4. To initiate monthly awareness meetings for the residents of public housing.
5. To restructure the present Code & Lease Program and implement a more cost effective one.
6. To establish an Authority -wide Resident Advisory Board made up of representatives from each Resident Council and develop a partnership with "The City of New Britain's Public Safety Council."
7. To continue to attend Senior Coalition meetings to update residents in the areas of safety and crime prevention.
8. To establish a partnership with the New Britain Police Department for programs including, but not limited to: Police Athletic League (PAL), Police Youth Explorers and

Community Security/Crime Prevention Programs.

The Housing Authority of the City of New Britain does not have the financial resources to fund these planned activities, therefore, the Housing Authority intends to apply for Public Housing Drug Elimination funds in FY 2002. It also intends to identify other sources of funding support for the programs planned. The success of the Security and Crime Prevention Plan established for the Housing Authority is dependent upon being awarded PHDEP funds and successfully obtaining non-HUD funding. The PHDEP Technical Assistance Final Report and additional details regarding this Plan are on file at the Housing Authority office.

Section V: RESIDENT SECURITY COUNCIL

This program was funded by the Mayor's Public Safety Council. The Resident Security Council's purpose is to provide the Authority staff and residents a place to engage in a two-way dialogue about public safety issues.

Program Goals:

1. To increase awareness of public housing residents of the activities, resources and initiatives of public safety that the Authority is actively developing and implementing.
2. To improve the partnership of the City of New Britain Public Safety Council, the New Britain Police Department and other resources that will further improve the quality of life of the residents and the general public.
3. To create the Resident Security Council as a primary conduit for the pending Director of Public Safety, Code Enforcement and other Authority initiatives that will enhance the sharing of information, referral of problems and strengthen the already positive relationship with local law enforcement.
4. To empower residents by sponsoring focus groups and meetings in all public housing developments so as to encourage participation in the Authority, the New Britain community and RSC efforts to combat violent crime and other drug activities.
5. To continue partnerships and communication between residents, government, social service agencies and the Authority.

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

2. What information or data did the PHA use to determine the need for PHA action 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 anti-crime/anti-drug programs
- ☐ Other (describe below)

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

Mount Pleasant

Oval Grove

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

1. List the crime prevention activities the PHA has undertaken or plan 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 -risky youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

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

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)

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 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 FY2000 in this PHA Plan?

☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ct005a09.

14.RESERVEDFORPETPOLICY

[24CFRPart903.79(n)]

**HOUSINGAUTHORITYOFTHECITY
OFNEWBRITAIN
PETCONTROLPOLICY**



075
OMBApprovalNo:2577 -0226
Expires:03/31/2002

PET CONTROL POLICY

Section I: Introduction

The purpose of this policy is to establish the New Britain Housing Authority's (herein called the Authority) policies and procedures for ownership of common household pets in both family and elderly public housing and to ensure that no applicant or resident is discriminated 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.

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 reasonable ownership of certain types of pets under the policies and regulations contained herein.

Section III: Mission Statement

1. 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.
2. 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 or which are otherwise deemed a menace to our community.
3. 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

1. The Quality Housing and Workresponsibility Act of 1998 and the HUD issued regulations 24CFR960“Pet Ownership in Public Housing; Final Rule” outline the laws and regulations that local federal public housing authorities must adhere to when complying with the ownership of pets in public housing.
2. The Act under Subtitle B - Public Housing Part 2 — Admissions and Occupancy Requirements Section 526 Pet Ownership now requires that the local housing authority allow the reasonable ownership of pets in public housing. The regulations and policies of the New Britain Housing Authority’s Pet Control Policy is in accordance with the Act’s pet ownership provisions.

Below are 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 subsection [c]), may own one (1) or more common household pets or have one (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 maintain 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 an 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 account for additional costs not otherwise covered, respectively;
 2. Limitation on the number of animals in a unit, based on unit size;
 3. Prohibition 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 the purpose of this section, the term “public housing” has 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 effect upon the effective date of the 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 and 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, or fish. (Fish aquariums must be approved by the New Britain Housing Authority, cannot 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 provision 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.

C. The conduct and care of assistance animals must be in accordance with Authority policy, state and local health code, and anti-animal 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 & Ordinances

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.
2. 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, Rottweilers, 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 f owl 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 request the removal of a pet if the conduct or condition is determined in the sole judgment of the Authority to constitute an nuisance or a threat to other residents, staff or 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 types or breeds 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 No -Pet Areas.

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 either State or local public health, animal or anti - animal control laws or regulations, the Authority will alert the proper authorities 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 eighteen (18) 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 more than 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 disoriented 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 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 with, or diminish the peaceful enjoyment of other residents. The terms “disturb, diminish and interfere with” shall include but not be limited 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 that must be kept in the dwelling unit. Residents shall neither allow nor refuse from litter boxes to accumulate nor 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 unattended for more than fourteen **(14)** hours, 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 of time under any circumstances.
13. Under no circumstances shall a pet 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 is strictly forbidden.

15. Pets/animals not owned by the resident shall not be kept on a temporary basis for any length of time under any circumstances.
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. No litter can remain on Authority property more than five (5) weeks.
17. No pet shall be chained or tied to Authority property and/or grounds whether the resident/pet owner is present or not.
18. Visitors are not allowed pets unless the visitor is a handicapped/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 of registration 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. Residents must also show written proof from a licensed veterinarian 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 and 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 an 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**. The PRC for all **other CHOPs** is **\$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 for 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.

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

E. If the State or local municipality has laws/regulations concerning pet deposits the Authority will comply as to retention of the deposit, interest and return of the depositor portion thereof to the resident.

SectionXX:NoticeforCHOPRemoval&TerminationofTenancy

- A. Iftheresident/petownerandtheAuthorityareunabletoresolveaviolationofthePCPorthe petowner fails to correct the violation in the t ime period allotted by the Authority, the Authority may service noticetoremovetheCHOPand/orterminateresidents'tenancy.Thenoticeshallcontainthefollowing:
- AbriefstatementofthefactualbasisfortheAuthority'sdeterminationofthePCPrulethat hasbeenviolated.
 - Therequirementthattheresident/petownerremovethepetwithinacertainnumberofdays.
 - If the PCP violation is sufficient to warrant termination of residency, a statement that the failure to remove the pet may result in the initiation of termination of tenancy procedures willbesent.
- B. TheAuthoritywilluseitspublishedevictionproceduresexclusiveofthatlistedabovewhenseekingthe evictionofaresidentforviolationsoftheAuthority'sPCP.

Section XXI: Resident Council Involvement

The Authority encourages its Resident Councils to participate in the adherence to the PCP. Resident Councils can undertake, but are not limited to, the following:

1. Petitioning the banning of certain breeds/types of CHOPS.
2. Presenting recommendations to the Authority concerning making certain areas of a public housing development a No-Pet Area.
3. Petitioning 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 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 Pet Control Policy.

15.CivilRightsCertifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliancewiththePHAPlansand RelatedRegulations.

CIVILRIGHTSCERTIFICATION

The New Britain Housing Authority does hereby agree and certify that it will carry out this Agency Plan (both our Five -Plan and our Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with the following:

- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- The Fair Housing Act
- Section 503 of the Rehabilitation Act of 1973
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- Title VIII and Section 3 of the Civil Rights Act of 1968(as amended)
- Executive Order 11063
- Executive Order 11246
- The Age Discrimination Act of 1975
- Title 56(a) of the Connecticut General Statutes
- Section 402 of the Vietnam Era Veteran Readjustment Assistance Act of 1974 Readjustment

In addition to the above, the Housing Authority will comply with all Federal, State and internal civil rights and anti -discrimination policies and regulations. The policies listed are a continuation of our long -standing anti discrimination tradition.

16.Fiscal Audit

[24CFR Part903.79(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)?

ANNUAL AUDIT

In Compliance with the instructions of the Interim Rule on preparing the Agency Plan (published February 18, 1999, in the Federal Register), our annual audit is not being submitted with this document because it has not been completed. If anyone wants to view the annual audit of the New Britain Housing Authority, they can do so by coming to our office at 34 Marimac Road during normal business hours.

17.PHA Asset Management

[24CFR Part 903.79(q)]

STATEMENT OF APPROACH TO ASSET MANAGEMENT

The New Britain Housing Authority defines asset management as the ability to manage our properties in a way that maximizes their potential to fulfill the mission of the Housing Authority. We are in the process of beginning to implement an asset management system. When completed it will include:

1. A system to profile and measure the performance of each property;
2. A system to determine the financial viability of each property;
3. A system to value the accomplishment of social objectives (i.e. the housing authority mission); and
4. A system for evaluating options for properties.

When these information and analysis systems are in place, we will be able to make decisions about the best use or disposition of our assets. By understanding the best community use of the property, the shelter and financial potential of the property, and the operating cost and performance profile of each property, the New Britain Housing Authority will be able to make decisions about how to use our property to best serve the needs of our community, residents, and agency. In a worse case scenario, it will help us decide if we need to demolish and/or dispose of all or part of a property and how to replace these units. Our system of analysis will include these steps:

STEP ONE - DETERMINE THE TARGET POPULATION FOR THE PROPERTY.

Given the community's housing needs as articulated in the Consolidated Plan for our jurisdiction, what are the greatest housing needs in our community? What populations are not being adequately served by the private market? We will review demographics and waiting list information to make these decisions. Depending on the property and the composition of the community we can target working families, the elderly, the frail elderly, people with disabilities, or families needing supportive services. Different populations may be most suited to different properties.

STEPTWO - DETERMINEIFTHEPROPERTIESAREABLETOSERVETHEIDENTIFIED NEED.

There are three aspects to this point -- are there enough units to serve the need, are those units physically and structurally sound, and do the units include the amenities required to compete successfully for residents?

If there is an unmet need, the New Britain Housing Authority may seek development partners or attempt to acquire additional units to meet the need. If property is not physically adequate to house the population, we will perform a physical needs assessment to determine whether capital improvements or retrofitting is required to make the property suitable.

There is one other possible situation: It is possible that there are more units available than are required to accommodate the target population. If this is the case we will seek the best use for these units.

STEP THREE - COMPLETE A NEIGHBORHOOD STUDY.

An analysis of the surrounding neighborhood will also provide important information about the potential market for the property. If the surrounding neighborhood is experiencing decline or crime problems, these must be taken into consideration before any decision is made about making a capital investment in the property. The information needed for this study will be compiled through the use of census tracts and block data.

STEP FOUR - DETERMINE THE CURRENT COST OF OPERATING THE PROPERTY .

The New Britain Housing Authority must understand how much work is required to keep the property operating at an acceptable standard. Also, examine the amenities the property offers. Are the amenities appropriate and cost-effective? This is the first step to understanding the financial stability of the property.

STEP FIVE - DETERMINE THE POTENTIAL INCOME THE PROPERTY CAN PRODUCE GIVEN ITS BEST USE.

Considering full occupancy, how much rent and subsidy can be generated by each of our properties? By comparing this to the cost of operating the property we will gain significant information about the financial feasibility of our properties. It is likely that an accurate estimate of this cannot be made until the new rules for the operating fund are finalized.

STEP SIX - DETERMINE THE COST OF ANY CAPITAL IMPROVEMENTS OR RETROFITTING REQUIRED TO EQUIPPING THE PROPERTY TO SERVE THE TARGET POPULATION.

What is the cost of any required rehabilitation or retrofitting? This amount must be factored into the income potential and operating cost of the property to determine if retrofitting this property is the best way to serve the identified need. Changes to the property might include the installation of air conditioning, conversion to handicapped accessible units, or elimination of efficiency units. (List those changes or amenities that are the most likely to be needed in your housing authority.)

STEP SEVEN - DETERMINE THE COST OF OPERATING THE REHABILITATED PROPERTY.

Will the cost of operating the property be different after improvements are made? If so, this must be factored into the decision making process.

