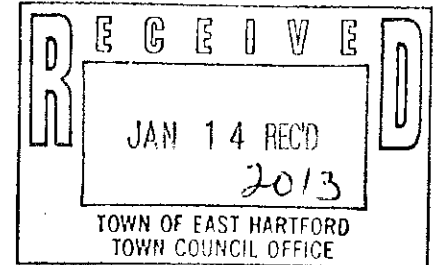


EAST HARTFORD HOUSING AUTHORITY
JANUARY 16, 2013
546 Burnside Avenue, East Hartford, CT
5:00 p.m.

AGENDA



1. ROLL CALL
2. Approval of Special Meeting Minutes December 12, 2012
3. Request for Additional Agenda Items
4. **PUBLIC COMMENT**
5. FINANCE REPORTS
 - a. Payment Vouchers DECEMBER, 2012
 - b. Aged Commitments – AP DECEMBER, 2012
 - c. Aged Receivables DECEMBER, 2012
 - d. Rent Collection Report DECEMBER, 2012
 - e. Monthly Actuals for Period Ending December 31, 2012
6. CONSENT AGENDA
 - a. Capital Fund & Major Maintenance Report December, 2012
 - b. Occupancy Report December 1, 2012 to December 31, 2012
 - c. Section 8 Housing Voucher December, 2012
 - d. Attorney's Report January, 2013
 - e. Vacant Unit Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace
7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

8. NEW BUSINESS

- a. Review and Approval of Resolution for Business Credit Card Account
- b. Review and Approval of Resolution for a Significant Amendment to the PHA 5 Year Plan and Revision to the Housing Choice Voucher Administrative Plan

9. OLD BUSINESS

10. EXECUTIVE SESSION

- a. Discussion of Pending Claims and Litigation (Madigan Matter)
- b. Discussion of Strategy and Negotiations Regarding Collective Bargaining Matters



Debra M. Bouchard, Executive Director

DMB:bmp

COMMISSIONERS' SPECIAL MEETING, DECEMBER 12, 2012

The Commissioners of the East Hartford Housing Authority held a special meeting on Wednesday, December 12, 2012 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The meeting was called to order by Chairman Robert Keating at 12:31 p.m.

1. **ROLL CALL:** Vice Chairman James Kate
Commissioner Prescille Yamamoto
Commissioner Hazelann Cook
Commissioner James W. Patterson, Jr.
Chairman Robert Keating

Also present were: Debra M. Bouchard, Executive Director; Joseph Regan, Finance Director; Brenda Pliszka, Executive Secretary/HR; Ralph J. Alexander Legal Counsel and Esther Clarke Town Council Liaison.

2. **Approval of Special Meeting Minutes, November 13, 2012**

The motion was made by Vice Chairman Kate to approve the minutes of the Special Meeting of November 13, 2012. Commissioner Yamamoto seconded the motion; it was carried by the unanimous vote of the Commission present.

3. **PUBLIC COMMENT**

There was no public comment.

4. **FINANCE REPORTS**

- a. **Payment Vouchers, November, 2012**

Chairman Keating asked if there were any questions on the payment vouchers. In regards to the payment vouchers, there were questions asked and answered by Ms. Bouchard: #20581 Horizon Services Company; #20591 Painting by Ed; #20687 AAA Dura-Tech; #20716 Willis of Connecticut LLC.

- b. **Aged Commitments – AP, November, 2012**

There was nothing to report.

- c. **Aged Receivables, November, 2012**

There was nothing to report.

- d. **Rent Collection Report, November, 2012**

The Board all agreed this report looks good.

- e. **Monthly Actuals for Period Ending November 30, 2012**

There were no comments/questions on the Monthly Actuals statement.

5. **CONSENT AGENDA**

The motion was made by Commissioner Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (November, 2012); b. Occupancy Report (November 1, 2012 to November 30, 2012); c. Section 8 Housing Voucher (November, 2012); d. Attorney's Report (December, 2012); e. Resident Services Coordinator Report (November, 2012) and f. Vacant Unit

Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace. Vice Chairman Kate seconded the motion; it was carried by the unanimous vote of the Commission present.

Commissioner Yamamoto wanted to comment that on the Resident Services Coordinator report she has signed it and has reinstated on-site office hours at Heritage Gardens.

Vice Chairman Kate said under Capital Funds for the central office in regards to the generators he asked which portion of this is on hold. Mr. Regan said putting in whole new building generators. Ms. Bouchard said the Housing Authority has purchased a couple of portable generators for the central office in order to run the servers and a few items. There was a discussion of the Highlands and the generator at that building.

6. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: SEMAP was submitted on November 26, 2012; HUD Correspondence—submission of repayment plan and supporting timetable on November 15, 2012 and waiting for HUD approval; discussion of update on Veterans Terrace management and contract renewal; discussion of REAC inspection, attending training on new scoring and schedule of REAC inspections; King Court—November 15, 2012 was the RPP signing, RFP input meeting with residents was held on December 5, 2012, two representative selected to be on evaluation panel (Mary Hill and Denise Summers), confidentiality agreement needs signatures by residents, public notice schedule set and RFP input meetings; Scattered Site Program—waiting for response on flex funding for 2.5 million grant, DECD sent supplemental questions and were answered on December 7, 2012; discussion of CHFA doing a needs assessment of all State properties; submitted predevelopment application for Burnside Avenue—submitted for the \$250,000 predevelopment funds; gearing up for REAC/MOR inspections—federal physical assessment and Veterans Terrace physical and management occupancy review; Website Development—logo complete, color scheme and home page.

Commissioner Yamamoto had concerns about doing anything on this property site by the statements from the Town Council last evening. Ms. Bouchard said if we get the predevelopment funds they are basically to do an analysis on the Burnside property. There was further discussion on different possibilities for the use of the Burnside Avenue site. The Housing Authority needs to work with the Town and they need to come up with some ideas. Ms. Bouchard stated that the Housing Authority needs some cash flow in order to keep the Authority running with the declining federal funds.

There was a discussion regarding King Court, the residents rent and no subsidy for that development.

7. NEW BUSINESS

a. Review and Approval of the 2013 Meeting Schedule for the East Hartford Housing Authority Board of Commissioners' Meetings

The Board had a discussion in regards to holding the meeting in the evening. The Board ideally wants to hold the meetings at 12:30 p.m. but due to many requests they understand why evening meetings need to be held. The majority of the Board agreed to leave it as presented at 5:00 p.m. The Chairman stated that he has a problem with this and would like to see the meetings held at 12:30 p.m. since no one shows up. A suggestion was made to possibly alternate the meetings from 12:30 p.m. and 5:00 p.m. Ms. Bouchard has reservations about moving meetings to 12:30 p.m. because we are going through a lot of development with other projects and she believes for the time being the meetings should be kept in the evening. Commissioners Yamamoto and Cook agreed that the Board hired the Executive Director to direct us and we need to go along with the way she feels in regards to the meeting schedule.

The one change to the 2013 Meeting Schedule would be to change the December 18, 2013 meeting to 12:30 p.m.

The motion was made by Commissioner Yamamoto to approve the 2013 Meeting Schedule with the one change for December 18, 2013 to 12:30 p.m. Commissioner Cook seconded the motion; it was carried by a vote of 4-yea 1-nay (Chairman Keating).

b. Discussion and Action Regarding Removal and Appointment of Director to the East Hartford Affordable HOMES/NOW

The motion was by Commissioner Yamamoto to remove Wanda Franek from the East Hartford Affordable HOMES/NOW board and appointment Patrick Barder to serve in her place. Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commission.

c. Discussion and Action on the Authorization of the Creation of Two New Non-Profits to the Agency's Redevelopment Plan

Attorney Alexander said both the Burnside Avenue development and the redevelopment of Veterans Terrace requires the vehicle of a non-profit in order to move forward. In regards to Veterans Terrace, a non-profit is needed of the anticipation that a portion of that redevelopment will be done with tax credit funding and it must go through a vehicle of a non-profit. With respect to the development of Burnside Avenue, whether it is a grant or any funding, it needs to go through a tax-exempt entity and Housing Authorities cannot get these kinds of grants themselves because they are not 501(c)(3) entities.

Attorney Alexander stated that the East Hartford Affordable HOMES/NOW will be used for the scattered sites. He explained that each one of these programs needs to stand alone so you need to have a separate entity for each one and it takes time to create the entity and stated what needs to be done.

The motion was made by Commissioner Yamamoto to approve Resolution No. CT013-89-12-2012 to form two nonstock corporations, each of which is to pursue tax-exempt status under Section 501(c)(3). One nonprofit being for the facilitation of the Burnside Avenue development and one nonprofit for the

facilitation of the redevelopment of Veterans Terrace. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Commission present.

It was mentioned that there may be a possible need for one more additional nonprofit. The Board discussed briefly who would serve on these boards.

d. Review and Approval of the Budgets

Mr. Regan said pursuant to the letter from HUD he has added two line items. One is the repayment to the Section 8 program for \$120,000 a year out of federal funds for the next 5 ½ years as a good faith payment. The second is the provision for the OPEB, which is \$206,315 for the unfunded pension liability fund, which is the health insurance for the retirees.

The motion was made by Vice Chairman Kate to approve the Budget. Commissioner Cook seconded the motion, it was carried by the unanimous vote of the Commission present.

e. Review and Approval of the Schedule of Maintenance Charges for Veterans Terrace

Ms. Bouchard explained that during the Housing Authority's MOR they cited a finding on our schedule of charges for Veterans Terrace stating they were not in regulation with the 4350 rules. The maintenance charges were then submitted to HUD that we have been using for many years without any finding and they were rejected. Mr. Bouchard stated that we could not use any flat charges. All charges have to show labor and material and everything had to be adjusted to reflect those changes. Ms. Bouchard explained some of the items that the Housing Authority can no longer charge for, especially the charge for the notice to quits. The Chairman asked how will you figure out the labor. Ms. Bouchard said that the supervisor will have to look at the work order to determine the length of a job.

The motion was by Commissioner Yamamoto to approve the schedule of Maintenance Charges for Veterans Terrace effective January 1, 2013. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Board of Commissioners present.

f. Review and Approval of Vacated Tenant Accounts Receivable Write-Offs

The motion was by Commissioner Yamamoto to approve Resolution No. CT013-88-12-2012 to authorize the East Hartford Housing Authority Tenant Accounts Receivable Write-Offs effective December 12, 2012. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Commission present.

8. OLD BUSINESS

There was nothing to discuss under this heading.

Vice Chairman Kate asked if the Housing Authority liaison had any questions of this Board. At this time, Ms. Clarke stated she did not have any questions for the Board.

9. EXECUTIVE SESSION

- a. Discussion of Pending Claims and Litigation (Madigan Matter)
- b. Discussion of Personnel Matters Regarding Executive Director
- c. Discussion of Strategy and Negotiations Regarding Collective Bargaining Matters

The motion was made by Commissioner Cook to go into Executive Session for the purpose of discussion of pending claims and litigation (Madigan Matter), discussion of personnel matters regarding the Executive Director, and discussion of strategy and negotiations regarding collective bargaining matters. Vice Chairman Kate seconded the motion, it was carried by the unanimous vote of the Commission present to go into Executive Session at 1:41 p.m. Also in attendance was Debra Bouchard, Executive Director and Ralph Alexander, Legal Counsel.

The motion was made by Commissioner Cook, seconded by Commissioner Patterson, and was carried by the unanimous vote of the Commission present to come out of Executive Session at 2:40 p.m.


10. POST EXECUTIVE SESSION BUSINESS

Following brief discussion in open session, a motion was made by Commissioner Yamamoto directing that the Housing Authority extend a written employment contract to the Executive Director, Debra Bouchard. Said contract to be for a term running from October 1, 2012 through September 30, 2015. Said contract provisions to be consistent with the provisions of the contract draft presented to the parties in executive session. The motion was seconded by Vice Chairman Kate. There being no discussion requested on the motion, the Chairman called the question and the motion was carried by the unanimous vote of the Commission.

There being no further business before the Board of Commissioners, a motion was made by Commissioner Cook to adjourn the meeting, which motion was seconded by Vice Chairman Kate and the motion was carried by the unanimous vote of the Commission. The meeting was then adjourned at 2:45 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on December 12, 2012 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Debra M. Bouchard
Secretary/Executive Director

Bank Register Report In Detail
Showing All Items and Hiding Voids
From 12/01/2012 to 12/31/2012

900 - Admin - Central Office

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
12/04/2012	113592	20763	A.B. Supply Co., Inc.	-1,429.00
12/04/2012	113592	20764	Altec	-220.50
12/04/2012	113592	20765	AT & T	-691.71
12/04/2012	113592	20767	Debbie Beaulieu - <i>Opns / Houson Center</i>	-30.00
12/04/2012	113592	20768	David A. Belcher - <i>Jeffco HAP Requisitions VT</i>	-495.00
12/04/2012	113592	20769	Robert Brindamour - <i>Housing Inspector</i>	-1,175.00
12/04/2012	113592	20770	Carpets Plus of Connecticut, LLC	-796.88
12/04/2012	113592	20771	Commercial Heating Supply Co.	-351.90
12/04/2012	113592	20772	Connecticut - CCSPC	-124.00
12/04/2012	113592	20773	Connecticut Light & Power	-17.15
12/04/2012	113592	20774	Hartford Annuity	-4,664.00
12/04/2012	113592	20775	Frank Healy - <i>Mileage Reimbursement</i>	-23.87
12/04/2012	113592	20776	Henry P. Guerrette, State Marshal	-80.00
12/04/2012	113592	20777	Horizon Services Company	-575.00
12/04/2012	113592	20778	Housing Insurance Services, Inc.	-18,455.00
12/04/2012	113592	20779	Jay's Print & Copy Center	-440.00
12/04/2012	113592	20780	Krystal Kleer	-39.95
12/04/2012	113592	20781	Main Hardware Supply & Rental Co.	-263.20
12/04/2012	113592	20782	Painting by Ed	-150.00
12/04/2012	113592	20783	Plimpton & Hills Corp.	-425.29
12/04/2012	113592	20784	Brenda Pliszka - <i>Vehicle Allowance</i>	-100.00
12/04/2012	113592	20785	RANDSTAD	-1,057.56
12/04/2012	113592	20786	State Treasurer for MERF Fund	-21,555.10
12/04/2012	113592	20787	Willard & Alexander LLC	-2,872.60
12/05/2012	113594	20788	Barry Associates, Inc.	-24,463.31
12/05/2012	113595	20789	AFLAC	-1,295.92
12/05/2012	113595	20790	EAST COAT PAVEMENT SERVIC	-6,895.00
12/05/2012	113595	20791	Fidelity Security Life Insurance/EyeN	-300.12
12/05/2012	113595	20792	YANKEE FENCE, LLC	-9,358.66
12/05/2012	113598	20793	EAST COAT PAVEMENT SERVIC	-15,569.00
12/11/2012	113640	20794	A & J Home Improvement Contract	-7,055.00
12/11/2012	113640	20795	A.B. Supply Co., Inc.	-708.00
12/11/2012	113640	20796	abc Appliance Service, LLC	-129.95
12/11/2012	113640	20797	AFSCME Local 818 of Council 4	-136.00
12/11/2012	113640	20798	AT & T	-281.55
12/11/2012	113640	20799	Capital Burner and Boiler Repair	-550.00
12/11/2012	113640	20800	Carpets Plus of Connecticut, LLC	-800.90
12/11/2012	113640	20801	Chase Glass Company	-646.46
12/11/2012	113640	20802	Coffee Break Company	-38.60
12/11/2012	113640	20803	Connecticut - CCSPC	-31.00
12/11/2012	113640	20804	Connecticut Natural Gas Corporation	-17,352.67
12/11/2012	113640	20805	Crowley Ford LLC	-576.95
12/11/2012	113640	20806	CSEA/SEIU	-180.88
12/11/2012	113640	20807	ALEXIS DONALD - <i>Mileage Reimbursement</i>	-110.67
12/11/2012	113640	20808	Gelsomino Electric LLC	-410.00
12/11/2012	113640	20809	General Electric Company	-980.00

Bank Register Report In Detail
Showing All Items and Hiding Voids
From 12/01/2012 to 12/31/2012

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
12/11/2012	113640	20810	Gerald Kelly dba Mohawk Cleaning C	-206.00
12/11/2012	113640	20811	Hartford Annuity	-1,166.00
12/11/2012	113640	20812	Henry P. Guerrette, State Marshal	-50.00
12/11/2012	113640	20813	Hettrick, Cyr & Associates, Inc.	-975.00
12/11/2012	113640	20814	Home Depot Supply	-958.00
12/11/2012	113640	20815	Jeffrey Eckert - <i>Mileage Reimbursement</i>	-26.40
12/11/2012	113640	20816	KAINEN ESCALERA AND McHAL	-1,422.50
12/11/2012	113640	20817	Leitao Car Wash, Inc.	-995.00
12/11/2012	113640	20818	Lifecare Design Inc	-1,710.00
12/11/2012	113640	20819	Main Hardware Supply & Rental Co.	-226.03
12/11/2012	113640	20820	Marcone - Appliance Parts	-546.11
12/11/2012	113640	20821	Martindale & Salisbury Const. Co., I	-32,247.19
12/11/2012	113640	20822	M/E Design Associates, Inc	-862.50
12/11/2012	113640	20823	Murphy Road Recycling	-1,011.25
12/11/2012	113640	20824	Neopost New England	-48.75
12/11/2012	113640	20825	Norige Oil Company Inc.	-1,712.63
12/11/2012	113640	20826	Otis Elevator Company	-1,845.00
12/11/2012	113640	20827	Painting by Ed	-540.00
12/11/2012	113640	20828	Plimpton & Hills Corp.	-426.70
12/11/2012	113640	20829	Prime Communications	-636.88
12/11/2012	113640	20830	Quest Pest Control, LLC	-2,320.00
12/11/2012	113640	20831	RANDSTAD	-494.69
12/11/2012	113640	20832	Joseph Regan - <i>Reimbursement of Health Insurance</i>	-1,000.00
12/11/2012	113640	20833	Rosemary Rogers - <i>Hearing Officer</i>	-660.00
12/11/2012	113640	20834	Michael F. Roush - <i>NTQ Independent Person</i>	-780.00
12/11/2012	113640	20835	The Metropolitan District	-23,029.23
12/11/2012	113640	20836	Town of East Hartford	-9,951.49
12/11/2012	113640	20837	USA Hauling and Recycling	-6,033.54
12/11/2012	113640	20838	Wattsaver Lighting Products	-112.00
12/11/2012	113640	20839	WB Mason	-719.95
12/11/2012	113640	20840	Willard & Alexander LLC	-350.00
12/11/2012	113640	20841	Xerox Corporation	-1,392.09
12/20/2012	113708	20845	A & J Home Improvement Contract	-2,715.00
12/20/2012	113708	20846	AFSCME Local 1303 of Council 4	-413.76
12/20/2012	113708	20847	Anthem Blue Cross and Blue Shield	-21,863.30
12/20/2012	113708	20848	AT & T	-1,351.77
12/20/2012	113708	20849	Robert Brindamour - <i>Housing Inspector</i>	-912.50
12/20/2012	113708	20850	Carquest	-166.81
12/20/2012	113708	20851	Coffee Break Company	-38.60
12/20/2012	113708	20852	Connecticut - CCSPC	-62.00
12/20/2012	113708	20853	Connecticut Light & Power	-32,709.32
12/20/2012	113708	20854	Connecticut Natural Gas Corporation	-19,268.44
12/20/2012	113708	20855	CoreLogic SafeRent	-203.75
12/20/2012	113708	20856	Dell Marketing, L.P.	-3,856.99
12/20/2012	113708	20857	EAST COAT PAVEMENT SERVIC	-675.00
12/20/2012	113708	20858	F. W. Webb Company	-1,226.06
12/20/2012	113708	20859	Grainger, Inc.	-35.96
12/20/2012	113708	20860	HARRG Group	-14,486.09
12/20/2012	113708	20861	Hartford Annuity	-2,332.00
12/20/2012	113708	20862	HASLER INC	-50.00
12/20/2012	113708	20863	Hillyard / Rovic	-551.35

Bank Register Report In Detail
Showing All Items and Hiding Voids
From 12/01/2012 to 12/31/2012

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
12/20/2012	113708	20864	Home Depot Supply	-701.81
12/20/2012	113708	20865	Jay's Print & Copy Center	-220.00
12/20/2012	113708	20866	L. E. Whitford Co., Inc.	-776.86
12/20/2012	113708	20867	Lowe's Commercial Services	-102.33
12/20/2012	113708	20868	MailFinance	-525.00
12/20/2012	113708	20869	Norige Oil Company Inc.	-518.23
12/20/2012	113708	20870	Northeast Minority News, Inc.	-132.00
12/20/2012	113708	20871	RANDSTAD	-2,464.79
12/20/2012	113708	20872	Michael F. Roush- NTQ -Independent Person	-920.00
12/20/2012	113708	20873	Security First Insurance, Inc.	-7,141.00
12/20/2012	113708	20874	Staples, Inc.	-299.41
12/20/2012	113708	20875	State of Connecticut, Department of C	-400.00
12/20/2012	113708	20876	Stirling Benefits	-54,428.54
12/20/2012	113708	20877	The Hartford Courant Co	-629.31
12/20/2012	113708	20878	The Metropolitan District	-11,146.30
12/20/2012	113708	20879	The Walker Group	-26,968.25
12/20/2012	113708	20882	Verizon Wireless	-931.56
12/20/2012	113708	20883	WB Mason	-29.69
Total Accounts Payable				-449,612.06

Aged Commitments

Payee:

Tax ID:

Description

PO #

Invoice #

Invoice Due Date

Amount

Total Payables to

Total Payables



Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Boyle, Joshua John :	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00
Total by Ford, Patricia M :	\$393.00	\$393.00	\$0.00	\$0.00	\$786.00
Total by Jernigan, Cynthia Wanda :	\$164.00	\$164.00	\$0.00	\$0.00	\$328.00
Total by Ortiz, David :	\$161.00	\$0.00	\$0.00	\$0.00	\$161.00
Total by Rivera-Marrero, Yaritza :	\$296.00	\$0.00	\$0.00	\$0.00	\$296.00
Total by Rosa, Mary Ann :	\$633.00	\$293.00	\$0.00	\$0.00	\$926.00
Total by Sharp, Rosella Lonise :	\$697.00	\$0.00	\$0.00	\$0.00	\$697.00
Total by Smith, Kincaita C :	\$94.00	\$0.00	\$0.00	\$398.00	\$492.00
Total by Vibberts, Stephen :	\$26.00	\$0.00	\$0.00	\$0.00	\$26.00
Total by Brown Jr., Benjamin E :	\$141.00	\$0.00	\$0.00	\$0.00	\$141.00
Total by Burgos, Jessica M :	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Total by Chappell, Tonia M :	\$94.00	\$94.00	\$0.00	\$0.00	\$188.00
Total by Cruz, Maria Nereida :	\$212.00	\$0.00	\$0.00	\$0.00	\$212.00
Total by Dixon, Eboni Shavon :	\$17.00	\$0.00	\$0.00	\$0.00	\$17.00
Total by Fulk, Joanne :	\$32.00	\$0.00	\$0.00	\$0.00	\$32.00
Total by Garcia, Melisa Toni :	\$185.00	\$0.00	\$0.00	\$0.00	\$185.00
Total by Green, Jennifer :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Leslie, Semekia Letasha :	\$44.00	\$0.00	\$0.00	\$0.00	\$44.00
Total by Letourneau, Shannon M :	\$222.00	\$0.00	\$0.00	\$0.00	\$222.00
Total by Ludwig, Jessica M :	\$0.00	\$0.00	\$0.00	\$105.50	\$105.50
Total by Matos, Antonio Jr. :	\$460.00	\$0.00	\$0.00	\$0.00	\$460.00
Total by Smith, Lakeisha Marie :	\$53.00	\$0.00	\$0.00	\$0.00	\$53.00
Total by Toomey, William :	\$562.00	\$0.00	\$0.00	\$0.00	\$562.00
Total by Torrence, Zakiya Anita :	\$505.00	\$505.00	\$0.00	\$1,010.00	\$2,020.00
Total by Boucher, Gerald R :	\$341.00	\$0.00	\$0.00	\$0.00	\$341.00
Total by Clark, Lisa Ann :	\$95.00	\$0.00	\$0.00	\$0.00	\$95.00
Total by Daniels, Mary Bernice :	\$268.00	\$0.00	\$0.00	\$0.00	\$268.00
Total by Harrison, Taishima M :	\$42.00	\$0.00	\$0.00	\$0.00	\$42.00