STEP EIGHT - COMPARE THE OPERATING COST TO THE POTENTIAL INCOME.

Regardless of the need for the housing, it must be financially feasible to operate the property. If the New Britain Housing Authority has determined that a property can produce enough income to sustain itself, the use of the property for the targeted use will proceed. If a property cannot produce enough income to sustain itself and there is a need for the housing, we may decide to seek additional support from other properties in the portfolio or elsewhere in the community. This is reasonable if in our opinion and the community's, there is great social value in operating the property.

If the social value of operating the property is not sufficient to justify the contribution of operating support from the rest of the portfolio, the New Britain Housing Authority will seek disposition or alternate use for the property.

STEP NINE - DETERMINE THE ABILITY OF THE PROPERTY TO GENERATE ADEQUATE FUNDS FOR AN OPERATING RESERVE.

An additional aspect of a property's ability to sustain itself financially is its ability to generate enough funds not only to pay its operating costs, but also to contribute to a replacement reserve. The New Britain Housing Authority cannot estimate the need for an operating reserve until the rules for the new capital and operating funds have been finalized, but we do intend to continue our current practice of funding operating reserves.

In summary, the New Britain Housing Authority intends to reinvent our public housing as we know it and move towards a more market-driven, private-oriented management system while retaining our responsibility to both our residents and the taxpayers.

STEP TEN - DETERMINE THE AMOUNT OF FEDERAL OPERATING SUBSIDY NEEDED TO OPERATE THE PROPERTY.

It will be determined based upon the previous ten (10) steps, how much and at what percentage rate the Federal low rent - operating subsidy is required to sufficiently operate the property.

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 description of asset management activities in the Housing Asset Management Table? **optional Public**

18. Other Information

[24CFR Part 903.79(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 as Attachment (Filename) ct005a10

☐ 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)

1. Reviewed previous 5 Year Plan for 2001 in detail ensuring that all current procedures are reflected in the new 5 Year plan for 2002.
2. Made changes to plan as documented during the procedure review process.
3. Reviewed previous 5 Year Plan for 2001 in detail ensuring that all policies are reflected in the new 5 Year plan for 2002.
4. Made changes to plan as documented during the policy review process.
5. Added new procedures and policies based on staff and resident input.

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

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub -component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub -component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

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

Elected by the mayor of the City of New Britain.

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 of New Britain**)

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

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

☐ Other: (list below)

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

1D.OtherInformationRequiredbyHUD

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

1 Attachments

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

PHAPlan TableLibrary

Component7 CapitalFundProgramAnnualStatement PartsI,II,andII

AnnualStatement CapitalFundProgram(CFP)PartI:Summary

CapitalFundGrantNumber FFYofGrantApproval: (MM/YYYY)

☐ OriginalAnnualStatement

LineNo.	SummarybyDevelopment Account	TotalEstimated Cost
1	TotalNon -CGPFunds	
2	1406Operations	
3	1408ManagementImprovements	
4	1410Administration	
5	1411Audit	
6	1415LiquidatedDamages	
7	1430FeesandCosts	
8	1440SiteAcquisition	
9	1450SiteImprovement	
10	1460DwellingStructures	
11	1465.1DwellingEquipment -Nonexpendable	
12	1470NondwellingStructures	
13	1475NondwellingEquipment	
14	1485Demolition	
15	1490ReplacementReserve	
16	1492Mov ingtoWorkDemonstration	
17	1495.1RelocationCosts	
18	1498ModUsedforDevelopment	
19	1502Contingency	
20	AmountofAnnualGrant(Sumoflines2 -19)	
21	Amountofline20RelatedtoLBPActivities	
22	Amountofline20RelatedtoSection504Compliance	
23	Amountofline20RelatedtoSecurity	
24	Amountofline20RelatedtoEnergyConservation Measures	

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivit ies	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

OptionalTablefor5 -YearActionPlanforCapitalFund(Component7)

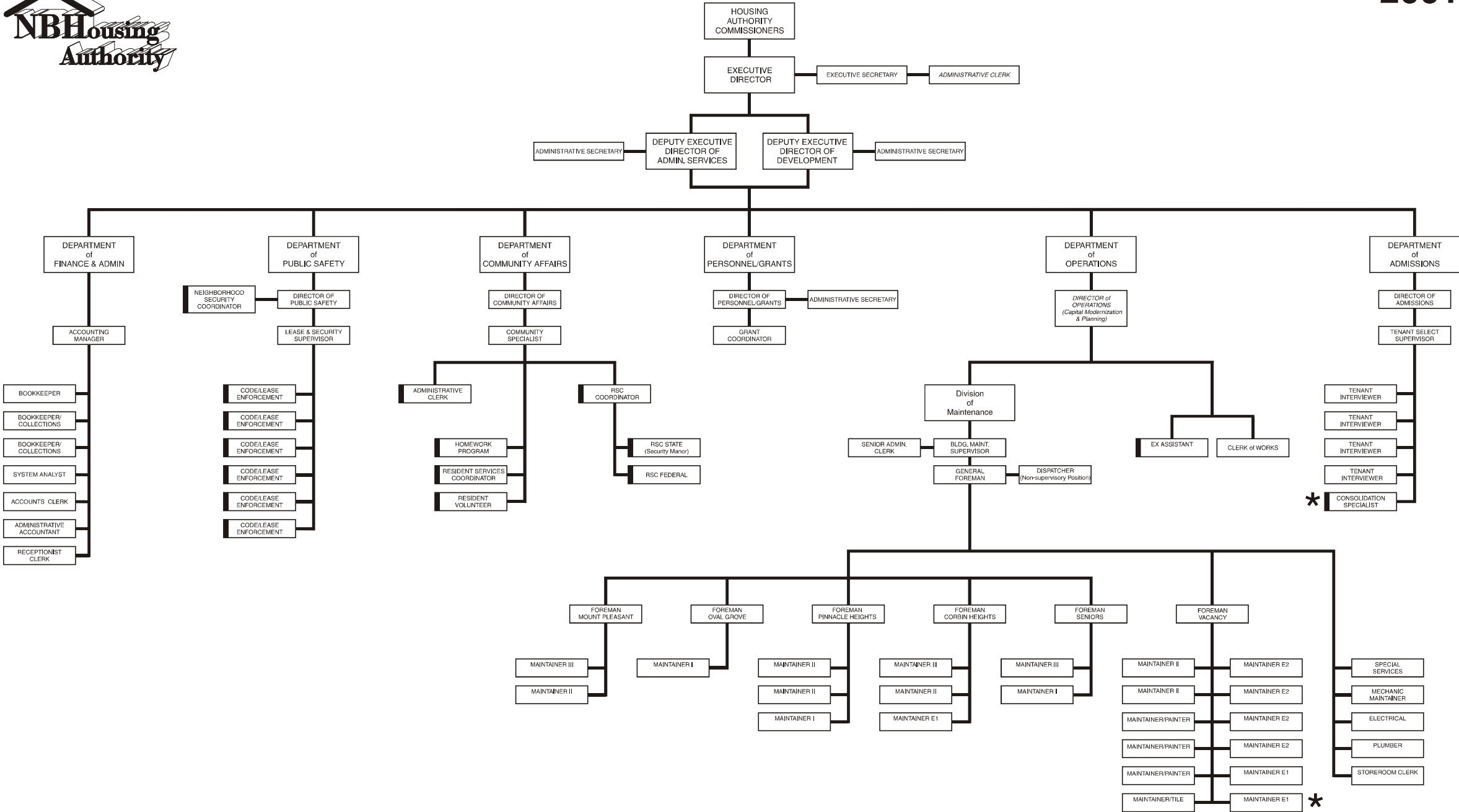
Completeonetableforeachdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA-plannedinthenext5PHAfiscalyear.Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneofthe5widephysicalormanagementimprovements- Yearcycle,becausethis informationisincl udedintheCapitalFundProgramAnnualStatement.

Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	% Vacancies inDevelopment	
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
Totalestimatedcostovernext5years				

Optional Public Housing Asset Management Table

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

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



* INDICATES 2 POSITIONS/1 PERSON
| INDICATES CONSULTANT OR CONTRACT SERVICES
ITALICS INDICATE A CURRENTLY UNFILLED POSITION

CAPITAL FUND PROGRAM 2002

Annual Statement/Performance and Evaluation Report

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

Summary

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

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

[illegible]

AnnualStatement/PerformanceandEvaluationReport
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)
PartIII:I mplementationSchedule

[illegible]

Capital Fund Program Five - Year Action Plan

Part I: Summary

				<input type="checkbox"/> Revision No:	
Development Number/Name/HA -Wide	Year 1 2002	Work Statement for Year 2 FFY Grant: 2003 PHAFY:	Work Statement for Year 3 FFY Grant: 2004 PHAFY:	Work Statement for Year 4 FFY Grant: 2005 PHAFY:	Work Statement for Year 5 FFY Grant: 2006 PHAFY:
A. CT5 -1MTPLEASANT CT5 -2OVAL GROVE CT5 -3KNAPP VILLAGE CT5 -4KENNEDY APTS. CT5 -5RIBICOFF APTS. CT5 -7GRAHAM APTS. CT5 -9D'AMATO APTS.	Annual Statement				
B. Physical Improvements Total		1,355,000.00	1,355,000.00	1,355,000.00	1,355,000.00
C. Administration		140,000.00	140,000.00	140,000.00	140,000.00
D. Fees & Costs		90,000.00	90,000.00	90,000.00	90,000.00
E. Operations		165,000.00	165,000.00	165,000.00	165,000.00
Total CFP Funds (Est.)	1,663,641.00	1,750,000.00	1,750,000.00	1,750,000.00	1,750,000.00
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year: 2003 FFY Grant: PHAFY:	Activities for Year: 2004 FFY Grant: PHAFY:
-----------------------------	--	--

	<u>DEV. NO.</u>	<u>PROJECTDESCRIPTION</u>	<u>COST</u>	<u>DEV. NO.</u>	<u>PROJECTDESCRIPTION</u>	<u>COST</u>
	CT5 -1	1460KITCHEN&BATHUPGRADES	165,000.00	CT5 -1	1460REPLACEENTRY&STORMDOORS	300,000.00
*SEE		1460LEADABATEMENT	200,000.00		1460SIDING&SOFFITREPLACEMENT	750,000.00
ATTACHED		1450CRAWLSPACE&RELATEDSITEUPGR	150,000.00			
CFP2002		1465.1REPLACESTEAMBOILERS(BONDST.	50,000.00	CT5 -7	1465.1REPLACEHEATINGSYSTEM	245,000.00
		BLDG.#28)			1465.1REPLACETRASHCOMPACTOR	60,000.00
	CT5 -2	1460LEADABATEMENT	140,000.00			
	CT5 -3	1450PERIMETERFENCING&DRAINAGE	170,000.00			
	CT5 -5	1460REPLACEBALCONYDOORS	25,000.00			
		1465.1REPLACEHEATINGSYSTEM	300,000.00			
	CT5 -7	1465.1CORRIDORVENTILATIONUPGRADES	40,000.00			
		1460REFURBISH&RECAULKWINDOWS	100,000.00			
	CT5 -9	1465.1INSTALLNEWPHONE/INTERCOM	15,000.00			
		SYSTEM				
		TOTAL=	1,355,000.00		TOTAL=	1,355,000.00

CapitalFundProgramFive -YearActionPlan
PartII:SupportingPages —WorkActivities

ActivitiesforYear: <u>2005</u> FFYGrant: PHAFY:	ActivitiesforYear: <u>2006</u> FFYGrant: PHAFY:
--	--

<u>DEV. NO.</u>	<u>PROJECTDESCRIPTION</u>	<u>COST</u>	<u>DEV. NO.</u>	<u>PROJECTDESCRIPTION</u>	<u>COST</u>
CT5 -2	1460KITCHENUPGRADES	245,000.00	CT5 -1	1450LANDSCAPING&SITEUPGRADES	90,000.00
CT5 -4	1465.1REPLACEHEATINGSYSTEM	250,000.00			
			CT5 -3	1460UPGRADE5UNITSTOADA/HUD504	125,000.00
CT5 -5	1460KITCHENUPGRADES&CABINET	250,000.00		COMPL IANCE	
	REPLACEMENTS			1460KITCHENUPGRADES	170,000.00
			CT5 -5	1460UPGRADE4UNITSTOADA/HUD504	100,000.00
CT5 -7	1460KITCHEN&BATHROOMUPGRADES	310,000.00		COMPLIANCE	
				1460BATHROOMUPGRADES	280,000.00
CT5 -9	1465.1REPLACEHEATINGSYSTEM	300,000.00			
			CT5 -7	1460UPGRADE4UNITSTOADA/HUD504	100,000.00
				COMPLIANCE	
			CT5 -9	1460KITCHEN&BATHROOMUPGRADES	320,000.00
				1475REPLACEHVAC –COMMUNITYRM	25,000.00
				1470ENCLOSEPATIO&REPLACEPATIO	45,000.00
				FURNITURE	
				1460UPGRADE4UNITSTOADA/HUD504	100,000.00
				COMPLIANCE	
	TOTAL=	1,355,000.00		TOTAL=	1,355,000.00

ct005a03 -DECONCENTRATIONOFPOVERTYANDINCOME MIXING

TheNewBritainHousingAuthority'sadmissionpolicyisdesignedtoprovidefor deconcentrationofpovertyandincomemixingbybringinghigherincometenantsintolower incomeprojectsandlowerincome tenantsintohigherincomeprojects.Theprojectstobe affectedarethoseoccupiedpredominantlybyfamilieswithchildren.