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$5,957.00	\$1,449.00	\$0.00	\$1,513.50	\$8,919.50
Total by Boyle, Joshua John :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Darden, Brenda Calloway :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Ford, Patricia M :	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by Gant, Sarita L :	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00
Total by Gaston, Lataya Deneen :	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Total by Jernigan, Cynthia Wanda :	\$0.00	\$20.00	\$17.00	\$0.00	\$37.00
Total by Mayuri, Vanessa Lydia :	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
Total by McGriff-Little, Sade E :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Ortiz, David :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Rivera-Marrero, Yaritza :	\$20.00	\$20.00	\$20.00	\$43.00	\$103.00
Total by Rosa, Mary Ann :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Sharp, Rosella Louise :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Smith, Kincaita C :	\$0.00	\$0.00	\$0.00	\$128.00	\$128.00
Total by Velez, Kimberly Marie :	\$0.00	\$0.00	\$0.00	\$56.00	\$56.00
Total by Webb, Mary Lou :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Alfinez, Mayra :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Birdsong, Carmen D :	\$0.00	\$0.00	\$0.00	\$22.00	\$22.00
Total by Boulanger, Leo :	\$20.00	\$0.00	\$0.00	\$20.00	\$40.00
Total by Brown Jr., Benjamin E :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Burgos, Jessica M :	\$20.00	\$20.00	\$20.00	\$0.00	\$60.00
Total by Chappell, Tonia M :	\$0.00	\$20.00	\$0.00	\$120.00	\$140.00
Total by Condell, Holeen Antoinete :	\$0.00	\$0.00	\$0.00	\$120.00	\$120.00
Total by Cruz, Maria Nereida :	\$20.00	\$20.00	\$0.00	\$0.00	\$40.00
Total by Delgado, Jamayda L :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Dixon, Eboni Shavon :	\$20.00	\$20.00	\$20.00	\$169.00	\$229.00
Total by Espinal, Ramon :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Fulk, Joanne :	\$20.00	\$0.00	\$0.00	\$208.00	\$228.00
Total by Garcia, Melisa Toni :	\$20.00	\$20.00	\$0.00	\$38.00	\$78.00

Aged Receivable Grouped By AR Code
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Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Green, Jennifer :	\$20.00	\$20.00	\$20.00	\$0.00	\$60.00
Total by Jackson, Cassandra :	\$0.00	\$0.00	\$0.00	\$199.00	\$199.00
Total by Lavole, Scott B :	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
Total by Leach, Myron T :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Leslie, Semekia Letasha :	\$20.00	\$0.00	\$0.00	\$40.00	\$60.00
Total by Letourneau, Shannon M :	\$20.00	\$4.00	\$0.00	\$0.00	\$24.00
Total by Ludwig, Jessica M :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Matos, Antonio Jr. :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Mills, Tamirha A :	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by Nieves, Angel Luis :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Ortiz Rodriguez, Maylee M :	\$0.00	\$0.00	\$0.00	\$31.00	\$31.00
Total by Ortiz, Cherie Candis :	\$0.00	\$0.00	\$0.00	\$11.00	\$11.00
Total by Robinson, Natasha K :	\$0.00	\$20.00	\$0.00	\$60.00	\$80.00
Total by Smith, Lakelsha Marie :	\$20.00	\$0.00	\$19.00	\$120.00	\$159.00
Total by Stellmacher, Lakeysha :	\$0.00	\$0.00	\$20.00	\$220.00	\$240.00
Total by Toomey, William :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Torrence, Zakiya Anita :	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Total by Vasquez, Joline Ann :	\$0.00	\$0.00	\$20.00	\$63.00	\$83.00
Total by Williams, Genisus Denise :	\$0.00	\$0.00	\$0.00	\$26.80	\$26.80
Total by Clark, Lisa Ann :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Dantels, Mary Bernice :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Harrison, Taishima M :	\$20.00	\$20.00	\$20.00	\$280.00	\$340.00
Total by Jeffery, Larry Francis :	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
Total by Wiatrzyk, Stella :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by - AR Code: Late Charge	\$420.00	\$244.00	\$236.00	\$2,384.80	\$3,284.80
Total by Rosa, Mary Ann :	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Total by Condell, Holeen Antoinette :	\$0.00	\$0.00	\$0.00	\$550.00	\$550.00
Total by Ludwig, Jessica M :	\$0.00	\$0.00	\$0.00	\$385.00	\$385.00

Aged Receivable Grouped By AR Code
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Security deposits are excluded
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AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Legal Charge	\$550.00	\$0.00	\$0.00	\$935.00	\$1,485.00
Total by Fuggetta, Susan C :	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Total by Gant, Sarita L :	\$0.00	\$0.00	\$0.00	\$127.50	\$127.50
Total by Gonzalez, Siedah Lee :	\$0.00	\$0.00	\$0.00	\$94.00	\$94.00
Total by Lindsey, Tori Theresa :	\$0.00	\$40.00	\$0.00	\$139.00	\$179.00
Total by Rivera-Marrero, Yaritza :	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total by Smith, Brandi :	\$0.00	\$0.00	\$40.00	\$40.00	\$80.00
Total by Smith, Kincaita C :	\$0.00	\$0.00	\$70.00	\$506.93	\$576.93
Total by Velazquez, Jose Angel :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Velez, Kimberly Marie :	\$0.00	\$0.00	\$0.00	\$471.20	\$471.20
Total by Alfinez, Mayra :	\$0.00	\$0.00	\$0.00	\$62.00	\$62.00
Total by Arzmendi, Adelaida :	\$0.00	\$0.00	\$0.00	\$231.00	\$231.00
Total by Birdsong, Carmen D :	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Total by Boulanger, Leo :	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
Total by Brimah Ahmed, Leela :	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00
Total by Broadie, Masheckia M :	\$0.00	\$0.00	\$0.00	\$15.50	\$15.50
Total by Bryant, Joseph D :	\$0.00	\$0.00	\$0.00	\$43.00	\$43.00
Total by Burgos, Jessica M :	\$0.00	\$0.00	\$0.00	\$260.00	\$260.00
Total by Chappell, Tonia M :	\$0.00	\$0.00	\$0.00	\$402.00	\$402.00
Total by Colon, Carmen L :	\$0.00	\$0.00	\$0.00	\$26.30	\$26.30
Total by Condell, Holeen Antoinette :	\$0.00	\$0.00	\$0.00	\$52.50	\$52.50
Total by Cruz, Maria Nereida :	\$0.00	\$0.00	\$0.00	\$42.00	\$42.00
Total by Daniels, Sharonda Lynnette :	\$0.00	\$0.00	\$0.00	\$202.50	\$202.50
Total by Dejohn, Kenneth A :	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
Total by Delgado, Jamayda L :	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
Total by Dixon, Eboni Shavon :	\$0.00	\$0.00	\$0.00	\$255.00	\$255.00
Total by Dornners, Shawn Deangelus :	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
Total by Echevarria, Linda Lee :	\$0.00	\$0.00	\$40.00	\$78.00	\$118.00
Total by Espinal, Ramon :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00

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AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Fulk, Joanne :	\$0.00	\$0.00	\$0.00	\$220.00	\$220.00
Total by Gant III, James S :	\$0.00	\$0.00	\$0.00	\$131.00	\$131.00
Total by Hyde, Eunice :	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00
Total by Jones, Vivian :	\$0.00	\$0.00	\$0.00	\$115.50	\$115.50
Total by Lafountain, Tracey M :	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Total by Lavoie, Scott B :	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00
Total by Leslie, Semekia Letasha :	\$0.00	\$0.00	\$0.00	\$357.00	\$357.00
Total by Letourneau, Shannon M :	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total by Ludwig, Jessica M :	\$0.00	\$0.00	\$0.00	\$948.02	\$948.02
Total by Matos, Antonio Jr. :	\$0.00	\$0.00	\$0.00	\$177.00	\$177.00
Total by Morrison, Cherry :	\$0.00	\$0.00	\$0.00	\$52.00	\$52.00
Total by Murphy, Tracey :	\$0.00	\$0.00	\$0.00	\$56.00	\$56.00
Total by Nieves, Angel Luis :	\$0.00	\$0.00	\$0.00	\$49.00	\$49.00
Total by Ortiz, Cherie Candis :	\$0.00	\$40.00	\$0.00	\$60.00	\$100.00
Total by Robinson, Natasha K :	\$0.00	\$0.00	\$0.00	\$124.00	\$124.00
Total by Rodriguez, Carmen M :	\$0.00	\$0.00	\$0.00	\$2.00	\$2.00
Total by Smith, Lakeisha Marie :	\$0.00	\$0.00	\$0.00	\$0.50	\$0.50
Total by Stellmacher, Lakeysha :	\$0.00	\$0.00	\$0.00	\$51.00	\$51.00
Total by Torrence, Zakiya Anita :	\$0.00	\$0.00	\$0.00	\$93.90	\$93.90
Total by Vallejo, Chelynette :	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
Total by Vasquez, Joeline Ann :	\$0.00	\$0.00	\$0.00	\$207.00	\$207.00
Total by Williams, Genisus Denise :	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00
Total by Burke Sr, Bruce A :	\$0.00	\$0.00	\$0.00	\$98.00	\$98.00
Total by Carrasquillo, Nemesia :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Castillo Vargas, Doris :	\$0.00	\$0.00	\$0.00	\$17.30	\$17.30
Total by Harrison, Taishima M :	\$0.00	\$0.00	\$0.00	\$101.00	\$101.00
Total by Johnson, Norma J :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Morelli, Theresa Ann :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Olmeda Flores, Luz :	\$0.00	\$0.00	\$0.00	\$34.00	\$34.00

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AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Thibodeau, Steve R :	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
Total by Wennerberg, Elizabeth :	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00
Total by - AR Code: Maintenance Charge	\$0.00	\$80.00	\$305.00	\$6,683.65	\$7,068.65
Total by Daniels, Mary Bernice :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by - AR Code: NSF Check Fee	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Burgos, Jessica M :	\$0.00	\$0.00	\$0.00	\$71.00	\$71.00
Total by Gant III, James S :	\$0.00	\$0.00	\$0.00	\$169.11	\$169.11
Total by Jackson, Cassandra :	\$0.00	\$0.00	\$0.00	\$103.00	\$103.00
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$343.11	\$343.11
Total by Bermudez, Damaris :	\$0.00	\$0.00	\$0.00	\$-8.00	\$-8.00
Total by Carrington, Enjoli T A :	\$0.00	\$-1.00	\$0.00	\$0.00	\$-1.00
Total by Esquillin, Sixto :	\$-35.00	\$0.00	\$0.00	\$0.00	\$-35.00
Total by Feliciano, Ada :	\$-1.00	\$0.00	\$0.00	\$0.00	\$-1.00
Total by Lassiter, Samuel :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Mathis, Jean S :	\$0.00	\$0.00	\$-2.00	\$0.00	\$-2.00
Total by Mcrae, Marie :	\$0.00	\$0.00	\$0.00	\$-130.00	\$-130.00
Total by Reyes-Polanco, Maria :	\$0.00	\$0.00	\$0.00	\$-11.00	\$-11.00
Total by Rodriguez, Carlos Alfredo :	\$0.00	\$0.00	\$0.00	\$-45.00	\$-45.00
Total by Smith, Termel Terryl :	\$0.00	\$-1.00	\$0.00	\$0.00	\$-1.00
Total by Stanton, Marc Ernest :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Torres-Roman, Marivelisa :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Vazquez Albaladejo, Olga I :	\$0.00	\$0.00	\$0.00	\$-67.00	\$-67.00
Total by Almodovar, Margarita :	\$0.00	\$0.00	\$0.00	\$-24.00	\$-24.00
Total by Be Nguyen, Phuong Thi :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Bralewa, Patricia A :	\$0.00	\$0.00	\$0.00	\$-80.00	\$-80.00
Total by Britton, Karen Lisa :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Dang, Susan X :	\$0.00	\$0.00	\$0.00	\$-18.00	\$-18.00

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AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Davis, Barbara :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Davis, Lasonya :	\$0.00	\$0.00	\$0.00	\$-17.24	\$-17.24
Total by Gonzalez, Magaly :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
Total by Harvey, Angenette :	\$0.00	\$0.00	\$0.00	\$-28.00	\$-28.00
Total by Howard, Michelle J :	\$0.00	\$0.00	\$0.00	\$-0.16	\$-0.16
Total by Leach, Felicia :	\$0.00	\$0.00	\$0.00	\$-8.26	\$-8.26
Total by Matthews, Jason :	\$0.00	\$0.00	\$0.00	\$-97.00	\$-97.00
Total by Mejia, Odalis L :	\$0.00	\$0.00	\$0.00	\$-19.99	\$-19.99
Total by Mercado Soto, Felicita :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by O'Brien, Janet G :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Ocasio, Denissa :	\$0.00	\$0.00	\$0.00	\$-40.00	\$-40.00
Total by Perez, Blanca I :	\$0.00	\$0.00	\$0.00	\$-39.00	\$-39.00
Total by Perez, Lycher Meillin :	\$0.00	\$0.00	\$0.00	\$-19.00	\$-19.00
Total by Quirion, Virginia :	\$0.00	\$0.00	\$0.00	\$-24.00	\$-24.00
Total by Roberson, Jacqueline :	\$0.00	\$0.00	\$0.00	\$-27.43	\$-27.43
Total by Rodriguez-Robles, Nelson C :	\$0.00	\$0.00	\$0.00	\$-30.00	\$-30.00
Total by Sanchez, Brenda Lee :	\$0.00	\$0.00	\$0.00	\$-9.00	\$-9.00
Total by Sarra, Richard :	\$0.00	\$0.00	\$0.00	\$-2.00	\$-2.00
Total by Settles, John :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Smith, Carlene M :	\$0.00	\$0.00	\$0.00	\$-14.00	\$-14.00
Total by Taylor, Joseph E :	\$0.00	\$0.00	\$0.00	\$-10.93	\$-10.93
Total by Times, Christopher J :	\$0.00	\$0.00	\$0.00	\$-0.39	\$-0.39
Total by Wright, Tetra N :	\$0.00	\$0.00	\$0.00	\$-66.00	\$-66.00
Total by Zaremba, Shella M :	\$0.00	\$0.00	\$0.00	\$-13.00	\$-13.00
Total by Dannaher, James J :	\$0.00	\$0.00	\$0.00	\$-11.00	\$-11.00
Total by Drew, Roslyn A :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Duncan, Ralph :	\$0.00	\$0.00	\$0.00	\$-31.00	\$-31.00
Total by Gerstenlauer, Barbara :	\$0.00	\$0.00	\$0.00	\$-80.00	\$-80.00
Total by Harding, Jill M :	\$0.00	\$0.00	\$0.00	\$-226.00	\$-226.00

Aged Receivable Grouped By AR Code
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AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Harvey, Geneva S :	\$0.00	\$0.00	\$0.00	\$-3.00	\$-3.00
Total by Jenkins, Mildred :	\$0.00	\$0.00	\$0.00	\$-9.00	\$-9.00
Total by Jones, Richard G :	\$0.00	\$0.00	\$0.00	\$-47.00	\$-47.00
Total by Kochler, Beverly J :	\$0.00	\$0.00	\$0.00	\$-0.33	\$-0.33
Total by Ortiz, Luis :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Robinson, Gertrude :	\$0.00	\$0.00	\$0.00	\$-27.00	\$-27.00
Total by Rodriguez, Sylvia :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Scott, Maurine A :	\$0.00	\$0.00	\$0.00	\$-6.00	\$-6.00
Total by Selby, Sheila D :	\$0.00	\$0.00	\$0.00	\$-6.00	\$-6.00
Total by Starks, Alma :	\$0.00	\$0.00	\$0.00	\$-6.00	\$-6.00
Total by Stephens, Kathleen R :	\$0.00	\$0.00	\$0.00	\$-0.03	\$-0.03
Total by Stewart, Mary :	\$0.00	\$0.00	\$0.00	\$-73.00	\$-73.00
Total by Stiff, Priscilla C :	\$0.00	\$0.00	\$-8.00	\$0.00	\$-8.00
Total by Tallman, Ruth P :	\$0.00	\$0.00	\$0.00	\$-160.00	\$-160.00
Total by Thompson, Titus Paul :	\$0.00	\$0.00	\$0.00	\$-312.00	\$-312.00
Total by Totten, Ronald R :	\$0.00	\$0.00	\$0.00	\$-29.00	\$-29.00
Total by Wlatrzyk, Stella :	\$0.00	\$0.00	\$0.00	\$-8.00	\$-8.00
Total by - AR Code: Prepayment	-\$36.00	-\$2.00	-\$10.00	-\$1,939.76	-\$1,987.76
Total by Ocasio, Denissa :	\$0.00	\$0.00	\$0.00	\$-15.00	\$-15.00
Total by - AR Code: Rent Credit	\$0.00	\$0.00	\$0.00	-\$15.00	-\$15.00
Total by Vasquez, Joeline Ann :	\$0.00	\$0.00	\$0.00	\$1,548.76	\$1,548.76
Total by - AR Code: Repayment Agreement	\$0.00	\$0.00	\$0.00	\$1,548.76	\$1,548.76
Total for AMP AMP 100	\$6,911.00	\$1,771.00	\$531.00	\$11,454.06	\$20,667.06

AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Alexander, Reggie Lee :	\$229.00	\$0.00	\$0.00	\$0.00	\$229.00
Total by Anderson, Lashaun M :	\$278.00	\$278.00	\$0.00	\$556.00	\$1,112.00
Total by Bailey, Calvina Marie :	\$218.00	\$0.00	\$0.00	\$0.00	\$218.00

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AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Bryant, Traci A :	\$184.00	\$0.00	\$0.00	\$0.00	\$184.00
Total by Dones Cancel, Wilson M :	\$665.00	\$665.00	\$0.00	\$0.00	\$1,330.00
Total by French, James M :	\$0.00	\$270.00	\$0.00	\$647.00	\$917.00
Total by Koscinski, John K :	\$351.00	\$351.00	\$0.00	\$1,391.00	\$2,093.00
Total by Nimro, Camille M :	\$373.00	\$0.00	\$0.00	\$0.00	\$373.00
Total by Toro-Sanchez, Juana :	\$703.00	\$0.00	\$0.00	\$0.00	\$703.00
Total by Torres, Luz M :	\$114.00	\$0.00	\$0.00	\$0.00	\$114.00
Total by Trinks, Deborah S :	\$359.00	\$0.00	\$0.00	\$0.00	\$359.00
Total by Brabham, Willie J :	\$157.00	\$0.00	\$0.00	\$0.00	\$157.00
Total by Bush, Melissa O :	\$221.00	\$221.00	\$0.00	\$221.00	\$663.00
Total by Chapman, David A :	\$197.00	\$0.00	\$0.00	\$0.00	\$197.00
Total by Dundin, Ronald L :	\$0.00	\$0.00	\$0.00	\$9.00	\$9.00
Total by Jackson, Lisa T :	\$0.00	\$38.00	\$0.00	\$0.00	\$38.00
Total by Letteri, Cynthia R :	\$354.00	\$0.00	\$0.00	\$0.00	\$354.00
Total by Maddox, Deborah :	\$333.00	\$0.00	\$0.00	\$0.00	\$333.00
Total by Munroe, Leonard :	\$166.00	\$166.00	\$0.00	\$835.00	\$1,167.00
Total by Nevue, Marian E :	\$245.00	\$0.00	\$0.00	\$0.00	\$245.00
Total by O'Brien, Barbara :	\$166.00	\$0.00	\$0.00	\$0.00	\$166.00
Total by Poole, Christopher J :	\$340.00	\$0.00	\$0.00	\$0.00	\$340.00
Total by Weatherington, Sharon :	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Total by - AR Code: Dwelling Rental	\$5,853.00	\$1,989.00	\$0.00	\$3,659.00	\$11,501.00
Total by Alexander, Reggie Lee :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Anderson, Lashaun M :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Bailey, Calvina Marie :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Bryant, Traci A :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Dones Cancel, Wilson M :	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by Allen, Dolores :	\$0.00	\$0.00	\$0.00	\$102.41	\$102.41
Total by Bennett, Myrtice L :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Franklin, Darlene Annette :	\$0.00	\$0.00	\$0.00	\$16.00	\$16.00
Total by French, James M :	\$0.00	\$0.00	\$0.00	\$60.00	\$60.00
Total by Kane, Helen J :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Lisboa, Sonia M :	\$0.00	\$0.00	\$0.00	\$60.00	\$60.00
Total by Nimro, Camille M :	\$0.00	\$0.00	\$0.00	\$60.00	\$60.00
Total by Thomas, Kathryne R :	\$20.00	\$20.00	\$0.00	\$297.00	\$337.00
Total by Toro-Sanchez, Juana :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Trinks, Deborah S :	\$20.00	\$20.00	\$20.00	\$90.00	\$150.00
Total by Alexander, Audrey :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Brabham, Willie J :	\$20.00	\$0.00	\$0.00	\$60.00	\$80.00
Total by Bromirski, Donald L :	\$0.00	\$0.00	\$0.00	\$18.00	\$18.00
Total by Bush, Melissa O :	\$0.00	\$0.00	\$20.00	\$20.00	\$40.00
Total by Chapman, David A :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Fabian, Magaly :	\$0.00	\$20.00	\$0.00	\$130.15	\$150.15
Total by Jarrell, Eugenia :	\$0.00	\$0.00	\$0.00	\$130.00	\$130.00
Total by Letteri, Cynthia R :	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Total by Maddox, Deborah :	\$20.00	\$20.00	\$12.00	\$0.00	\$52.00
Total by Munroe, Leonard :	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
Total by Nevue, Marian E :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Newkirk, Beverly :	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00
Total by O'Brien, Barbara :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Olmeda, Arcadia :	\$20.00	\$0.00	\$10.00	\$0.00	\$30.00
Total by Padilla, Iris M :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by - AR Code: Late Charge	\$280.00	\$100.00	\$82.00	\$1,144.56	\$1,606.56
Total by French, James M :	\$385.00	\$0.00	\$0.00	\$0.00	\$385.00
Total by - AR Code: Legal Charge	\$385.00	\$0.00	\$0.00	\$0.00	\$385.00
Total by Alexander, Reggie Lee :	\$0.00	\$40.00	\$0.00	\$0.00	\$40.00
Total by Baitey, Calvina Marie :	\$0.00	\$0.00	\$39.00	\$0.00	\$39.00

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
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Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Martin, Marjorie :	\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
Total by Nunez, Anthony :	\$0.00	\$0.00	\$0.00	\$38.00	\$38.00
Total by Talley, Ronald :	\$0.00	\$0.00	\$0.00	\$230.00	\$230.00
Total by Allen, Dolores :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Barrett, Geraldine :	\$0.00	\$33.00	\$0.00	\$0.00	\$33.00
Total by Bennett, Myrtice L :	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
Total by Bhajan, Pooran :	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total by Brennan, Michael :	\$0.00	\$0.00	\$0.00	\$17.50	\$17.50
Total by Burney, Theresa :	\$0.00	\$0.00	\$0.00	\$39.50	\$39.50
Total by Franklin, Darlene Annette :	\$0.00	\$50.00	\$0.00	\$53.00	\$103.00
Total by Kane, Helen J :	\$0.00	\$0.00	\$0.00	\$26.94	\$26.94
Total by Mepherston, Cheryl A :	\$0.00	\$0.00	\$0.00	\$123.00	\$123.00
Total by Thomas, Kathryne R :	\$0.00	\$0.00	\$0.00	\$173.66	\$173.66
Total by Wood, Audrey E :	\$0.00	\$0.00	\$0.00	\$60.00	\$60.00
Total by Akerberg, Cherie :	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Total by Alexander, Audrey :	\$0.00	\$0.00	\$0.00	\$41.00	\$41.00
Total by Bannister, Bruce J :	\$0.00	\$40.00	\$20.00	\$27.00	\$87.00
Total by Berrios-Colon, Gloria M :	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00
Total by Brabham, Willie J :	\$0.00	\$0.00	\$0.00	\$99.39	\$99.39
Total by Brizuela, Osvaldina V :	\$0.00	\$0.00	\$0.00	\$13.00	\$13.00
Total by Brown, Dianne Marie :	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00
Total by Bush, Melissa O :	\$0.00	\$0.00	\$0.00	\$42.00	\$42.00
Total by Eluca, Boniface A :	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
Total by Gregory, John C. :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Hanecak, Dawn M :	\$0.00	\$0.00	\$0.00	\$193.00	\$193.00
Total by Hathaway, William :	\$0.00	\$0.00	\$0.00	\$10.29	\$10.29
Total by Jackson, Lisa T :	\$0.00	\$315.44	\$0.00	\$0.00	\$315.44
Total by Jarrell, Eugenia :	\$0.00	\$0.00	\$0.00	\$160.00	\$160.00
Total by Sachetti-Sicuranza, Judith :	\$0.00	\$0.00	\$0.00	\$8.00	\$8.00