Grossannualincomeisusedforincomelimitsatadmissionandforincome -mixingpurposes.

Skippingofafamilyonthewaiting listspecificallytoeachanotherfamilywithaloweror higherincomeisnottobeconsideredanadverseactiontothefamily.Suchskippingwillbe uniformlyapplieduntilthetargetthresholdismet.

***TheHousingAuthoritywillgatherdataandanalyze ,atleastannually,thetenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Authority's deconcentration efforts.**

TheNewBritainHousingAuthoritywillusethegatheredtenantincomesinformationinits assessmentofitspublichousingdevelopmentstodeterminetheappropriatedesignationtobe assignedtotheprojectforthepurposeofassistingtheAuthorityinitsdeconcentrationgoals.

***IftheAuthority'sannualreviewoftenantincomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the Housing Authority will evaluate the change to determine whether, based on the New Britain Housing Authority methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the Housing Authority has met the deconcentration goals and the project needs no particular designation.**

Deconcentration and Income -Mixing Goals

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

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

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

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

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

***In 2001, the New Britain Housing Authority will strive to achieve the following goals for deconcentration of poverty and income -mixing:**

- 1. Increase of 3 lower income families into higher income developments.**
- 2. Increase of 3 higher income families into lower income developments.**

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

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

Mt. Pleasant CT005-01

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

Oval Grove CT005-02

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

Project Designation Methodology

***Aggregate Average Method**

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

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

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

*** PHA Incentives for Higher Income Families**

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

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				
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

PHAName: NEWBRITAINHOUSINGAUTHORITY		GrantTypeandNumber CapitalFundProgramGrantNo: CT26P00550101 ReplacementHousingFactorGrantNo:					FederalFYofGra nt: 2001		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Dev. Acct No.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
PHAWIDE	DIRECTOROFOPERATIONS		1410		35,000.00				
	CLERKOFTHWORKS		1410		65,000.00				
	EXECUTIVEASSISTANT		1410		40,000.00				
	ARCHITECT/ENGINEER		1430		90,000.00				
	LBPRISKASSESSMENT		1430		60,000.00				
CT5 -1	A. BASEBOARDHEATINGSYSTEM		1465.1		360,000.00				
MTPLEASANT	SYSTEMANDSTEAMCONTR OLS								
CT5 -2	A.SIDEWALKS,STOOPS,STORM		1450		400,000.00				
OVALGROVE	DRAINSANDPARKINGAREAS								
CT5 -3	A.SITEIMPROVEMENTSAND		1450		50,000.00				
KNAPP	DRAINAGE								
CT5 -4	A.SITEIMPROVEMENTS		1450		50,000.00				
KENNEDY	B.REPLACE/REFURBISHWINDOWS		1460		150,000.00				
CT5 -5	A.SITEIMPROVEMENTS		1450		70,000.00				
RIBICOFF	B.REPLACE/REFURBISHWINDOWS		1460		153,183.00				
CT5 -7	A.SITEIMP ROVEMENTS		1450		200,000.00				
GRAHAM									
CT5 -9	A.ENCLOSESANITARYLINESAND		1460		25,000.00				
D'AMATO	INSULATE,INSTALLFIRE								
	PROOFING								
	TOTAL				1,748,183.00				

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

PHAName: NEWBRITAINHOUSINGAUTHORITY		GrantTypeandNumber CapitalFundProgramNo: CT26P00550101 ReplacementHousingFactorNo:					FederalFYofGrant: 2001
DevelopmentNumber Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
CT5 -1 A.	9/2003			9/2004			
CT5 -2 A.	9/2003			9/2004			
CT5 -3 A.	9/2003			9/2004			
				9/2004			
CT5 -4 A.	9/2003			9/2004			
B.	9/2003			9/2004			
CT5 -5 A.	9/2003			9/2004			
B.	92003			9/2004			
CT5 -7 A.	9/2003			9/2004			
CT5 -9 A.	9/2003			9/2004			

Annual Statement/Performance and Evaluation Report

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

PHA Name: HOUSING AUTHORITY of the CITY of NEW BRITAIN		Grant Type and Number Capital Fund Program Grant No: CT26P00550100, REV.1 Replacement Housing Factor Grant No:		Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revision 1	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	0	170,942.00	170,942.00	-----
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	133,500.00	133,500.00	0	-----
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	115,000.00	115,000.00	0	-----
8	1440 Site Acquisition				
9	1450 Site Improvement	350,000.00	283,975.00	0	-----
10	1460 Dwelling Structures	104,917.00	210,000.00	210,000.00	-----
11	1465.1 Dwelling Equipment — Nonexpendable	431,000.00	221,000.00	81,000.00	-----
12	1470 Nondwelling Structures	575,000.00	575,000.00	0	-----
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,709,417.00	1,709,417.00	461,942.00	-----
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security — Soft Costs				
	Amount of line XX related to Security — Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHAName: HA OF THE CITY OF NEW BRITAIN		Grant Type and Number Capital Fund Program Grant No: CT26P00550100, REV.1 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				ORIGINAL REV.1		OBLIGATED EXPENDED		
PHAWIDE	OPERATIONS	1406		0	170,942.00	0		
	CLERK OF THE WORKS	1410		60,000.00	60,000.00	0		
	EXECUTIVE ASSISTANT	1410		40,000.00	40,000.00	0		
	DIRECTOR OF OPERATIONS	1410		33,500.00	33,500.00	0		
	ARCHITECT/ENGINEER	1430		115,000.00	115,000.00	0		
	SUBTOTAL			248,500.00	419,442.00	0		

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

PHAName: HA OF THE CITY OF NEW BRITAIN		Grant Type and Number Capital Fund Program Grant No: CT26P00550100, REV.1 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost ORIGINAL REV.1		Total Actual Cost OBLIGATED EXPENDED		Status of Work
CT5001	A. Baseboard Heating System	1465.10	252	350,000.00	140,000.00	0		
MOUNT PLEASANT	Replacement							
	B. Thermal Window Replacement	1460	252	210,000.00	210,000.00	210,000.00		
CT5002	A. Community Room, Maintenance	1470	----	550,000.00	550,000.00	0		
OVAL GROVE	Shop & Computer Learning Cntr							
	B. Sidewalks/Parking Lot Upgrades	1450	----	180,000.00	180,000.00	0		
CT5003	A. Perimeter Fencing & Drainage	1450	----	170,000.00	103,975.00	0		
KNAPP VILLAGE	B. Community Room Upgrades	1470	----	25,000.00	25,000.00	0		
SUBTOTAL				1,485,000.00	1,208,975.00	210,000.00		

AnnualStatement/PerformanceandEvaluationReport
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)
PartII:SupportingPages

[illegible]

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

PHAName: HA OF THE CITY OF NEW BRITAIN			Grant Type and Number Capital Fund Program No: CT26P00550100, REV.1 Replacement Housing Factor No:			Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Rev.1	Actual	Original	Revised	Actual	
<u>CT5001</u>	A.06/2001	9/2002		06/2002	9/2003		
MOUNT PLEASANT	B. ----	9/2002		-----	9/2003		
<u>CT5002</u>	A.03/2001	9/2002		03/2002	9/2003		
OVAL GROVE	B.06/2001	9/2002		12/2001	9/2003		
<u>CT5003</u>	A.06/2001	9/2002		06/2002	9/2003		
KNAPP VILLAGE	B.03/2001	9/2002		09/2001	9/2003		
<u>CT5005</u>	A.06/2001	9/2002		12/2001	9/2003		
RIBCOFF APTS.	B.09/2001	-----		09/2002	-----		
<u>CT5007</u>	A.09/2001	-----		09/2002	-----		
GRAHAM APTS.							

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

DWELLING LEASE – ct005a06

LEASE NO.

UNIT NO. «Unit»

I. DEFINITION:

A. The terms "we", "us", and "our" mean the Housing Authority of the City of New Britain.

B. The terms "you" and "your" mean «Name».

C. The term "apartment" means the dwelling unit at «Address».

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

II. PARTIES AND PREMISES:

We hereby lease to «Name» and «Tenant 1» who accept(s) possession for you and the members of your Household shown in Section III under the terms and conditions stated therein.

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

Name	Relationship	Date of Birth	Social Security Number
«Name 1»	«Relationship 1»	«DOB 1»	«SSN 1»
«Name 2»	«Relationship 2»	«DOB 2»	«SSN 2»
«Name 3»	«Relationship 3»	«DOB 3»	«SSN 3»
«Name 4»	«Relationship 4»	«DOB 4»	«SSN 4»
«Name 5»	«Relationship 5»	«DOB 5»	«SSN 5»
«Name 6»	«Relationship 6»	«DOB 6»	«SSN 6»
«Name 7»	«Relationship 7»	«DOB 7»	«SSN 7»
«Name 8»	«Relationship 8»	«DOB 8»	«SSN 8»

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

IV. TERM:

LEASE TERM: This Lease shall begin on «Lease date». The term shall be one year and shall renew automatically for another year, unless terminated as provided by this Lease.

V. RENT:

A. Rents are established and revised by us under applicable federal and state laws and regulations.

B. Each month, until revised, you will pay the amount of

\$ «Rent» for rent. You will pay the rent on the first day of each month, starting on the first day of the month after you occupy the apartment.

C. You must pay your rent on or before the tenth day of each month. If you fail to pay your rent on or before the tenth day of each month, or at such times as provided by governmental regulations, we may terminate this lease. A \$25.00 late charge will be imposed by us which will become due and collectible as part of the rent.

D. Check One:

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

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

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

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

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

VI. SECURITY DEPOSIT:

A. If your apartment is in a federal low rent project, you will pay one month's rent as a security deposit.

B. If your apartment is in a state moderate rent project, you will pay one month's rent as a security deposit.

C. When your lease is at an end, we may use the security deposit to pay for repairs of damage to the apartment caused by you or any person who was in the apartment with your knowledge. We may also use the security deposit for any rent or charges in addition to rent which you owe us when you vacate the apartment. We will tell you, in writing, of all charges which we paid out of your security deposit when you vacate.

D. We will not use the security deposit to pay for rent or other charges while you occupy the apartment.

E. Your security deposit will be \$ «Securitydep».

VII. UTILITIES:

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

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

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

C. ☐ «U will provide the apartment with gas, but not more than ☐ «C cubic feet every three months. You will pay for the use of gas in excess of this amount at the prevailing rate.