Aged Receivable Grouped By AR Code
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Repayment Agreements are excluded

AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Sanchez, Carmen F :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Shepard, Deborah L :	\$0.00	\$0.00	\$40.00	\$20.00	\$60.00
Total by Terrell, Carol :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Waite, Daine E :	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00
Total by Woldesamuel, Aster :	\$0.00	\$40.00	\$0.00	\$130.00	\$170.00
Total by Zieky, Martin P :	\$0.00	\$0.00	\$0.00	\$59.05	\$59.05
Total by - AR Code: Maintenance Charge	\$0.00	\$518.44	\$119.00	\$1,869.33	\$2,506.77
Total by Terry, Quandu Kaymel :	\$0.00	\$0.00	\$-6.00	\$0.00	\$-6.00
Total by Jackson, Joyce D :	\$0.00	\$0.00	\$0.00	\$-0.01	\$-0.01
Total by - AR Code: Maintenance Credit	\$0.00	\$0.00	\$-6.00	\$-0.01	\$-6.01
Total by French, James M :	\$0.00	\$0.00	\$0.00	\$60.00	\$60.00
Total by Nimro, Camille M :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Letterl, Cynthia R :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by - AR Code: NSF Check Fee	\$20.00	\$0.00	\$0.00	\$80.00	\$100.00
Total by Martin, Marjorie :	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00
Total by Nimro, Camille M :	\$0.00	\$0.00	\$0.00	\$34.00	\$34.00
Total by Akerberg, Cherie :	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00
Total by Munroe, Leonard :	\$0.00	\$90.75	\$0.00	\$0.00	\$90.75
Total by - AR Code: Other Debt	\$0.00	\$90.75	\$0.00	\$129.00	\$219.75
Total by Alexander, Judy A :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Cianci, Hoa Thi :	\$0.00	\$0.00	\$0.00	\$-101.00	\$-101.00
Total by Demko, Lisa Marie :	\$0.00	\$0.00	\$0.00	\$-2.00	\$-2.00
Total by Jordan Jr, Albert T :	\$0.00	\$0.00	\$0.00	\$-2.00	\$-2.00
Total by Lollar, Curtis Leonard :	\$0.00	\$0.00	\$0.00	\$-257.00	\$-257.00
Total by Olmo Moreno, Lilda M :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Smith, Rudolph George :	\$0.00	\$0.00	\$0.00	\$-0.91	\$-0.91

Aged Receivable Grouped By AR Code
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Repayment Agreements are excluded

AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Terry, Quandu Kaymel :	\$0.00	\$0.00	\$0.00	\$-88.00	\$-88.00
Total by Banks, Mitchellene :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Barbero, Anthony L :	\$0.00	\$0.00	\$0.00	\$-1,184.00	\$-1,184.00
Total by Charles, Carol L :	\$0.00	\$0.00	\$0.00	\$-10.00	\$-10.00
Total by Diaz, Emilo :	\$0.00	\$0.00	\$0.00	\$-40.00	\$-40.00
Total by Johnny, Laurentia :	\$0.00	\$0.00	\$0.00	\$-15.00	\$-15.00
Total by Maisonet, Jose Antonio :	\$0.00	\$0.00	\$0.00	\$-414.00	\$-414.00
Total by Mcfarlane, Gloria :	\$0.00	\$0.00	\$0.00	\$-10.00	\$-10.00
Total by Medina, Manuel :	\$0.00	\$0.00	\$0.00	\$-18.00	\$-18.00
Total by Milliner, Herman H :	\$0.00	\$0.00	\$0.00	\$-15.00	\$-15.00
Total by Murdock, Clementine A :	\$0.00	\$0.00	\$0.00	\$-50.00	\$-50.00
Total by Perales, Miguel :	\$0.00	\$0.00	\$0.00	\$-14.00	\$-14.00
Total by Rinaldi, Steven D :	\$0.00	\$0.00	\$0.00	\$-2.00	\$-2.00
Total by Roy, David A :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Soto, Iris B :	\$0.00	\$0.00	\$0.00	\$-0.01	\$-0.01
Total by Stellmacher, Anita L :	\$0.00	\$0.00	\$0.00	\$-2.00	\$-2.00
Total by Tessier, Jonathan G :	\$0.00	\$0.00	\$0.00	\$-17.00	\$-17.00
Total by Tillman, Annie R :	\$0.00	\$0.00	\$0.00	\$-79.00	\$-79.00
Total by Ayala, Aida L :	\$0.00	\$0.00	\$0.00	\$-2.00	\$-2.00
Total by Betsey Jr., Havon :	\$0.00	\$0.00	\$0.00	\$-60.00	\$-60.00
Total by Bianchi, Richard Raymond :	\$0.00	\$0.00	\$0.00	\$-160.00	\$-160.00
Total by Brewster, Frances P :	\$0.00	\$0.00	\$0.00	\$-7.00	\$-7.00
Total by Burns, Charles Francis :	\$0.00	\$0.00	\$0.00	\$-3.00	\$-3.00
Total by Carlow, Brian L :	\$0.00	\$0.00	\$0.00	\$-219.00	\$-219.00
Total by Carter, Donna E :	\$0.00	\$0.00	\$0.00	\$-45.00	\$-45.00
Total by Chapman, Gerald W :	\$0.00	\$0.00	\$0.00	\$-99.14	\$-99.14
Total by Dumond Jr., William H :	\$0.00	\$0.00	\$0.00	\$-25.00	\$-25.00
Total by Duncan, Barbara Jean :	\$0.00	\$0.00	\$0.00	\$-469.00	\$-469.00
Total by Ewing, Katherine G :	\$0.00	\$0.00	\$0.00	\$-34.00	\$-34.00

Aged Receivable Grouped By AR Code
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Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Figueroa, Hipolito :	\$0.00	\$0.00	\$0.00	\$-42.00	\$-42.00
Total by Gober, Barbara E :	\$0.00	\$0.00	\$0.00	\$-334.00	\$-334.00
Total by Gonzalez, Milton M :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Griffin, John J :	\$0.00	\$0.00	\$0.00	\$-9.00	\$-9.00
Total by Halley, Hattie :	\$0.00	\$0.00	\$0.00	\$-7.00	\$-7.00
Total by Henriquez, Domingo :	\$0.00	\$0.00	\$0.00	\$-0.02	\$-0.02
Total by Javinett, Danae A :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
Total by Johnson, Catherine R :	\$0.00	\$0.00	\$0.00	\$-90.00	\$-90.00
Total by Johnson, Minnie Louise :	\$0.00	\$0.00	\$0.00	\$-61.50	\$-61.50
Total by Kelly, Rose E :	\$0.00	\$0.00	\$0.00	\$-9.00	\$-9.00
Total by King, Sheryl Denise :	\$0.00	\$0.00	\$0.00	\$-6.00	\$-6.00
Total by Kraut, Bridgett :	\$0.00	\$0.00	\$0.00	\$-8.00	\$-8.00
Total by Lenetis, Andrew :	\$0.00	\$0.00	\$0.00	\$-286.00	\$-286.00
Total by Lewis, David E :	\$0.00	\$0.00	\$0.00	\$-128.00	\$-128.00
Total by Lozada, Francisco :	\$0.00	\$0.00	\$0.00	\$-100.00	\$-100.00
Total by Madore, James :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Mahoney, Kelly A :	\$0.00	\$0.00	\$0.00	\$-40.00	\$-40.00
Total by Mankus, Harriet A :	\$0.00	\$0.00	\$0.00	\$-206.00	\$-206.00
Total by Marrero Marrero, Edwin :	\$0.00	\$0.00	\$0.00	\$-104.00	\$-104.00
Total by Martin, Jose :	\$0.00	\$0.00	\$0.00	\$-29.00	\$-29.00
Total by Matthews, Betty C :	\$0.00	\$0.00	\$0.00	\$-6.00	\$-6.00
Total by McGibbon, Sandra Ann :	\$0.00	\$0.00	\$0.00	\$-3.00	\$-3.00
Total by Michaud, Gerald :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Mitchell, Marie :	\$0.00	\$0.00	\$0.00	\$-0.11	\$-0.11
Total by Nguyen, Tat Thi :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Nieves, Amalio Santiago :	\$0.00	\$0.00	\$0.00	\$-36.00	\$-36.00
Total by Noel, Susan S :	\$0.00	\$0.00	\$0.00	\$-10.00	\$-10.00
Total by Ortiz Valdez, Awilda Maria :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Ortiz, Luz G :	\$0.00	\$0.00	\$0.00	\$-8.00	\$-8.00

Aged Receivable Grouped By AR Code
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Repayment Agreements are excluded

AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Patel, Jayantibhai R :	\$0.00	\$0.00	\$0.00	\$-121.00	\$-121.00
Total by Pepin, Joanne T :	\$0.00	\$0.00	\$0.00	\$-70.00	\$-70.00
Total by Pittsley, Lewis E :	\$0.00	\$0.00	\$0.00	\$-31.00	\$-31.00
Total by Rasmus, Barrett S :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Riley, Alberta :	\$0.00	\$0.00	\$0.00	\$-208.00	\$-208.00
Total by Risby, Shirley :	\$0.00	\$0.00	\$0.00	\$-49.16	\$-49.16
Total by Rivera-Oyola, Heriberto :	\$0.00	\$0.00	\$0.00	\$-45.00	\$-45.00
Total by Rodriguez, Wilfredo :	\$0.00	\$0.00	\$0.00	\$-36.00	\$-36.00
Total by Sanchez, Fredeswinda :	\$0.00	\$0.00	\$0.00	\$-48.32	\$-48.32
Total by Santiago, Angel L :	\$0.00	\$0.00	\$0.00	\$-0.01	\$-0.01
Total by Santiago, Luis G :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Simpson, James C :	\$0.00	\$0.00	\$0.00	\$-62.00	\$-62.00
Total by Smoot, Catherine :	\$0.00	\$0.00	\$0.00	\$-27.00	\$-27.00
Total by Van Allen, Mary C :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Vu, Hienvi Thi :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Waugh, Micheal :	\$0.00	\$0.00	\$0.00	\$-87.00	\$-87.00
Total by Williams, Queenie :	\$0.00	\$0.00	\$0.00	\$-387.00	\$-387.00
Total by Wortham, Robert :	\$0.00	\$0.00	\$0.00	\$-33.00	\$-33.00
Total by - AR Code: Prepayment	\$0.00	\$0.00	\$0.00	\$-6,225.18	\$-6,225.18
Total by Pena, Sandra :	\$-45.00	\$0.00	\$0.00	\$0.00	\$-45.00
Total by Burdo, Virginia O :	\$0.00	\$0.00	\$0.00	\$-22.00	\$-22.00
Total by - AR Code: Rent Credit	\$-45.00	\$0.00	\$0.00	\$-22.00	\$-67.00
Total by Vibberts, Stephen :	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00
Total by Albino, Aurea :	\$0.00	\$0.00	\$0.00	\$79.00	\$79.00
Total by Bennett, Myrtice L :	\$0.00	\$0.00	\$0.00	\$39.98	\$39.98
Total by Brennan, Michael :	\$0.00	\$0.00	\$0.00	\$60.00	\$60.00
Total by Dousa, Carol :	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
Total by Flores, Lydia E :	\$0.00	\$0.00	\$0.00	\$55.50	\$55.50

Aged Receivable Grouped By AR Code
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Repayment Agreements are excluded

AMP: CT013000200P AMP 200 , Manager: Development(Manager Not Assigned)

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by French, James M :	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total by Kane, Helen J :	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Total by Navich, Karen M :	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00
Total by Nimro, Camille M :	\$0.00	\$0.00	\$0.00	\$135.00	\$135.00
Total by Pettis, Peter C :	\$0.00	\$0.00	\$0.00	\$52.00	\$52.00
Total by Ramirez, Wilfredo Rondon :	\$0.00	\$0.00	\$0.00	\$12.00	\$12.00
Total by Smithe, Laura K :	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total by Toro-Sanchez, Juana :	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total by Wood, Audrey E :	\$0.00	\$0.00	\$0.00	\$34.70	\$34.70
Total by Bannister, Bruce J :	\$0.00	\$0.00	\$0.00	\$90.00	\$90.00
Total by Jackson, Lisa T :	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Total by Kalafut, Linda H :	\$0.00	\$0.00	\$0.00	\$18.75	\$18.75
Total by Laday, Linda :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Malave, Ramon Santos :	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total by Mevicker, Holly D :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Natalie, Ula L :	\$0.00	\$0.00	\$0.00	\$17.00	\$17.00
Total by Shepard, Deborah L :	\$0.00	\$0.00	\$0.00	\$16.00	\$16.00
Total by - AR Code: Utility Charge	\$0.00	\$0.00	\$0.00	\$1,274.93	\$1,274.93
Total for AMP AMP 200	\$6,493.00	\$2,698.19	\$195.00	\$1,909.63	\$11,295.82
Total	\$13,404.00	\$4,469.19	\$726.00	\$13,363.69	\$31,962.88