☐ «U will not provide the apartment with gas.

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

January through March ☐ «C KWH

April through June ☐ «C KWH

July through September ☐ «C KWH

October through December ☐ «C KWH

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

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

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

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

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

VIII. CHARGE(S) IN ADDITION TO RENT:

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

IX. REDETERMINATION OF RENT; APARTMENT SIZE; ELIGIBILITY:

A. Periodically, at our request, you agree to furnish such information and certifications regarding family composition and income as may be necessary for us to make determinations with respect to rent, eligibility, and appropriateness of dwelling size. Failure to provide such information is grounds for eviction.

B. We will use this information to decide if your rent should be changed, if your apartment size is right for you and if you are still eligible for public housing. We will decide in accordance with the approved schedule of rent and the statement of income and occupancy limits, which are posted in your project office.

C. (1) Income reviews will be held every third year for Residents choosing the flat rent option. Residents who have chosen this option will be notified at the appropriate time for their recertification. At the time of the review the Resident may elect to change his or her rent choice option. We will have a rent determination each year for Residents who are paying rent based on their income. If you are in a low rent project, your rent may be changed before the next regular rent determination for any of the following reasons:

- (a) Your circumstances change and have continued for at least one month and seem likely to continue for some time so that a decrease in rent is justified under the schedule of rents to avoid a hardship.
- (b) You begin to get public assistance, or your public assistance ends. You must report the change to us in ten days.
- (c) You misrepresents the facts to us upon which your rent is based so that your rent has been less than what you should have been paying. In this case, the rent will be raised retroactively.
- (d) By government law or regulations.

(2) Residents must promptly report to us any of the following changes in household circumstances when they occur between Annual Rent recertification:

- (a) A member has been added to the family through birth, adoption, or court-awarded custody.
- (b) A household member is leaving or has left the family unit.

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

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

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

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

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

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

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

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

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

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

X. OCCUPANCY:

A. Your Right to Use and Occupancy:

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

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

(3) Without our consent, in writing, you may accommodate foster children and live-in care of a member of your family, or engage in legal profit-making activities that are incidental to the primary use of the apartment.

B. Our Obligations:

Our obligations under the lease shall include the following:

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

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

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

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

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

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

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

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

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

- (a) We shall repair the unit in a reasonable time, provided that if the damage was caused by you, your Household or guests, the reasonable cost of the repairs shall be charged to you.
- (b) Where repairs cannot be made within a reasonable time, we shall offer alternative accommodations similar to the damaged unit, if available. However, if you are responsible for apartment damage costs of such damage to be paid or arranged prior to any transfer.
- (c) If we fail to abide by paragraphs b or c of this section, your rent may be abated in proportion to the seriousness of the damage and loss in value of the unit or if alternate accommodations are not provided, except that no abatement of rent shall occur if you request the alternative accommodations or if the damage was caused by you, your Household or guests.

C. Your Obligations:

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

- (1) Shall use the dwelling unit (A) solely for residence by the Household, and (B) as your only place of residence, and not use or permit its use for any other purpose.
- (2) Shall not sublease or assign the lease, or provide accommodations for boarders or lodgers.
- (3) If the apartment is damaged to the extent that the conditions are created which are hazardous to life, health or safety of occupants, you shall immediately notify the project management of the damage.
- (4) Shall supply any certification, release information or documentation which we, HUD or the State Department of Economic and Community Development determine to be necessary, including submissions required by us for an annual reexamination or interim reexamination of Family income and composition in accordance with HUD and State regulations.
- (5) Shall move from the dwelling unit in either of the following circumstances:
 - (A) We determine the Household is residing in a unit which is larger or smaller than appropriate for the Household size and composition under our unit size standards, or determine that the character of the unit is otherwise inappropriate for the Household size and composition, or determine that the unit requires substantial repairs, is scheduled for modernization, or is not in decent, safe and sanitary condition, and we offer you another dwelling unit. The offered unit shall be decent, safe and sanitary and of appropriate size under our unit size standards.
 - (B) The dwelling unit is hazardous to the health or safety of the occupants, and we offer you another dwelling unit if available.
- (6) Shall abide by necessary and reasonable regulations promulgated by us for the benefit and well-being of the housing project and the tenants, which shall be posted in the project office.
- (7) Shall comply with all obligations imposed upon you by applicable provisions of building and housing codes materially affecting health and safety.
- (8) Shall keep the dwelling unit and such other areas as may be assigned to you for your exclusive use in a clean and safe condition.
- (9) Shall dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner.
- (10) Shall use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appurtenances including elevators.
- (11) Shall refrain from, and to cause the Household and guests to refrain from destroying, defacing, damaging, or removing or modifying any part of the dwelling unit or project.
- (12) Shall pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, or the project (including damages to project buildings, facilities or common areas) caused by you, a member of the Household or a guest.
- (13) Shall act, and cause Household members or guests to act, in a manner that will not disturb other resident's peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe and sanitary condition.
- (14) Shall not engage in criminal activity in the dwelling unit or premises, and shall prevent criminal activity in the unit or premises by Household member and/or guests. Any of the following criminal activities by a Household member, on the premises, shall be a violation of the lease and cause for termination of tenancy and for eviction from the unit: (a) any crime of physical violence to persons or property that threatens the health, safety or right to peaceful enjoyment of our premises by other residents or employees; (B) illegal use, sale, manufacture or distribution of narcotics, or possession with the intent to use, sell, manufacture, or distribute controlled substances (C) illegal use, sale, manufacture or distribution of alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.
- (14a) The possession of an illegal unregistered firearm in public housing is a direct violation of your Rental Lease Agreement and is subject to eviction.

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

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

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

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

(19) Leaseholder, household members and/or guests committed the following violation(s) of the Authority **Smoke Detector Policy**; (a) tampered, defaced, damaged, removed or disengaged smoke detector(s) from their dwelling unit and/or legally required common areas; (b) Leaseholder failed to notify Housing Authority's Maintenance Division of a non-functioning (result of dead or low batteries) smoke detector within their dwelling unit; (c) NBHA Personnel (Maintenance and/or Public Safety) may enter your apartment without notice to test, inspect and/or verify operation of the smoke detector(s); this is classified as a emergency.

(20) Leaseholder and/or applicable household member have failed to comply with the Authority's **Community Service Requirement (CSR) Policy** as mandated by the U.S. Department of Housing & Urban Development. The CSR policy only applies to those residents who reside in a Federally assisted public housing development.

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

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

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

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

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

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

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

B. After you move in, we may enter your apartment at reasonable times for the purpose of performing routine inspections and maintenance or for making improvements or repairs. We will give you at least 48 hours prior notice of the date and purpose of our entry.

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

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

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

XII. LEGAL NOTICE:

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

XIII. TERMINATION OF LEASE:

- A. You may terminate this lease anytime by giving us 15 days notice. You will leave your apartment in clean and good condition. You will return all keys to us.
- B. We may terminate your lease for serious or repeated violations of the lease or other good cause by giving you notice as required by law. Serious violation of the lease or other good cause includes, but is not limited to the following cases:
- (1) Your failure to timely supply to us any certification, release information or documentation on Family income or composition;
 - (2) Your non-payment of rent or charges;
 - (3) You caused, (a) physical violence to other tenants or employees, or threaten the health, safety or right to peaceful enjoyment of our premises by other residents or employees; (b) illegal use, sale, manufacture or distribution of a controlled substance, or possession with the intent to use, sell, manufacture, or distribute controlled substances, on or near the premises; and/or
 - (4) You failed to comply with the rules and regulations or obligations referred to in your obligations, Section X -C.
- C. You have the right to a grievance hearing except for conduct which is a threat to the health and safety of other tenants and our personnel or the illegal use, sale, manufacture or distribution of a controlled substance, or possession with the intent to use, sell, manufacture, or distribute controlled substances on or near the premises. Your tenancy shall not terminate until the time for you to request a grievance hearing has expired, and if a grievance hearing was timely requested, after the grievance process has been completed.

XIV. GRIEVANCE PROCEDURE:

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

XV. LEGAL COSTS:

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

XVI. MODIFICATION:

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

XVII. CERTIFICATION:

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

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

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

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN

Signed, Sealed and Delivered
in the presence of:

Tenant

Duly Authorized

Tenant

Witness – NBHA Management

Co – Tenant
(Relationship to first Tenant)

Witness – NBHA Management

Co – Tenant
(Relationship to first Tenant)

Membership of the Resident Advisory Board
ct005a07

ROSTER

NAME/ADDRESS/CITY/ST	STAFF	RESIDENT
Mary Brody, Systems Analyst Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 234	X	
Lucy Brozoski 470 Burritt Street, Apt. #6 New Britain, CT 06053 860/827-9243		X Security Manor
Victor F. Cassella, Deputy Executive Dir. Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 207	X	
Kay B. Davis, President Mount Pleasant Resident Council 603 Myrtle Street New Britain, CT 06053 860/223-3093		X Mount Pleasant
Timothy Digan, Lease & Code Supervisor Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 210	X	
Lilliemay Ellison, Executive Secretary Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 202	X	

NAME/ADDRESS/CITY/ST	STAFF	RESIDENT
Betty Evans, Director of Comm. Affairs Housing Authority City of NB 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 230	X	
Ethel Fuller, Vice -President Oval Grove Resident Council 73 Malinkowski Circle New Britain, CT 06053 860/229-9983		X Oval Grove Dev.
Axel Gonzalez, Clerk of the Works Housing Authority City of NB 34 Marimac Road New Britain, CT 06053	X (alternate)	
Fredrick Gucken, Secretary Senior Tenant Coalition 107 Martin Luther King Dr. Apt. 812 New Britain, CT 06051		X Graham Apartments
Patricia Herman, Treasurer Mount Pleasant Resident Council 10 Armistice Street New Britain, CT 06053 Nophone		X Mount Pleasant Dev.
Doris Jones, Member at Large Mount Pleasant Resident Council 159 Richard Street New Britain, CT 06053 860/225-7909		X Mount Pleasant
Carol Martin, Director of Operations Housing Authority City of New Britain 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 205	X	
Judith Nunez, Community Specialist Housing Authority City of New Britain 34 Marimac Road New Britain, CT 06053 860/225-3534 ext. 238	X (alternate)	

NAME/ADDRESS/CITY/ST	STAFF	RESIDENT
ThelmaPhillips,President PinnacleHeightsResidentCouncil 598OsgoodAvenue NewBritain,Ct06053 (860)223 -3093		X PinnacleHeights
GrizzellaPinero,President OvalGroveResidentCouncil 205MalikowskiCircle NewBritain,CT06053	X	X OvalGroveDevelopment
EvelynRodriguez,ActingDir.Of Admissions HousingAuthorityCityofNewBritain 34Marima cRoad NewBritain,CT06053 860/225-3534ext.226	X	
RobinSpencer,Commissioner/President 107MartinLutherKingDr.Apt.810 NewBritain,CT06051 860/612-0289		X GrahamApartment
HattieSeayCaesar 418FarmingtonAvenueApt.H_3 NewBritain,CT 06051 860/224-0375		X Section8Resident

ct005a08ResidentMembershipontheGoverningBoard

DonaldJ.DeFronzo,Chairperson
9BedfordStreet
NewBritain,CT06051

DavidI.Pollowitz,Vice -Chairperson
541LincolnStreet
NewBritain,CT06052

KyleD.Anderson,Treasurer
148HenryStreet
NewBritain,CT06053

BienvenidoSanchez,Commissioner
48MarimacRoad
NewBritain,CT06053

Resident

RobinSpencer,Commissioner
107MartinLutherKingDrive,Apt.810
NewBritain,CT06051

Resident

ct005a09PublicHousingDrugEliminationProgramPlan

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 a 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. PHDEPProgramHistory

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
FY1995	242,000	CT26DEP0050195	-0-	N/A	12/31/1997
FY1996	242,000	CT26DEP0050196	-0-	N/A	12/31/1998
FY1997	242,000	CT26DEP0050197	0-	N/A	12/31/1999
FY1998	242,000	CT26DEP0050198	0-	N/A	12/31/2000
FY1999	242,000	CT26DEP0050199	\$8,070.41	N/A	12/31/2001

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 -ReimbursementofLawE nforcement					TotalPHDEPFunding:\$63,300		
Goal(s)7							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	PerformanceIndicators
1.Toprovideaboveabase lineservices			01/01	12/01	63,300		AnnualProgram Evaluations
2.							
3.							

9120 -SecurityPersonnel					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

9130 -EmploymentofInvestigators					TotalPHDEPFunding:\$10,000		
Goal(s)7							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.Toprovideabove baselineinvestigative services			01/01	12/01	10,000		Annualprogram evaluations
2.							
3.							

9140 - Voluntary Tenant Patrol						Total PHDEP Funding: \$6,000	
--------------------------------	--	--	--	--	--	------------------------------	--

Goal(s)5							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.Totrainaselectgroupof seniorsresidentsinsecurity measures	400	Seniors	01/01	On-going	6,000		Annualprogram evaluations
2.							
3.							

9150 - PhysicalImprovements					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

9160 -DrugPrevention					TotalPHDEPFunding:\$88,973		
Goal(s)81							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.Prevention	300	Lowincome families	01/01	On-going	88,973		Evaluationsforall programs
2.							
3.							

9170 -DrugIntervention					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

9180 -DrugTreatment					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.							
2.							
3.							

9190 -OtherProgramCosts					TotalPHDEPFunds:\$30,000		
Goal(s)2							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	PerformanceIndicators
1.EmployaCommunity Specialist			01/01	On-going	15,000	25,000	Semiannualemployee evaluations
2.Employaresidentasa ClericalAssistantforthe CommunityAffairs Department			01/01	On-going	15,000	20,000	Semiannualemployee evaluations
3.							

Section3:Expenditure/ObligationMilestones

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 Item#	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP 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 Certification of Compliance with the PHA Plan and Related Regulations.”

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

Annual and Five - Year Plan Meeting
FY 2002

Date: Thursday, October 4, 2001

Time: 6:00 p.m.

Location: D'Amato Apartments – 40 Chestnut Street, NB, CT

A G E N D A

1. Roll Call
2. Public Comments on the Annual Five - Year Plan FY 2002
3. Adjournment

HOUSING AUTHORITY OF THE CITY OF
NEW BRITAIN

34 MARIMAC ROAD, NEW BRITAIN, CT 06053

Public Hearing
On the
Agency's Annual and Five - Year Plan
For FY 2002

D'Amato Apartments, 40 Chestnut Street, New Britain, CT 06051

October 4, 2001
6:00 p.m.

A public hearing with the Housing Authority of the City of New Britain, Board of Commissioners was held at the D'Amato Apartments, 40 Chestnut Street, New Britain, CT on October 4, 2001 at 6:00 p.m.

Present: Chairperson Donald J. DeFronzo
 Vice - Chairperson David I. Pollowitz
 Commissioner/Treasurer Kyle Anderson,
 Victor F. Cassella, Deputy Executive Director,
 Kenneth Malinowski, Executive Director -DMD

Absent: Commissioner Ben Sanchez
 Commissioner Robin Spencer

Also present were members of the Resident Advisory Board:
 Patricia Herman

 Grizzella Pinero
Doris Jones
Fredrick Gucken

Declaring a quorum at 6:10 p.m. Chairperson DeFronzo began by stating that the sole purpose of this meeting is to receive public comments on the Housing Authority's Annual and Five - Year Plan for FY 2002. Copies of the plan have been distributed for public review at various locations within the city.

Chairperson DeFronzo recognized Kenneth Malinowski, the Executive Director of Department of Municipal Development as the first speaker.

Mr. Malinowski began by stating that in addition to being the Executive Director of the Department of Municipal Development he is also a resident of 1928 Stanley Street in New Britain. In his public comments regarding the agency's plan he stressed to the Commission that they should take a realistic look at public housing and at the entire spectrum of public housing. Mr. Malinowski stated that he currently sits on the Workout Committee to work out the difficulties with the State of Connecticut on the State Moderate Housing, but at the same time it is necessary to look at all public housing in the city of New Britain. He stated that changes could be made in public housing to make it more affordable, a more pleasant place to live and better units. "As I read through your report, I see that the Authority will be pumping in millions of dollars into your federally funded subsidized units, particularly, my concerns are that of Oval Grove and the Mount Pleasant Housing Projects and the millions of dollars you intend to pump into that over the next few years. I would respectfully suggest to you that those units have met their economic life and have passed their economic life and suggest to you that they are in defensible space and not good space to bring up family and children".

Mr. Malinowski continued to comment that if the Commission looks at public housing in the state run sector and you look at Pinnacle Heights and you look at Corbin Heights you will see a much more like campus setting where there is an extreme amount of green space and additional parking and access to many more of the services that New Britain has to offer. Oval Grove is tucked into the middle of a residential neighborhood, it is a circle, it is indefensible it is just not a nice place to live or to look at.

Mount Pleasant was originally built for Veterans coming back from the war to serve at Stanley Works and some of the other factories, it is barracks style living and should be done away with. Mr. Malinowski suggested that arrangements can be made with the U.S. Department of Housing and Urban Development (HUD) to possibly have a swap of those federally funded units into the space which is now occupied by state run units. "The classic excuse that the Federal Government will not buy the state's problem will actually completely vanish. I would suggest to you that the land that these units presently sit on can be made available for home ownership for those in state run units and maybe in the federally run units who can afford to buy housing today".

"Suggest that you get on the bandwagon with the Section 8 Voucher Program being used towards mortgage payments and possibly move some of your clients into new housing that can be put in place of Oval Grove and Mount Pleasant. I'm imploring you to take a better look at what you are doing to make an effort to take a realistic look at all your units".

"I know you are doing a tremendous job in trying to save the state run units and trying to find a way to work with the state to bring those units back online or what units are necessary to bring back online. I suggest to you that you have an opportunity here and if you miss this opportunity here another one will be much more costly in terms of moving your clients all around. This is your opportunity".

“I see nothing as I read through that plan to do anything of that nature yet I do see that you will be pumping millions of dollars in to your federally subsidized housing, again, take a look it has reached its economic life, it has past its economic life it is time to do something different”.

That is really all the comments I have this evening, Thank you for the opportunity to speak. Chairperson DeFronzo thanked Mr. Malinowski for taking the time and coming to share his comments and concerns.

Chairperson DeFronzo called on the next speaker, Doris Jones of the Mount Pleasant Resident Council who stated that within the next five -yearss he would like to see additional lighting installed in Mount Pleasant and more police officers patrolling the area because the drug infestation is getting worse and it is not the adults doing the drugs it is the 12 and 13 year olds doing it.

Chairperson De Fronzo called for other public comments on the Agency's Annual and Five Year Plan. They're being none, he asked for comments from Mr. Cassella, Deputy Executive Director who responded by stating that any changes can be made on the plan until October 10th at which time the Board of Commissioners will act on the plan then the plan will be electronically submitted to HUD for approval. Once this plan is approved, it will become the Authority's bible (so to speak) if an item is not contained in the plan than it cannot be done. In addition, the policies and procedures will govern both Federal and State Housing once approved.

They're being no further discussion, DeFronzo called for a motion to adjourn at 6:30 p.m. Moved by Commissioner Anderson. Seconded by Vice-Chairperson Pollowitz. Motion carried.

Date: _____

Victor F. Cassella, Deputy Executive Director

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

Annual and Five - Year Plan Meeting
FY 2002

Date: Wednesday, October 3, 2001
Time: 4:00 p.m.
Location: Central Office – 34 Marimac Road, NB, CT

A G E N D A

1. Roll Call
2. Approval of Minutes of September 26, 2001
3. Discussion and review of the Agency's Annual 5 - year Plan as changes were made at the September 26th 2001
4. Discussions on the Policies and Procedures Manuals (blackbooks)
(No changes have been made to the policy books)
5. Any other matters
6. Adjournment

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

AGENCY AND FIVE-YEAR PLAN

FY 2002

MINUTES

October 3, 2001 – 4:00 p.m.

Victor F. Cassella, Deputy Executive Director at 4:15 p.m., called the meeting to order.
The following members were present:

V. Cassella, A. Gonzalez, M. Brody, L. Ellison, B. Evans, E. Rodriguez, E. Fuller, T. Digan, F.
Gucken, G. Pinero, L. Saraceno 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 reviewing the minutes of the September 26, 2001 3:15 p.m. meeting. A motion was made by Mr. Gucken and seconded by Ms. Herman to accept the minutes.

A general discussion on the Transfer Policy with all members participating:

P. Herman suggested that transfers should be available for under-housed and/or over-housed residents

E. Rodriguez stated that new residents must wait three (3) years to apply for transfer and current residents after 3-year of residency can be placed on the transfer list at anytime.

R. Spencer recommends that the minimum period to apply for a transfer should be changed from 3-year to 2-years. All members were in agreement with Mr. Spencer's recommendation.

Mr. Cassella stated that the Authority may limit the number of transfers per month to one out of ten units prepared for rental due to a cost factor

R. Spencer suggested that a clause be added to address emergency transfer needs and/or special consideration for unusual circumstances.

M. Brody responded that language would be added to reflect Mr. Spencer's suggestion.

General discussion on the Wait -List, Local Preferences and Singles Rule:

E. Rodriguez explained that she, Mr. Cassella and Ms. Brody met with Attorney Arnold on the local preferences as outlined below:

1. Mixed Income
2. Residency
3. Veteran
4. Police Officers residing in the developments
5. Singles preference
6. Involuntarily displaced
7. Sub-standard housing
8. Rent burden

Ms. Brody explained the local preferences, their weight and Singles rule and that the number of preferences should be reduced to utilize in making a position change. If everyone, or most everyone, is eligible for a preference then it should not be utilized.

Mr. Cassella explained the need to rate the preferences by severity for an example; an applicant needing involuntary displacement due to domestic violence and/or abuses should have a higher weight value than an applicant involuntarily displaced due to his/her apartment being converted to condos.

The minutes for the September 26, 2001 – 3:15 p.m. were accepted with the necessary suggestions and/or recommendations be incorporated in the policy.

Mr. Cassella called for the approval of the minutes for the September 26, 2001 – 4:00 p.m. minutes. Moved by Ms. Fuller and Seconded by Ms. Brody..

Mr. Cassella and Ms. Rodriguez explained the Section 8- Special Purpose Vouchers and stated that the wait -list was opened for a two -day period and selected applicants based on a lottery system, but no policy addressing the lottery system was in place. Minutes approved as written.

Mr. Cassella summarized the following policies:

- Section 8 -Special Purpose Vouchers
- Owner Outreach Policy
- Repayment after Hardship Periods
- Death of a Tenant Policy
- Cash Receipt Policy
- Ratio of residents vs. non -residents participating in Authority resident trips and/or activities
- De-Concentration of Poverty Income Mixing Policy
- Procedures to be used when there are insufficient elderly applicants on the wait -list.

Ms. PinerorequestedthattheRepaymentafterHardshipPeriodPolicyshouldreflectFederal Developmentsonly.

GeneraldiscussionsontheRatioofResidentsvs.Non- residentsparticipatinginAuthorityand/or ResidentSponsoredtripsand/oractivities.

Ms.Fullerapprovedwordingforresidentvs.non -residentsrates.

Mr.Cassellarequestedverbiagetoinclude“WhenNewBritainHousingfundsareinvolved”to residentvs.non -residentpolicy

Ms.Hermanstatedthattheresidentvs.non -residentratescouldbeusedasafundraiser.

Mrs.Evansstatedthatpage140shouldreflectFederalElderlyServiceCoordinator(listedstate) andResidentAdvisoryBoardparagraph.