End of Report

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013000300P Hutt Heights , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Barnard, Frank H :	\$0.00	\$0.00	\$0.00	\$51.00	\$51.00
Total by Manforte, Francis :	\$440.00	\$0.00	\$0.00	\$0.00	\$440.00
Total by - AR Code: Dwelling Rental	\$440.00	\$0.00	\$0.00	\$51.00	\$491.00
Total by Barnard, Frank H :	\$0.00	\$0.00	\$0.00	\$11.00	\$11.00
Total by Carrion, Julia Santiago :	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by Manforte, Francis :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by - AR Code: Late Charge	\$20.00	\$20.00	\$0.00	\$11.00	\$51.00
Total by Rodriguez, German :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Smith, Akim K :	\$0.00	\$0.00	\$0.00	\$106.73	\$106.73
Total by - AR Code: Maintenance Charge	\$0.00	\$0.00	\$0.00	\$146.73	\$146.73
Total by Carrion, Julia Santiago :	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by - AR Code: NSF Check Fee	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by Pedemonti, Theresa A :	\$0.00	\$0.00	\$0.00	\$10,877.00	\$10,877.00
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$10,877.00	\$10,877.00
Total by Franklin, Jason A :	\$0.00	\$0.00	\$0.00	\$-10.00	\$-10.00
Total by Gonzalez, Alejandro :	\$0.00	\$0.00	\$0.00	\$-22.00	\$-22.00
Total by Juliano, Joseph :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Oliveras Jr, Angel Rafael :	\$0.00	\$0.00	\$0.00	\$-86.00	\$-86.00
Total by Perez, Madeline :	\$0.00	\$0.00	\$-4.00	\$0.00	\$-4.00
Total by Shabazz, Annette Elaine :	\$0.00	\$0.00	\$0.00	\$-15.25	\$-15.25
Total by Tamiso, William J :	\$0.00	\$0.00	\$0.00	\$-2.50	\$-2.50
Total by - AR Code: Prepayment	\$0.00	\$0.00	\$-4.00	\$-136.75	\$-140.75
Total by Dyouso-Okonkwo, Charlene E :	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total by Echevarria, Ismael :	\$0.00	\$0.00	\$0.00	\$28.00	\$28.00

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013000300P Hutt Heights , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Jenkins, Antoinette :	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Total by Manforte, Francis :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Oliveras, Maria L :	\$0.00	\$0.00	\$0.00	\$22.50	\$22.50
Total by Pedemonti, Theresa A :	\$0.00	\$0.00	\$0.00	\$109.00	\$109.00
Total by - AR Code: Utility Charge	\$0.00	\$0.00	\$0.00	\$379.50	\$379.50
Total for AMP Hutt Heights	\$460.00	\$40.00	-\$4.00	\$11,328.48	\$11,824.48
Total	\$460.00	\$40.00	-\$4.00	\$11,328.48	\$11,824.48

End of Report

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013008 King Court , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Alexander, Monique Sharese :	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00
Total by Goldman, Kimberly Anne :	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00
Total by Koutsopoulos, Christina L :	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
Total by Collado, Maria A :	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00
Total by Daniels, Takeshia L :	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00
Total by Davila, Elisa :	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00
Total by Gillespie, Tomia Waynette :	\$394.00	\$0.00	\$0.00	\$0.00	\$394.00
Total by Gonzalez, Violet :	\$627.42	\$0.00	\$0.00	\$0.00	\$627.42
Total by Harris, Shannon K :	\$590.00	\$0.00	\$0.00	\$0.00	\$590.00
Total by Holmes, Mary Elizabeth :	\$386.00	\$0.00	\$0.00	\$215.00	\$601.00
Total by James, Natalie A :	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Total by Johnson, Cassandra R :	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Total by Jones, Lisa R :	\$839.00	\$0.00	\$0.00	\$0.00	\$839.00
Total by Ridley, Loretta D :	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00
Total by Smith, Ramona :	\$747.00	\$0.00	\$0.00	\$0.00	\$747.00
Total by Torres, Jose A :	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00
Total by Wilson, Carol :	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
Total by - AR Code: Dwelling Rental	\$9,013.42	\$0.00	\$0.00	\$215.00	\$9,228.42
Total by Alexander, Monique Sharese :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Goldman, Kimberly Anne :	\$20.00	\$20.00	\$0.00	\$0.00	\$40.00
Total by Koutsopoulos, Christina L :	\$20.00	\$0.00	\$20.00	\$0.00	\$40.00
Total by Collado, Maria A :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Daniels, Takeshia L :	\$20.00	\$0.00	\$20.00	\$19.98	\$59.98
Total by Davila, Elisa :	\$20.00	\$0.00	\$0.00	\$60.00	\$80.00
Total by Garrison, Megan R :	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
Total by Gavalo, Margarita M :	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
Total by Genovese, Melissa A :	\$0.00	\$20.00	\$20.00	\$65.00	\$105.00

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013008 King Court , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Gillespie, Tomia Waynette :	\$20.00	\$0.00	\$20.00	\$47.00	\$87.00
Total by Gonzalez, Violet :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Harris, Shannon K :	\$20.00	\$20.00	\$20.00	\$830.00	\$890.00
Total by James, Natalie A :	\$20.00	\$20.00	\$4.00	\$0.00	\$44.00
Total by Johnson, Cassandra R :	\$20.00	\$20.00	\$20.00	\$460.00	\$520.00
Total by Jones, Lisa R :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Ridley, Loretta D :	\$20.00	\$18.85	\$0.00	\$0.00	\$38.85
Total by Rose, Brenda J :	\$0.00	\$0.00	\$20.00	\$180.00	\$200.00
Total by Smith, Ramona :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Torres, Jose A :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Wilson, Carol :	\$20.00	\$20.00	\$20.00	\$20.00	\$80.00
Total by - AR Code: Late Charge	\$320.00	\$138.85	\$194.00	\$1,681.98	\$2,334.83
Total by Goldman, Kimberly Anne :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Garrison, Megan R :	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Total by Gavato, Margarita M :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Genovese, Melissa A :	\$0.00	\$0.00	\$0.00	\$26.00	\$26.00
Total by Harris, Shannon K :	\$0.00	\$0.00	\$0.00	\$120.00	\$120.00
Total by Holmes, Mary Elizabeth :	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
Total by - AR Code: Maintenance Charge	\$0.00	\$0.00	\$0.00	\$261.00	\$261.00
Total by Gillespie, Tomia Waynette :	\$14.00	\$0.00	\$0.00	\$0.00	\$14.00
Total by Harris, Shannon K :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by - AR Code: NSF Check Fee	\$14.00	\$0.00	\$0.00	\$20.00	\$34.00
Total by Garrison, Megan R :	\$0.00	\$0.00	\$0.00	\$105.50	\$105.50
Total by Gavato, Margarita M :	\$0.00	\$0.00	\$0.00	\$36.00	\$36.00
Total by Rose, Brenda J :	\$0.00	\$0.00	\$0.00	\$290.56	\$290.56
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$432.06	\$432.06

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013008 King Court , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Delgado, Ana C :	\$0.00	\$0.00	\$0.00	\$-21.00	\$-21.00
Total by Harris, Anabel :	\$0.00	\$0.00	\$0.00	\$-380.00	\$-380.00
Total by Kellier, Nordia Tamara :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Smith, Shamika Shamone :	\$0.00	\$0.00	\$0.00	\$-23.00	\$-23.00
Total by Blossom, Berta E :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Cortez, Omayra :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Devaux, Nicole S :	\$0.00	\$0.00	\$0.00	\$-9.00	\$-9.00
Total by Echevarria, Alba N :	\$0.00	\$0.00	\$0.00	\$-2.14	\$-2.14
Total by Lewis-Wright, Suzette S :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by - AR Code: Prepayment	\$0.00	\$0.00	\$0.00	\$-446.14	\$-446.14
Total for AMP King Court	\$9,347.42	\$138.85	\$194.00	\$2,163.90	\$11,844.17
Total	\$9,347.42	\$138.85	\$194.00	\$2,163.90	\$11,844.17

End of Report

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013010 Veterans Terrace , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Bolling, Jahquan Kahlif :	\$177.00	\$0.00	\$0.00	\$0.00	\$177.00
Total by Pearl, Tempestt Desirae :	\$96.00	\$96.00	\$0.00	\$0.00	\$192.00
Total by Perez, Juan R :	\$99.00	\$0.00	\$0.00	\$0.00	\$99.00
Total by Treasure, Eneida Lee :	\$186.00	\$0.00	\$0.00	\$0.00	\$186.00
Total by Weatherington, Lawanda :	\$381.00	\$0.00	\$0.00	\$0.00	\$381.00
Total by Womack, Mattie Delores :	\$318.00	\$0.00	\$0.00	\$0.00	\$318.00
Total by Dent, Shanita Jacqueline :	\$843.00	\$0.00	\$0.00	\$0.00	\$843.00
Total by Evans, Torrina :	\$351.25	\$0.00	\$0.00	\$0.00	\$351.25
Total by Fountain, Catherine :	\$415.00	\$0.00	\$0.00	\$0.00	\$415.00
Total by Hopkins, Stacey L :	\$422.00	\$0.00	\$0.00	\$0.00	\$422.00
Total by Huaman, Karla Vanessa :	\$177.00	\$0.00	\$0.00	\$0.00	\$177.00
Total by Jefferson, Paula N :	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Total by Jenkins, Charde Annette :	\$58.00	\$58.00	\$0.00	\$0.00	\$116.00
Total by Ledbetter, Shaunda Renee :	\$778.00	\$0.00	\$0.00	\$0.00	\$778.00
Total by Martinez, Celina :	\$235.00	\$0.00	\$0.00	\$0.00	\$235.00
Total by Martinez, Hilda M :	\$298.00	\$0.00	\$0.00	\$0.00	\$298.00
Total by McCogle, Denashia L :	\$285.00	\$0.00	\$0.00	\$0.00	\$285.00
Total by McNair, Tenechia Charmaine :	\$264.00	\$0.00	\$0.00	\$0.00	\$264.00
Total by Muhammad, Arnett L :	\$197.00	\$167.00	\$0.00	\$0.00	\$364.00
Total by Rivera, Daisy :	\$366.00	\$0.00	\$0.00	\$0.00	\$366.00
Total by Rivera, Elizabeth :	\$344.00	\$0.00	\$0.00	\$0.00	\$344.00
Total by Rivera-Garcia, Sandra I :	\$551.00	\$0.00	\$0.00	\$0.00	\$551.00
Total by Sanchez, Jessica J :	\$105.00	\$0.00	\$0.00	\$0.00	\$105.00
Total by Santana, Rosa M :	\$91.00	\$0.00	\$0.00	\$0.00	\$91.00
Total by Smith, Tanya L :	\$353.00	\$0.00	\$0.00	\$0.00	\$353.00
Total by Thompson, Laquasha Lashae :	\$302.00	\$302.00	\$0.00	\$0.00	\$604.00
Total by Velazquez, Edith Yolanda :	\$673.00	\$0.00	\$0.00	\$0.00	\$673.00
Total by Violette, David A :	\$459.50	\$0.00	\$0.00	\$0.00	\$459.50