Mr.Digansuggestedthepolicyandleaseshouldbechangedtoaddress“visitors”

Ms.Pinerorequestedthatamaximumof15daysforvisitors.

Ms.BrodyexplainedthatthechangestotheTransferPolicydocumentedinthebeginningorthis meetingwouldbeincorporatedintothispolicy.

Ms.Brodystatedthatallrecommendations/suggestedwerenoted.

Mr.CassellaemphasizedthattheAgency’sAnnual5 -yearPlanistheAuthority’sbibleandthe policiesandproceduresbooksgovernstheAuthority’spolicies.

Inconclusion,Mr.CassellastressedtheimportanceofallstaffandmembersoftheResident AdvisoryBoardneedstoattendthepublichearingscheduledforOctober4,2001at6:00p.m.

They’rebeingnoadditionalcommentsMeetingadjournedat6:00p.m.

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

Annual and Five - Year Plan Meeting
FY 2002

Date: Wednesday, September 26, 2001
Time: 4:00 p.m.
Location: Central Office – 34 Marimac Road, NB, CT

A G E N D A

1. Roll Call
2. Approval of Minutes of September 5, 2001 and September 19, 2001
3. Discussion and review of the Agency's Annual 5 - year Plan as changes were made at the September 5th and September 19th, 2001 and Staff Meeting held on September 18th and September 25th, 2001
4. Discussions on the Policies and Procedures Manuals (blackbooks)
5. Any other matters
6. Adjournment

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

AGENCY AND FIVE-YEAR PLAN

FY 2002

MINUTES

September 26, 2001 – 4:00 p.m.

Victor F. Cassella, Deputy Executive Director at 4:15 p.m., called the meeting to order.
The following members were present:

V. Cassella, G. Steltner, A. Gonzalez, M. Brody, L. Ellison, B. Evans, E. Rodriguez, E. Fuller,
L. Brozoski, D. Jones, K. Davis, T. Digan, F. Gucken, G. Pinero 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 reviewing the minutes of the September 6, 2001 and the minutes of the September 19, 2001 meetings. Ms. Pinero noted that her name was not listed as being present at both meetings. A motion was made by Mr. Gucken to accept the minutes with the necessary correction and seconded by Ms. Pinero. Minutes accepted.

Mr. Cassella recognized Mr. Greg Steltner from the New Britain Welfare Office as present and asked him to give a summary of the Community Service Requirement Program and to respond to any questions that the Resident Advisory Board members may have regarding the program.

Mr. Steltner addressed the following items;

1. Community Service definition
2. Community Service Requirement
3. General Requirements
4. Exempted individuals from the Community Service Program
5. Persons with Disabilities and the Community Service Program
6. Resident Council involvement
7. Administration of the Community Service Program
8. Resident Compliance
9. Qualifying activities
10. Answered questions that the Committee had regarding the Community Service Program

Ms. Brody and the Committee reviewed all the changes made to date to the FY 2002 Annual and Five-year Plan.

Mr. Cassella reviewed with the Committee the following new proposed policies:

1. Section 8 – Special purpose Vouchers
2. Owner Outreach Policy
3. Repayment after hardship period
4. Continued Assistance after family break -up
5. Death of a Tenant
6. Transfer Policy
7. Procedure to be used when there are insufficient elderly applicants on the elderly waitlist

Ms. Fuller questioned the following issued regarding the Repayment after Hardship period:

- Apply to Mount Pleasant?
- Minimum Rent?
- Is utilities allowance taken into consideration?
- Is utilities allowance used for future rent?
- How long is minimum rent allowed?

Ms. Rodriguez responded that while a hardship exists residents falling within that category are recertified every 90 -days.

Ms. Jones asked if residents were informed about minimum rent during hardship.

Ms. Rodriguez responded that it is identified in the resident lease. She further stated that all residents will be notified of the policy by a mass mailing and new residents will be informed when they sign the lease upon moving into their unit. In addition, when the residents are recertified they will be reminded of the policy.

Ms. Pinero and Ms. Fuller discussed and had questions on the Transfer Policy.

Mr. Gucken asked for clarification on the Elderly Waitlist.

Discussions were held on the NBHA Lease and questions were asked whether or not each resident should sign a revised lease and that each resident should have a clear understanding of the lease to insure that all provisions of the lease are strictly enforced.

Ms. Rodriguez stated that all violators of the lease are subject to eviction but some issues are hard to enforce.

The Transfer Policy was accepted by all members of the Board and will be incorporated into the Agency's Five -Year Plan

The following Policies were discussed and approved with minor changes:

1. Section 8 –Special purpose Vouchers
2. Owner Outreach Policy
3. Repayment after hardship period
4. Continued Assistance after family break -up
5. Death of a Tenant
6. Transfer Policy
7. Procedures to be used when there are insufficient elderly applicants on the elderly waitlist

Ms. Fuller questioned parking stickers and Ms. Jones suggested that a Visitors Pass should be available to residents who do not own a vehicle. This would prevent their visitor's vehicle from being towed when visiting a resident in public housing.

Mr. Digan responded that now that the parking policy is being enforced and the unregistered (with the Authority) vehicles are being towed from the public housing parking lots more vehicles are now parking on the street. He further stated that the street is public and anyone can park on the street. The Authority has no control on who or where the public parks as long as it is not in the parking lot which is controlled by the Authority and patrolled by the Public Safety Lease & Code Officers.

Mr. Digan also responded that each resident who does not own a vehicle, or have a parking space, will be issued a visitor's pass (only one per family).

Ms. Brody concluded all the sections of the Annual and Five -Year Plan for FY 2002 and all changes were noted.

Mr. Cassella emphasized the importance for all Resident Advisory Board Members to attend both the final meetings scheduled for October 3, 2001 and the Public Hearing scheduled for October 4th.

They're being no additional comments. Meeting adjourned at 6:25 p.m.

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

Annual and Five - Year Plan Meeting
FY 2001

Date: Wednesday, September 19, 2001
Time: 4:00 p.m.
Location: Central Office – 34 Marimac Road, NB, CT

A G E N D A

1. Roll Call
2. Approval of Minutes of September 6, 2001
3. Discussion and review the Agency's Annual 5 - year Plan as changes were made at the September 6, 2001 and Staff Meeting held on September 18, 2001
4. Any other matters
5. Adjournment

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

AGENCY AND FIVE-YEAR PLAN

FY2002

MINUTES

September 19, 2001 – 4:00 p.m.

Victor F. Cassella, Deputy Executive Director at 4:15 p.m., called the meeting to order.
The following members were present:

V. Cassella, A. Gonzalez, M. Brody, L. Ellison, J. Nunez, E. Rodriguez, E. Fuller, L. Brozoski,
D. Jones, K. Davis, T. Digan, R. Spencer, F. Gucken, T. Phillips 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 reviewing the minutes of the September 6, 2001, they're being no changes as a motion was made by Mr. Gucken to accept the minutes and seconded by Mr. Spencer. Minutes were accepted.

Mr. Cassella called for the committee to begin reviewing the Comprehensive Agency Plan for FY2002 (white book) beginning at page 60.

Ms. Brody advised all members that the staff reviewed the plan and their changes were noted. Once the Resident Advisory Board Committee reviews their changes an updated book will be distributed to all members and staff by Monday September 24, 2001.

Mr. Cassella reviewed all the policies and procedures of the NBHA

Ms. Brody explained that the Community Service Requirements Section 14.5 "Upon Admission, and "Cash Receipt Policy must be clarified.

Ms. Rodriguez gave a brief summary of the following new and/or missing policies:

1. Deduction from Annual Income
2. Special Purpose Vouchers
3. Owner Outreach Policy
4. Repayment after hardship
5. Continue Assistance after family break-up
6. Special housing types and rent hardship cases

Ms. Fuller asked Ms. Rodriguez what happens when a family member turns 18 years old stating that when her daughter turned 18 years old she could be included on the lease. Ms. Rodriguez responded that the regulations have changed since her daughter turned 18 years old (2 years ago).

Ms. Jones and Ms. Fuller questioned clarification on the following:

1. When a household member turns 18 their inclusion on the lease
2. Income verification procedures
3. If living in the units part time i.e., students, armed services, residing with boyfriend/girlfriend part-time

Mr. Cassella questioned the renter hardship policy and Ms. Rodriguez responded by summarizing the renter hardship policy.

Ms. Brody stated that the plan would be updated to include all the locations where the Agency Plan for FY2002 is located for public review.

Mr. Cassella noted that the plan currently lists one resident commissioner serving on the Board of Commissioners that this should be changed to two (2) resident commissioners.

He further noted that the Grievance Procedures adopted is for the physically challenged individuals should be changed to reflect this in the title. Perhaps general procedures to include both physically challenged and other individuals requesting a grievance hearing should be drafted for Commission approval.

Ms. Brody responded that she would investigate to ensure that a grievance policy exists for non physically challenged individuals and report back at the next meeting.

Mr. Cassella reviewed the Capital Fund section, there being no questions or discussions moved to Demolition and/or dispositions stating that changes must be made to reflect the disposition of 29 South High Street which is in progress. All necessary paperwork has been sent to HUD for their review.

Discussions on the revolving Home Ownership Program:

- Description of the Program
- Items that may disqualify a person from the program

Mr. Spencer stated that he would like to see some verbiage stating "Felonies including, but not limited to" for the criminal violations factors. He further asked if there was a public safety method, which would prohibit non-residents (visitors) persons who are intoxicated from coming into the building.

Mr. Digan will verify with Attorney Arnold and report at the next meeting.

Mr. Spencer also asked Ms. Rodriguez when were changes to the lease made. Ms. Rodriguez responded that they were signed by the leaseholder at the annual recertification and explained the eviction procedures. Discussions continued on the lease violators and the procedures to evict residents who were in violation of their lease.

Mr. Digan will check with Attorney Arnold to see if the language can be added and if item 2 on the criminal violation factors Registered Sexual Offenders with the State of Connecticut. Mr. Digan will report at the next meeting.

Discussions were held on the following policies

- Smoke detector language (item 19)
- Call-for-Aid (new section) (item 24)
- Trespassing Policy (security risk) (item 17)
- Parking Policy (add stickerverbiage) (item 22)

Mr. Cassella reviewed the Smoke Detector Policy and explained that a \$50.00 fee will be charged for first offense when tampering with the Smoke Detector and a \$100. fee for the second offense. He further stated that language should be added to allow members of the public safety department and maintenance personnel to enter into an apartment without the 48-hour notice requirement for smoke detectors and call-for-aid problems. The Authority should treat these two items as emergencies and repaired/replaced within the 24-hour requirement per HUD guidelines.

Mr. Cassella explained the Community Service Requirement and the Self-Sufficiency Program and stated that Ms. Evans was in the process of making the necessary changes.

Ms. Jones asked Mr. Cassella when a person does not work their 8-hour of community service a month, what is the procedure?

Ms. Rodriguez responded that the Community Affairs notifies the Admissions Department of the residents who are non-compliant and this matter is addressed only at recertification time. All members participated in this discussion as follows:

- What type of services are available and considered Community Services?
- Does the Authority have any input in the type of services offered and/or available for residents to comply with this mandate?
- How is the list compiled?
- Residents who are working are not required to perform Community Services
- Is resident evicted for not performing Community Service?
- Community Services Forms
- Could Food share distribution be considered a Community Service Requirement

Mr. Cassella responded that he would contact Mr. Steltner of Human Services Agency and inquire of the procedures for the Community Services Requirement.

The Pet Policy was discussed in great detail, i.e., problems with dogs, the policy was not being enforced, roaming dogs. Mr. Cassella explained the problems that the Authority is having with enforcing the pet policy.

Mr. Spencer questioned if the Authority collects the annual pet fee and if pets are registered. Mr. Cassella responded that in both cases the answer is no and when a resident moves into public housing they do not own a pet.

Mr. Spencer stated that the fee should be charged and collected from residents who own a dog and this would generate revenue to hire a part-time dog warden.

The Transfer Policy was discussed and Ms. Rodriguez summarized the questions raised by several members of the Committee:

- Residents must wait 3 years from date of move in before applying for a transfer
- Transfer residents from larger/smaller units due to family size increase/decrease.
- Preference requirements due to health or DC involvement

Mr. Cassella suggested that a sub-committee be formulated to review the transfer policy.

The following members volunteered to serve on the Sub-Committee to review the Transfer Policy:

Robin Spencer, Mary Brody, Doris Jones, Patty Herman, Grizzella Pinero, Ethel Fuller and Evelyn Rodriguez. Mr. Cassella will chair this committee.

They're being no additional comments. Meeting adjourned at 6:10 p.m.

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

Annual and Five - Year Plan Meeting
FY 2002

Date: Wednesday, September 5, 2001
Time: 4:00 p.m.
Location: Central Office – 34 Marimac Road, NB, CT

A G E N D A

1. Roll Call
2. Approval of Minutes of August 29, 2001 – 4:00 p.m.
3. Discuss/Review Comprehensive Plan (White Book) pages 1 through 60
4. Any other matters
5. Adjournment

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

AGENCY AND FIVE-YEAR PLAN

FY 2002

MINUTES

September 5, 2001 — 4:00 p.m.

Victor F. Cassella, Deputy Executive Director at 4:15 p.m., called the meeting to order.
The following members were present:

V. Cassella, A. Gonzalez, M. Brody, L. Ellison, B. Evans, E. Rodriguez, E. Fuller, L. Brozowski,
D. Jones, K. Davis, T. Digan, R. Spencer, F. Gucken and P. Herman

Ms. Brody distributed design sheets to the Committee Members to maintain a record of resident participation.

Mr. Cassella began the meeting by reviewing the minutes of the August 29, 2001, they're being no changes as a motion was made by Ms. Brody to accept the minutes and seconded by Mr. Gucken. Minutes were accepted.

Mr. Cassella called for the committee to begin reviewing pages 1 through 60 of the Comprehensive Agency Plan FY 2002 (whitebook).

It was noted that some of the members' books were missing the cover letter to HUD. Ms. Brody made copies of the letter and distributed them to members that did not have it.

Mr. Spencer requested that all documents submitted to the Resident Advisory Board Members be three-holed punched so that they can be inserted into the books. Motion made by Ms. Brody and seconded by Mr. Gucken. Motion carried.

A copy of the Comprehensive Annual Plan for FY 2002 was provided to Ms. Jones, Ms. Herman and Mr. Gucken.

Mr. Spencer requested that additional verbiage be added to the Smoke Detector Policy to allow Housing Authority Staff including the Public Safety Department to enter into a dwelling unit to test, inspect and/or verify operations of the smoke detector. This addition is required to reduce potential danger to residents and financial liability to the Authority.

Mr. Cassella suggested adding a "Call for Aid" to this policy based on a recent lawsuit pending against the Authority that the system was non-operational and the Authority was not aware of the malfunction until the suit was filed.

Mr. Cassella further stated that the residents could make reports of any violations anonymously to the Public Safety Department.

Mr. Digan made the motion to include the Call -For-Aid language in the Smoke Detector Policy. Seconded by Ms. Brody. Motion carried.

Ms. Davis and Ms. Fuller questioned the time frame allowing the ability of the Resident Council to interview potential residents.

Ms. Rodriguez responded that due to unit turnarounds sometimes it is not possible to provide the Resident Council members with advance notice. She further stated that the Admissions Office prior to housing a resident completes a State Police background check, local police report, a credit check and a reference check is also done with other Housing Authorities through a database system for problem residents.

Ms. Brody explained the Goals, Objectives and Tasks portion of the plan.

Mr. Spencer requested that the numbers of the goals, objectives and tasks be reviewed for completion and to ensure that the numbers add up. In reviewing last year's plan the numbers did not add up. All members agreed to Mr. Spencer's request.

Ms. Brody assured the Committee that all figures would be verified by each staff member to ensure that the figures are accurate regarding their respective department's goals, objectives and tasks.

Ms. Davis and Ms. Jones questioned if the HA drug policy is followed once an employee is hired and if the employees are tested on an annual basis?

Mr. Cassella responded that all potential employees are tested prior to employment and are not tested annually unless suspicion warrants drug testing. Because the Authority is governed by union regulations, change to the drug policy cannot be done without impact bargaining.

Mrs. Davis asked Mr. Cassella if a potential employee tested positive for drugs, is there a policy or procedure that would allow the potential employee to be conditionally hired based on an agreement of treatment?

Ms. Evans responded that the Authority's drug policy does not address periodical drug testing.

Mr. Cassella suggested that Ms. Evans be assigned the task of reviewing the current drug policy and to provide to the committee possible changes to include drug testing for all HA employees.

Mr. Cassella stated that a copy of the drug policy would be provided to all members at the next scheduled meeting.

Ms. Jones questioned why potential applicants were not allowed to fill out applications for employment prior to hiring. She stated that candidates did not understand the resume' and reference requirements.

Ms. Evans responded that due to the cost of the colored coded applications it would not be cost effective for all persons to fill out an application prior to being hired. However, all potential employees fill out an application and it is attached to their resume and placed in their personnel file.

Mr. Cassella explained the Deconcentration Policy (item 26 page 16) and questioned page 17 and whether the year should be 2002 or 2003 and suggested that Ms. Brody research and make the year consistent throughout the plan .

Ms. Brody explained the task fields as follows:

- The completion date is filled in only when the task is completed
- The completion date will be 7/20/01 (date of 2002 -5-year plan)
- If the task is on -going and completed (daily, weekly, monthly, quarterly, semi-annually or annually)
- Completed will be listed as yes if completed and no if incomplete
- Activities will document activity or task on -going for document review, etc.

All members commented on the Authority's Customer Service practices the following suggestions were discussed:

- Eliminate voice -mail
- Would like to talk to a person rather than a mail -box
- Authority employees lack customer service training and requesting training for all HA employees

Due to prior commitments Mr. Spencer requested to be excused . Recognized by Mr. Cassella and granted.

Ms. Brody advised the committee members that there would be no scheduled meeting for September 12, 2001 due to the regular Commissioners Meeting and advised the group that all changes would be made to pages 1 through 60 and corrected copies would be distributed to all members.

Mr. Cassella questions Ms. Rodriguez whether the Wait -List would be -opened and addressed at the September 12, 2001 Commissioners Meeting. Ms. Rodriguez responded that the Admissions Office is not ready to -open the wait -list at this time.

Ms. Fuller questioned the change in income regarding the new regulations Mrs. Evans explained that the bulletin is being sent to all public housing residents residing in family developments and explained the rent hardship ruling.

A resident classified as hardship is charged \$25.00 per month for their rent for a three (3) month period. The resident declared hardship due to circumstances changed in their household does not have to wait for re-determination to have their rent or benefits reduced due to their circumstance. However, they must notify the Authority of any changes in their household to qualify for the hardship. Proof of hardship is required to receive a reduction in rent and benefits.

Mrs. Davis requested a policy for a ratio of resident (60%) and non-residents (40%) who participate in residents sponsored programs, trips and activities.

Ms. Jones stated that problems with pit bull dogs on Richard Street are still a major problem and has had no response from the Public Safety Department.

Mr. Cassella advised Ms. Jones to call the Public Safety Department and provide them with the name and address of the pet policy violator.

They're being no additions comments Meeting adjourned at 5:50 p.m.

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

Annual and Five - Year Plan Meeting
FY 2002

Date: Wednesday, August 29, 2001

Time: 4:00 p.m.

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

A G E N D A

1. Roll Call
2. Discuss the Schedule of Meetings (Add, Change and/or Delete)
3. Discuss Procedures and Purpose of Meetings
4. Discuss/Review Comprehensive Plan (White Book)
5. Adjournment

AGENCY AND FIVE - YEAR PLAN

FY 2002

MINUTES

AUGUST 29, 2001 – 4:00 P.M.

The Meeting was called to order by Victor F. Cassella, Deputy Executive Director at 4:20 p.m.. Mr. Cassella introduced the Systems Analyst, Mary Brody to the Resident Advisory Board as the contract person for the Agency's Five - Year Plan FY 2002 Submission.

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

Mr. Cassella began the meeting by explaining the role of the Resident Advisory Board, which encompasses the Presidents of each Resident Council, two members of each Council appointed by the President, Section 8 participants, NBHA staff members and local government. Mr. Cassella further discussed, in detail, the 45 - day process of compiling the information for the plan. In addition, the following issues were discussed:

- Review the plan
- The rights of the Resident Advisory Board (reviewing the plan)
- Accept/Reject Plan for 2002
- Changes (additions/deletions) to the plan
- Board of Commissioners have final decision on the plan
- Minutes of all meetings will be recorded

Ms. Brody stated that August 20th was the last day to distribute Draft copies of the plan for fiscal year 2002 in order to meet the October 15th HUD Electronic Submission. The Public Hearing is scheduled for October 4th, and the Board of Commissioners will meet on October 10th to approve the plan to be submitted to HUD on October 15, 2001.

Agency Plan Progress Statement

The Authority's Annual Plan for planning year 2002 outlines fourteen (14) categories with twenty-four (24) goals and one hundred three (103) tasks.

1. Administration
2. Personnel Management
3. Customer Service & Resident Relations
4. Finance & Budgets
5. Housing Management & Operations
6. Maintenance Operations
7. Public Housing Admissions
8. Section 8 (Leased Housing) Voucher Housing
9. Public Safety
10. Civil Rights & Opportunities
11. Capital Projects & Modernization
12. Community Affairs
13. Grants Management
14. Poverty De-concentration and Income Mixing

The fourteen (14) categories combined have twenty-five (24) goals and one hundred three (103) tasks associated with them. Having completed sixty-three (64) of the tasks as of August 2001, the Authority has forty (40) tasks remaining for completion during its Five Year Plan.

Applied for and received an allocation of 38 additional vouchers.

Applied for the disposition of three units at 29 South High Street CT 26P00500 9.

Established a committee consisting of Authority staff and Resident Advisory Board members to:

review, and update the Authority's current policies and procedures,
review and update the PHA 5 Year Plan,
review and update the Admissions and Control Occupancy Plan and
review and update the Section 8 Administrative Plan.

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 2 (two)
1. CT005P001 Mount Pleasant
 2. CT005P002 Oval Grove
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 5 (five)
1. CT005P007 Graham
 2. CT005P004 Kennedy
 3. CT005P003 Knapp Village
 4. CT005P009 D'Amato
 5. CT005P005 Ribicoff
- c. How many Assessments were conducted for the PHA's covered developments? 0 (zero)
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
CT005P001 Mount Pleasant	251
CT005P002 Oval Grove	160

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

The New Britain Housing Authority is currently undertaking a conversion assessment for the following developments:

CT005P001 Mount Pleasant and CT005P002 Oval Grove

We will submit this initial assessment to HUD as part of our next PHA Annual Plan (2003).