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013010 Veterans Terrace , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Weaver-Bey, Parris A :	\$56.00	\$0.00	\$0.00	\$0.00	\$56.00
Total by Westberry, Myles :	\$553.00	\$553.00	\$0.00	\$0.00	\$1,106.00
Total by White, Natasha Angela :	\$204.00	\$0.00	\$0.00	\$0.00	\$204.00
Total by - AR Code: Dwelling Rental	\$9,697.75	\$1,176.00	\$0.00	\$0.00	\$10,873.75
Total by Bolling, Jahquan Kahlil :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Pearl, Tempestt Desirae :	\$0.00	\$10.00	\$0.00	\$15.00	\$25.00
Total by Perez, Juan R :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Rodriguez, Chayra Lymarie :	\$0.00	\$10.00	\$10.00	\$36.00	\$56.00
Total by Treasure, Eneida Lee :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Weatherington, Lawauda :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Womack, Mattie Delores :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Ayala Colon, Hector F :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Cooper, Sasha A :	\$0.00	\$0.00	\$0.00	\$18.23	\$18.23
Total by Dent, Shanita Jacqueline :	\$10.00	\$9.00	\$0.00	\$0.00	\$19.00
Total by Evans, Torrina :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Figueroa-Mercado, Carmen I :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Fountain, Catherine :	\$10.00	\$0.00	\$0.00	\$30.00	\$40.00
Total by Hopkins, Stacey L :	\$10.00	\$10.00	\$0.00	\$57.00	\$77.00
Total by Huaman, Karla Vanessa :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Jefferson, Paula N :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Jenkins, Charde Annette :	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00
Total by Ledbetter, Shaunda Renee :	\$10.00	\$10.00	\$10.00	\$66.32	\$96.32
Total by Martinez, Celina :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Martinez, Hilda M :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by McCoggle, Denashia L :	\$10.00	\$10.00	\$0.00	\$80.00	\$100.00
Total by Menair, Tenechia Charmaine :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Muhammad, Arnett L :	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00
Total by Muhammad, Tonya R :	\$10.00	\$0.00	\$0.00	\$105.00	\$115.00

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013010 Veterans Terrace , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Ortiz, Jelina :	\$0.00	\$0.00	\$10.00	\$137.00	\$147.00
Total by Rivera, Daisy :	\$10.00	\$0.00	\$0.00	\$18.00	\$28.00
Total by Rivera, Elizabeth :	\$10.00	\$10.00	\$10.00	\$20.00	\$50.00
Total by Rivera-Garcia, Sandra I :	\$10.00	\$10.00	\$10.00	\$75.00	\$105.00
Total by Rodriguez, Crystal :	\$0.00	\$10.00	\$10.00	\$150.00	\$170.00
Total by Sanchez, Jessica J :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Sanchez, Vidalisse :	\$0.00	\$0.00	\$0.00	\$8.00	\$8.00
Total by Santana, Rosa M :	\$10.00	\$10.00	\$10.00	\$314.00	\$344.00
Total by Smith, Tanya L :	\$10.00	\$10.00	\$10.00	\$157.00	\$187.00
Total by Thompson, Laquasha Lashae :	\$0.00	\$10.00	\$10.00	\$9.00	\$29.00
Total by Torres, Yvette M :	\$10.00	\$9.10	\$0.00	\$0.00	\$19.10
Total by Velazquez, Edith Yolanda :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Violette, David A :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Weaver-Bey, Parris A :	\$10.00	\$0.00	\$4.00	\$128.01	\$142.01
Total by Westberry, Myles :	\$0.00	\$10.00	\$10.00	\$34.40	\$54.40
Total by White, Natasha Angela :	\$10.00	\$10.00	\$10.00	\$75.00	\$105.00
Total by - AR Code: Late Charge	\$290.00	\$168.10	\$114.00	\$1,572.96	\$2,145.06
Total by Diaz, Yesenia Rivera :	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
Total by Lewis, Christine Marie :	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Total by Aponte, Elizabeth Pagan :	\$0.00	\$0.00	\$0.00	\$45.00	\$45.00
Total by Boomer, Jacqueline :	\$0.00	\$0.00	\$0.00	\$28.41	\$28.41
Total by Cooper, Sasha A :	\$0.00	\$0.00	\$0.00	\$53.00	\$53.00
Total by Figueroa-Mercado, Carmen I :	\$0.00	\$0.00	\$0.00	\$459.28	\$459.28
Total by Gonzalez, Diana :	\$0.00	\$0.00	\$0.00	\$56.00	\$56.00
Total by Gonzalez, Elsa M :	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
Total by Gonzalez, Maribely :	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
Total by McCoggle, Denashia L :	\$0.00	\$0.00	\$0.00	\$170.00	\$170.00
Total by Muhammad, Tonya R :	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013010 Veterans Terrace , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Ortiz, Jelina :	\$0.00	\$0.00	\$0.00	\$40.15	\$40.15
Total by Ortiz, Wilmed W :	\$0.00	\$0.00	\$0.00	\$298.87	\$298.87
Total by Rivera, Daisy :	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Total by Rivera, Elizabeth :	\$0.00	\$0.00	\$0.00	\$7.69	\$7.69
Total by Rodriguez, Crystal :	\$0.00	\$0.00	\$0.00	\$428.00	\$428.00
Total by Sanchez, Vidalisse :	\$0.00	\$0.00	\$0.00	\$38.00	\$38.00
Total by Santana, Rosa M :	\$0.00	\$0.00	\$0.00	\$258.00	\$258.00
Total by Smith, Tanya L :	\$0.00	\$0.00	\$0.00	\$590.84	\$590.84
Total by Weaver-Bey, Parris A :	\$0.00	\$0.00	\$0.00	\$162.50	\$162.50
Total by White, Natasha Angela :	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Total by Woods, Sherrie :	\$0.00	\$0.00	\$0.00	\$89.00	\$89.00
Total by - AR Code: Maintenance Charge	\$0.00	\$0.00	\$0.00	\$2,964.74	\$2,964.74
Total by Jarvis, Janis R :	\$0.00	\$0.00	\$0.00	\$-0.50	\$-0.50
Total by - AR Code: Maintenance Credit	\$0.00	\$0.00	\$0.00	\$-0.50	\$-0.50
Total by Santana, Rosa M :	\$0.00	\$0.00	\$0.00	\$709.78	\$709.78
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$709.78	\$709.78
Total by Acosta, Zulimar :	\$0.00	\$0.00	\$0.00	\$-15.00	\$-15.00
Total by Diaz, Daisy Ramona :	\$0.00	\$0.00	\$-34.00	\$0.00	\$-34.00
Total by Guevara, Reini Judy :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Jackson, Tyshawn L :	\$0.00	\$0.00	\$0.00	\$-12.00	\$-12.00
Total by Johnson, Bessie May :	\$0.00	\$0.00	\$0.00	\$-21.00	\$-21.00
Total by Melendez-Luna, Lilliam Izzamar :	\$0.00	\$0.00	\$0.00	\$-84.00	\$-84.00
Total by Ortiz, Jennifer A :	\$0.00	\$0.00	\$0.00	\$-85.00	\$-85.00
Total by Ouk, Dynsavada :	\$0.00	\$0.00	\$0.00	\$-24.00	\$-24.00
Total by Rivera, Ariana :	\$0.00	\$0.00	\$0.00	\$-159.00	\$-159.00
Total by Stagnaro, Emerita M :	\$0.00	\$0.00	\$0.00	\$-14.00	\$-14.00
Total by Tate, Saida Pagom :	\$0.00	\$0.00	\$0.00	\$-52.00	\$-52.00

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013010 Veterans Terrace , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Torres, Elizabeth :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
Total by Vazquez, Santos Torres :	\$0.00	\$-10.00	\$0.00	\$0.00	\$-10.00
Total by Williams, Nahkia Samone :	\$0.00	\$0.00	\$0.00	\$-56.00	\$-56.00
Total by Abdi, Amina Adan :	\$0.00	\$0.00	\$0.00	\$-8.00	\$-8.00
Total by Ashline, Theresa V :	\$0.00	\$0.00	\$0.00	\$-107.25	\$-107.25
Total by Barriga, Diana :	\$0.00	\$0.00	\$0.00	\$-36.00	\$-36.00
Total by Boria, Annie :	\$0.00	\$0.00	\$0.00	\$-2.02	\$-2.02
Total by Brito, Bethania Y Veras :	\$0.00	\$0.00	\$0.00	\$-23.00	\$-23.00
Total by Burnham, Cynthia L :	\$0.00	\$0.00	\$0.00	\$-1.75	\$-1.75
Total by Carmona, Marybel :	\$0.00	\$0.00	\$0.00	\$-3.00	\$-3.00
Total by Chandler, Debrah :	\$0.00	\$0.00	\$0.00	\$-52.00	\$-52.00
Total by Claros, Manuel A :	\$0.00	\$0.00	\$0.00	\$-29.00	\$-29.00
Total by Correa, Carmen S :	\$0.00	\$0.00	\$0.00	\$-0.66	\$-0.66
Total by Duplessis, Elaine :	\$0.00	\$0.00	\$0.00	\$-127.00	\$-127.00
Total by Frazer, Jean A :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Grant, Glandena Myrone :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Jackson, Louise :	\$0.00	\$0.00	\$0.00	\$-84.00	\$-84.00
Total by Julien, Wendy Ementrude :	\$0.00	\$0.00	\$0.00	\$-19.00	\$-19.00
Total by Morales, Lisandra :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Parsons, Sheila :	\$0.00	\$0.00	\$0.00	\$-14.00	\$-14.00
Total by Sheppard, Deonna La-Nae :	\$0.00	\$0.00	\$0.00	\$-24.00	\$-24.00
Total by Tribble, Katherine E :	\$0.00	\$0.00	\$0.00	\$-3.00	\$-3.00
Total by Valle, Yagaira :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Vazquez, Edith :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Walling, Jane :	\$0.00	\$0.00	\$0.00	\$-1,612.00	\$-1,612.00
Total by Zayas, Maria D :	\$0.00	\$0.00	\$0.00	\$-55.00	\$-55.00
Total by - AR Code: Prepayment	\$0.00	\$-10.00	\$-34.00	\$-2,748.68	\$-2,792.68
Total by Lopez, Stephanie :	\$0.00	\$0.00	\$-63.00	\$0.00	\$-63.00

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 12/31/2012
Security deposits are excluded
Repayment Agreements are excluded

AMP: CT013010 Veterans Terrace , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Julien, Wendy Ementrude :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
Total by - AR Code: Rent Credit	\$0.00	\$0.00	-\$63.00	-\$20.00	-\$83.00
Total by Ashline, Veronica Marie :	\$0.00	\$0.00	\$0.00	\$162.61	\$162.61
Total by Cooper, Sasha A :	\$0.00	\$0.00	\$0.00	\$905.06	\$905.06
Total by - AR Code: Repayment Agreement	\$0.00	\$0.00	\$0.00	\$1,067.67	\$1,067.67
Total for AMP Veterans Terrace	\$9,987.75	\$1,334.10	\$17.00	\$3,545.97	\$14,884.82
Total	\$9,987.75	\$1,334.10	\$17.00	\$3,545.97	\$14,884.82

End of Report

Rent Collection Report December 2012

AMP 100

Total Monthly Rent Charges	\$64,676.00		
Total Other Rent Charges	\$432.00	Total Charges & Adjustments	\$63,045.41
Total Rent Charge Adjustments	\$2,330.59	Total Receipts	\$57,088.41
Total Rent Receipts	\$57,088.41	Collection %	90.6
Total NSF Adjustments	\$268.00		
Net Rent Charges	\$5,957.00		

AMP 200

Total Monthly Rent Charges	\$83,542.00		
Total Other Rent Charges	\$42.00	Total Charges & Adjustments	\$78,299.73
Total Rent Charge Adjustments	\$5,638.27	Total Receipts	\$72,446.73
Total Rent Receipts	\$72,446.73	Collection %	92.5
Total NSF Adjustments	\$354.00		
Net Rent Charges	\$5,853.00		

Hutt Heights

Total Monthly Rent Charges	\$7,633.00		
Total Other Rent Charges		Total Charges & Adjustments	\$7,511.25
Total Rent Charge Adjustments	\$121.75	Total Receipts	\$7,071.25
Total Rent Receipts	\$7,071.25	Collection %	94.1
Total NSF Adjustments			
Net Rent Charges	\$440.00		

King Court

Total Monthly Rent Charges	\$27,319.00	Total Charges & Adjustments	\$27,631.28
Total Other Rent Charges		Total Receipts	\$18,223.86
Total Rent Charge Adjustments	\$81.72	Collection %	66.0
Total Rent Receipts	\$18,223.86		
Total NSF Adjustments	\$394.00		
Net Rent Charges	\$9,407.42		

Veterans Terrace

Total Monthly Rent Charges	\$41,942.00	Total Charges & Adjustments	\$39,561.07
Total Other Rent Charges		Total Receipts	\$29,863.32
Total Rent Charge Adjustments	\$2,380.93	Collection %	75.5
Total Rent Receipts	\$29,863.32		
Total NSF Adjustments			
Net Rent Charges	\$9,697.75		