Annual Statement/Performance and Evaluation Report
Part II: Supporting Pages
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing
 and Urban Development**
 Office of Public and Indian Housing
CT26P005708-99REV.2

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Revision 1	Revision 2	Funds Obligated (2)	Funds Expended (2)	
PHAWIDE	Director of Operations	1410.00		32,500.00	32,500.00	32,500.00	9,196.14	
	Clerk of the Works	1410.00		60,000.00	60,000.00	60,000.00	16,354.38	
	Modernization Secretary	1410.00		35,500.00	35,500.00	35,500.00	10,407.86	
	A&E Fees	1430.00		110,000.00	110,000.00	110,000.00	668.00	
	Authority Acquisition of the Sheridan Building for Rehab and Relocation of Main Office	1470.00		0.00	0.00	0.00	0.00	
	TOTAL			238,000.00	238,000.00	238,000.00	36,626.38	

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X 7/11/01

X

AnnualStatement/PerformanceandEvaluationReport

PartII:SupportingPages

ComprehensiveGrantProgram(CGP)

U.S.DepartmentofHousing

andUrbanDevelopment

OfficeofPublicandIndianHousing

CT26P005708-99REV.2

OMBApprovalNo.2577-0157(Exp.7/31/98)

Development Number/Name HA-Wide Activities	GeneralDescriptionofMajor WorkCategories	Development Account Number	Quantity	TotalEstimatedCost		TotalActualCost		StatusofProposedWork(2)
				Revision1	Revision2	Funds Obligated(2)	Funds Expended(2)	
CT5001 MOUNT PLEASANT	A.)Replace&Refurbish VinylSiding&Soffits	1460.00	252	50,000.00	50,000.00	50,000.00	0.00	
	B.)ThermalWindow Replacement	1460.00	252	670,000.00	670,000.00	670,000.00	41,786.51	
	C.)SiteworkImprovements &Lighting	1450.00	252	0.00	0.00	0.00	0.00	
	D.)SmokeDetectorCode Upgrades	1460.00	252	250,000.00	250,000.00	250,000.00	42,333.18	
CT5002 OVAL GROVE	A.)ImproveSiteLighting	1450.00	160	0.00	0.00	0.00	0.00	
	B.)SmokeDetectorCode Upgrades	1460.00	160	150,000.00	150,000.00	150,000.00	42,333.18	
CT5003 KNAPP VILLAGE	A.)LandscapeImprovements	1450.00	60	17,805.00	17,805.00	17,805.00	0.00	
	B.)CallforAidUpgradew/ CentralMonitorStation	1465.10	60	60,000.00	60,000.00	60,000.00	116.60	
	SUBTOTAL			1,197,805.00	1,197,805.00	1,197,805.00	126,569.47	

(1)TobecompletedforthePerformanceandEvaluationReportoraRevisedAnnualStatement

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AnnualStatement/PerformanceandEvaluationReport

PartII:SupportingPages

ComprehensiveGrantProgram(CGP)

U.S.DepartmentofHousing

andUrbanDevelopment

OfficeofPublicandIndianHousing

CT26P005708-99REV.2

OMBApprovalNo.2577-0157(Exp.7/31/98)

Development Number/Name HA-Wide Activities	GeneralDescriptionofMajor WorkCategories	Development Account Number	Quantity	TotalEstimatedCost		TotalActualCost		StatusofProposedWork(2)
				Revision1	Revision2	Funds Obligated(2)	Funds Expended(2)	
CT5004 KENNEDY APTS.	A.)CallforAidUpgradew/ CentralMonitorStation	1465.10	70	60,000.00	60,000.00	60,000.00	116.60	
	B.)TrashCompactor	1465.10	70	5,000.00	5,000.00	5,000.00	0.00	
	C.)HotWaterHeater	1465.10	70	75,000.00	75,000.00	75,000.00	0.00	
	D.)CommonAreaPaintand Carpet	1460.00		0.00	3,000.00	3,000.00	2,950.28	
CT5005 RIBICOFF APTS.	A.)CallforAidUpgradew/ CentralMonitorStation	1465.10	104	61,000.00	61,000.00	61,000.00	116.60	
	B.)CommonAreaPaintand Carpet	1460.00		0.00	3,000.00	3,000.00	2,950.28	
	SUBTOTAL			201,000.00	207,000.00	207,000.00	6,133.76	

(1)TobecompletedforthePerformanceandEvaluationReportoraRevisedAnnualStatement

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7/11/01

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AnnualStatement/PerformanceandEvaluationReport
PartII:SupportingPages
ComprehensiveGrantProgram(CGP)

**U.S.DepartmentofHousing
andUrbanDevelopment**
OfficeofPublicandIndianHousing
CT26P005708-99REV.2

OMBApprovalNo.2577-0157(Exp.7/31/98)

Development Number/Name HA-Wide Activities	GeneralDescriptionofMajor WorkCategories	Development Account Number	Quantity	TotalEstimatedCost		TotalActualCost		StatusofProposedWork(2)
				Revision1	Revision2	Funds Obligated(2)	Funds Expended(2)	
CT5007 GRAHAM APTS.	A.)CallforAidUpgradew/ CentralMonitorStation	1465.10	100	60,000.00	60,000.00	60,000.00	116.60	
	B.)HotWaterTank&Flue Replacement	1460.00		50,000.00	38,000.00	38,000.00	0.00	
	C.)CommonAreaPaintand Carpet	1460.00		0.00	3,000.00	3,000.00	2,950.29	
CT5009 D'AMATO APTS.	A.)CallforAidUpgradew/ CentralMonitorStation	1465.10	58	59,000.00	59,000.00	59,000.00	116.60	
	B.)CommonAreaPaintand Carpet	1460.00		0.00	3,000.00	3,000.00	2,950.29	
	SUBTOTAL			169,000.00	163,000.00	163,000.00	6,133.78	
	TOTAL			1,805,805.00	1,805,805.00	1,805,805.00	175,463.39	

(1)TobecompletedforthePerformanceandEvaluationReportoraRevisedAnnualStatement

(2)TobecompletedforthePerformanceandEvaluationReport.

SignatureofExecutiveDirectorandDate

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministratorandDate

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formHUD-52837(1/95)
refHandbook7485.3

Instructions: Enter your authority name, Grant number, and Year.
Use your "F2" key to edit cell B:A11 to check the appropriate box and enter the year.
Use your "F2" key to edit cells B:A12 if you need to make changes.
Form lines 20-23 LBP Activities etc. must be entered manually.
Press "F9" to recalculate totals, "arrow" right or "tab" to implement Sched====>

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part I: Summary
 CT26P005708-99, Rev.2

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HAName Housing Authority of the City of New Britain	Comprehensive Grant Number CT26P005708-99	FFY of Grant Approval 1999
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☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number _____ ☒ Performance and Evaluation Report for Program Year Ending __ 1999 __

☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost2	
		Revision1	Revision2	Obligated	Expended
1	Total Non-CGPF Funds				
2	1406 Operations (May not exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration	128,000.00	128,000.00	128,000.00	35,958.38
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	110,000.00	110,000.00	110,000.00	668.00
8	1440 Site Acquisition				
9	1450 Site Improvement	17,805.00	17,805.00	17,805.00	0.00
10	1460 Dwelling Structures	1,120,000.00	1,120,000.00	1,120,000.00	138,254.01
11	1465.1 Dwelling Equipment-Nonexpendable	430,000.00	430,000.00	430,000.00	583.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)				
19	Amount of Annual Grant (Sum of lines 2-18)	1,805,805.00	1,805,805.00	1,805,805.00	175,463.39
20	Amount of line 19 Related to LBP Activities	0.00	0.00	0.00	0.00
21	Amount of line 19 Related to Section 504 Compliance	0.00	0.00	0.00	
22	Amount of line 19 Related to Security	0.00	0.00	0.00	583.00
23	Amount of line 19 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director & Date: X 7/11/01	Signature of Public Housing Director/Office of Native American Programs Administrator & Date: X
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1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

form HUD-52837(10/96)

2 To be completed for the Performance and Evaluation Report.

Page 1 of 7

ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report Part III: Implementation Schedule

Comprehensive Grant Program (CGP) CT26P005708-99 REV.2

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Revision1	Revision2	Actual(2)	Original	Revision1	Actual(2)	
CT5001							
Replace Soffits	10/00	10/00					
Replace Windows	10/00	10/00					
Site Work	-	-					
Smoke Detectors	10/00	10/00					
CT5002							
Site Lighting	-	-					
Smoke Detectors	10/00	10/00					
CT5003							
Landscaping	10/00	10/00					
Call for Aid	10/00	10/00					
CT5004							
Call for Aid	10/00	10/00					
Trash Compactor	10/00	10/00					
Hot Water Tank	10/00	10/00					
Common Area Paint & Carpet	-	-					

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X 7/11/01

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Annual Statement/Performance and Evaluation Report

Part III: Implementation Schedule

Comprehensive Grant Program (CGP) CT26P005708-99REV.2

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Revision 1	Revised (2)	Actual (2)	Original	Revised (1)	Actual (2)	
CT5005 Call for Aid Common Area Paint & Carpet	10/00 -	10/00 -					
CT5007 Call for Aid Hot Water Tank & Flue Replacement Common Area Paint & Carpet	10/00 10/00 -	10/00 10/00 -					
CT5009 Call for Aid Common Area Paint & Carpet	10/00 -	10/00 -					

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

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X **08/20/02**

X

Page 7 of 7

form HUD-52837 (1/95)

ref Handbook 7485.3

Development Number/Name HA-Wide Activities	AllFundsObligated(QuarterEndingDate)			AllFundsExpended(QuarterEndingDate)			ReasonsforRevisedTargetDates(2)
	Revision1	Revision2	Actual(2)	Original	Revision1	Revision2	

(1)TobecompletedforthePerformanceandEvaluationReportoraRevisedAnnualStatement

(2)TobecompletedforthePerformanceandEvaluationReport.

SignatureofExecutiveDirectorandDate

SignatureofPublicHousingDirector/OfficeofNativeAmericanProgramsAdministratorandDate

X

06/09/99

X

Instructions

This is a three-dimensional file which produces HUD Form 5283 / Part I, II and III, the annual reporting forms for the Comp Grant program.

Special Features:

- Press the "Ctrl" key and the letter "P" simultaneously to print all completed pages of 5283 / Part II, the 5283 / Part I, and the 52837 Part III on letters sized paper.

- Press the "Ctrl" key and the letter "A" to add a new page of 52826 Part II only. Make sure the cursor is in worksheet column A directly beneath the last line of the last completed page.

For example, we provided you with five pages of the 52837 Part II to start with, to add a new page go to cell A:A203 and press the "Ctrl" key and the letter "A" simultaneously. Do not hit any other key(s) until the letters "CMD" leave the bottom of your screen.

- Pressing the "Ctrl" key and the letter "D" simultaneously deletes an unwanted page. Make sure your cursor is in column "A" and in the top left corner of the page of the page you want to delete. Never delete the first page as it contains database header information.

Example: To delete the page you added in the above example, move your cursor to cell A:A203 and press the "Ctrl" key and the letter "D" simultaneously. Do not hit any other key(s) until the letters "CMD" leave the bottom of the screen. This macro may take a few seconds to complete.

- Pressing the "Ctrl" key and the letter "U" or the "F9" key updates the HUD Form 52837 Part II which is essentially a "totals" page. This worksheet uses a database to summarize, sort, and total work items. The HUD form 52837 Part I is always updated.

See the manual for more information or call our technical support line.



AddaPage

PrintallForms

DeleteaPage

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Pressthe"Ctrl"keyandtheletter"P"
to"Print"

MACROKEY

AddaPage

VA {GOTO}A:J1~{END}{DOWN}{D1}~{L9}~/WGPD/WIR{d38}~/CDE IAIL~~/rncSUPPORT~{d39}~:wprq{d8}~/W

PrintallForms

```
\P {PANELOFF}/WGPD{CALC}:PRCRSSUMMARY~G:PRCRSSUPPORT~G:PRCRSIMPLEMENT~G/WGPE{P/
\U {PANELOFF}/WGPD{CALC}/WGPE{PANELON}{QUIT}

\B {PANELOFF}:TR~{PANELON}{QUIT}
```

DeleteaPage

```
\D {GOTO}A:J1~{END}{DOWN}{U38}~{IF @CELLPOINTER("type")="v"}{home}{quit}
{L9}~/WGPD/wdr{D38}~/WGPE{U2}~{QUIT}

\W /WGRM{GOTO}C:N1~{WAIT @NOW+@TIME(0,0,2)}/tar{PANELON}{GOTO}A:A10~/WGPE{QUIT}
```



'GPE{QUIT}'