**EAST HARTFORD HOUSING AUTHORITY
CONSOLIDATED OPERATING STATEMENT**

as of DECEMBER 31, 2012

	BUDGET	ACTUAL	3 MONTH
	to date	to date	ACTUAL
			UNDER / (OVER)
RENTAL INCOME - BASE	910,265	912,713	(2,448)
RENTAL INCOME - EXCESS BASE	22,793	25,315	(2,522)
EXCESS UTILITIES	2,500	(2,836)	5,336
DWELLING VACANCY LOSS	(43,278)	(37,662)	(5,616)
NON-DWELLING RENTALS	7,875	8,465	(590)
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	75	(83)	158
ANTENNA INCOME	43,840	51,148	(7,309)
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	96,031	64,108	31,923
SECTION 8 SUBSIDY--ADMIN FEE	82,500	80,874	1,626
FEDERAL SUBSIDY	511,382	519,274	(7,892)
MANAGEMENT FEES	155,506	155,506	(0)
BOOKKEEPING FEES	13,973	13,973	(1)
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	33,056	20,981	12,075
TOTAL INCOME	1,836,516	1,811,776	24,740
ADMINISTRATION SALARIES	249,494	265,973	(16,479)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	51,500	53,715	(2,215)
ACCOUNTING FEES	6,500	-	6,500
OFFICE SUPPLIES	5,435	5,555	(120)
TRAVEL	2,125	1,161	964
OTHER OFFICE EXPENSE	50,339	64,242	(13,903)
PENSIONS AND OTHER	307,256	328,946	(21,690)
PAYROLL TAXES	7,446	5,941	1,504
MANAGEMENT FEES	173,294	155,505	17,789
BOOKKEEPING FEES	13,973	13,973	(1)
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	3,669	-	3,669
TOTAL ADMINISTRATIVE EXPENSE	871,029	895,010	(23,981)
UTILITIES			
WATER	100,750	99,458	1,292
ELECTRICITY	103,250	87,316	15,934
GAS	127,938	83,728	44,210
FUEL	6,525	2,547	3,978
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	338,463	273,050	65,413
MAINTENANCE			
MAINTENANCE WAGES	166,691	190,480	(23,789)
MATERIALS AND SUPPLIES	72,250	61,188	11,062
CONTRACTUAL SERVICES	74,375	84,618	(10,243)
TOTAL MAINTENANCE EXPENSE	313,316	336,286	(22,970)
OTHER			
REFUSE REMOVAL	24,050	17,811	6,239
INSURANCE	62,579	60,304	2,275
INTEREST EXPENSE	-	-	-
OTHER GENERAL	3,000	3,789	(789)
REPAYMENT TO HCV	30,000	30,000	-
TOTAL OTHER EXPENSE	119,629	111,903	7,725
TOTAL ACTUAL EXPENSES	1,642,436	1,616,249	26,187
OPERATING GAIN / (LOSS)	194,080	195,527	1,447
ACCRUED EXPENSES			
PILOT	49,552	49,551	A 1
PROVISION FOR OPEB	51,579	51,580	B (1)
PROVISION FOR REPAIRS	55,221	55,221	C (0)
PROVISION FOR COLLECTION LOSS	11,800	11,800	D -
TOTAL ACCRUED EXPENSES	168,151	168,152	(1)
TOTAL OPERATING EXPENSES	1,810,587	1,784,401	26,186
NET OPERATING GAIN (LOSS)	25,929	27,375	1,446

**EAST HARTFORD HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER (COCC)**

as of DECEMBER 31, 2012

	BUDGET to-date	ACTUAL to-date	ACTUAL UNDER / (OVER)
RENTAL INCOME - BASE	-	-	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	7,875	8,465	(590)
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	24,954	44,702	(19,748)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	155,506	155,506	(0)
BOOKKEEPING FEES	13,973	13,973	(1)
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	33,056	20,981	12,075
TOTAL INCOME	235,363	243,627	(8,264)
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	120,023	123,502	(3,479)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	1,500	3,704	(2,204)
ACCOUNTING FEES	1,250	-	1,250
OFFICE SUPPLIES	3,000	2,971	29
TRAVEL	375	120	255
OTHER OFFICE EXPENSE	8,750	5,599	3,151
PENSIONS AND OTHER	65,591	71,140	(5,548)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	200,489	207,035	(6,546)
UTILITIES			
WATER	250	627	(377)
ELECTRICITY	3,750	3,614	136
GAS	63	-	63
FUEL	2,750	2,547	203
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	6,813	6,789	24
MAINTENANCE			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	250	848	(598)
CONTRACTUAL SERVICES	12,500	2,529	9,971
TOTAL MAINTENANCE EXPENSE	12,750	3,377	9,373
OTHER			
REFUSE REMOVAL	675	695	(20)
INSURANCE	4,153	3,987	166
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	4,828	4,682	146
TOTAL ACTUAL EXPENSES	224,880	221,884	2,996
OPERATING GAIN / (LOSS)	10,484	21,744	11,260
<u>ACCRUED EXPENSES</u>			
PILOT	-	-	-
PROVISION FOR OPEB	10,749	10,749	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
TOTAL ACCRUED EXPENSES	10,749	10,749	-
TOTAL OPERATING & ACCRUED	235,629	232,633	2,996
NET GAIN (LOSS)	(265)	10,995	11,260

EAST HARTFORD HOUSING AUTHORITY

FEDERAL AMP 1

as of DECEMBER 31, 2012

	BUDGET to-date	ACTUAL to-date	ACTUAL UNDER / (OVER)
RENTAL INCOME - BASE	194,487	191,852	2,635
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	(350)	350
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(12)	12
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	14,260	3,415	10,845
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	286,884	266,256	20,628
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	495,632	461,161	34,470
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	22,590	24,056	(1,466)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	21,250	25,822	(4,572)
ACCOUNTING FEES	-	-	-
OFFICE SUPPLIES	-	-	-
TRAVEL	375	336	39
OTHER OFFICE EXPENSE	15,000	23,610	(8,610)
PENSIONS AND OTHER	64,466	62,361	2,105
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	62,466	62,466	0
BOOKKEEPING FEES	6,413	6,413	(1)
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	1,756	-	1,756
TOTAL ADMINISTRATIVE EXPENSE	194,316	205,065	(10,749)
UTILITIES			
WATER	50,000	43,699	6,301
ELECTRICITY	21,250	18,139	3,111
GAS	48,750	35,223	13,527
FUEL	2,000	-	2,000
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	122,000	97,061	24,939
MAINTENANCE			
MAINTENANCE WAGES	52,269	53,278	(1,009)
MATERIALS AND SUPPLIES	22,500	17,292	5,208
CONTRACTUAL SERVICES	18,750	15,607	3,143
TOTAL MAINTENANCE EXPENSE	93,519	86,178	7,341
OTHER			
REFUSE REMOVAL	8,250	8,598	(348)
INSURANCE	19,565	18,786	779
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	15,000	15,000	-
TOTAL OTHER EXPENSE	42,815	42,384	431
TOTAL ACTUAL EXPENSES	452,650	430,687	21,963
OPERATING GAIN / (LOSS)	42,982	30,474	12,508
ACCRUED EXPENSES			
PILOT	7,249	7,249	(0)
PROVISION FOR OPEB	10,563	10,563	0
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	5,000	5,000	-
TOTAL ACCRUED EXPENSES	22,812	22,812	(0)
TOTAL OPERATING & ACCRUED	475,462	453,499	21,963
NET GAIN (LOSS)	20,170	7,662	12,508

Hockanum Park, Shea Gardens, Rochambeau & Elms Village

EAST HARTFORD HOUSING AUTHORITY

FEDERAL AMP 2

as of DECEMBER 31, 2012

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	239,200	244,507	(5,307)
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	2,500	100	2,400
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	43,840	51,148	(7,309)
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	30,809	2,371	28,437
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	201,803	228,982	(27,179)
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	518,151	527,109	(8,957)
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	27,194	29,278	(2,083)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	15,000	14,046	954
ACCOUNTING FEES	1,250	-	1,250
OFFICE SUPPLIES	-	-	-
TRAVEL	500	310	190
OTHER OFFICE EXPENSE	13,750	17,934	(4,184)
PENSIONS AND OTHER	80,048	79,034	1,013
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	67,069	67,069	0
BOOKKEEPING FEES	6,885	6,885	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	1,913	-	1,913
TOTAL ADMINISTRATIVE EXPENSE	213,608	214,555	(947)
UTILITIES			
WATER	28,750	29,535	(785)
ELECTRICITY	56,250	48,377	7,873
GAS	26,250	16,725	9,525
FUEL	1,625	-	1,625
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	112,875	94,637	18,238
MAINTENANCE			
MAINTENANCE WAGES	63,908	80,342	(16,435)
MATERIALS AND SUPPLIES	29,250	15,095	14,155
CONTRACTUAL SERVICES	21,250	25,647	(4,397)
TOTAL MAINTENANCE EXPENSE	114,408	121,084	(6,677)
OTHER			
REFUSE REMOVAL	8,250	6,509	1,741
INSURANCE	21,609	20,574	1,035
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	15,000	15,000	-
TOTAL OTHER EXPENSE	44,859	42,083	2,776
TOTAL ACTUAL EXPENSES	485,750	472,360	13,390
OPERATING GAIN / (LOSS)	32,401	54,749	22,348
<u>ACCRUED EXPENSES</u>			
PILOT	12,632	12,632	0
PROVISION FOR OPEB	13,122	13,122	(0)
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	5,000	5,000	-
TOTAL ACCRUED EXPENSES	30,754	30,754	0
TOTAL OPERATING & ACCRUED	516,504	503,114	13,391
NET GAIN (LOSS)	1,647	23,995	22,348

Meadow Hill, Hertlage Gardens, Highlands, Miller Gardens

**EAST HARTFORD HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM**

as of DECEMBER 31, 2012

	BUDGET to-date	ACTUAL to-date	ACTUAL UNDER / (OVER)
RENTAL INCOME - BASE	-	-	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	75	48	27
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	16,826	9,965	6,862
SECTION 8 SUBSIDY--ADMIN FEE	82,500	80,874	1,626
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	99,401	90,887	8,515
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	33,414	38,699	(5,285)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	2,500	1,568	932
ACCOUNTING FEES	1,500	-	1,500
OFFICE SUPPLIES	-	-	-
TRAVEL	375	168	207
OTHER OFFICE EXPENSE	7,500	6,183	1,317
PENSIONS AND OTHER	24,597	24,691	(94)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	19,395	19,395	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	89,281	90,704	(1,423)
UTILITIES			
WATER	-	-	-
ELECTRICITY	-	-	-
GAS	-	-	-
FUEL	-	-	-
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	-	-	-
MAINTENANCE			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	250	-	250
CONTRACTUAL SERVICES	375	36	339
TOTAL MAINTENANCE EXPENSE	625	36	589
OTHER			
REFUSE REMOVAL	-	-	-
INSURANCE	2,145	2,075	70
INTEREST EXPENSE	-	-	-
OTHER GENERAL	3,000	3,789	(789)
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	5,145	5,864	(719)
TOTAL ACTUAL EXPENSES	95,050	96,603	(1,553)
OPERATING GAIN / (LOSS)	4,351	(5,717)	10,068
<u>ACCRUED EXPENSES</u>			
PILOT	-	-	-
PROVISION FOR OPEB	4,034	4,034	(1)
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
TOTAL ACCRUED EXPENSES	4,034	4,034	(1)
TOTAL OPERATING & ACCRUED	99,084	100,637	(1,554)
NET GAIN (LOSS)	318	(9,751)	10,068

EAST HARTFORD HOUSING AUTHORITY

KING COURT

as of DECEMBER 31, 2012

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	92,760	92,760	-
RENTAL INCOME - EXCESS BASE	22,793	25,315	(2,522)
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	(38,415)	(36,060)	(2,355)
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(17)	17
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	125	1,140	(1,015)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	77,263	83,138	(5,875)
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	12,690	15,118	(2,428)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	3,250	2,185	1,065
ACCOUNTING FEES	500	-	500
OFFICE SUPPLIES	935	1,214	(279)
TRAVEL	125	20	105
OTHER OFFICE EXPENSE	1,185	1,375	(190)
PENSIONS AND OTHER	14,959	16,423	(1,464)
PAYROLL TAXES	1,573	1,346	227
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	35,216	37,681	(2,465)
UTILITIES			
WATER	5,000	6,285	(1,285)
ELECTRICITY	3,250	2,531	719
GAS	6,250	4,359	1,891
FUEL	25	-	-
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	14,525	13,174	1,326
MAINTENANCE			
MAINTENANCE WAGES	5,218	7,835	(2,617)
MATERIALS AND SUPPLIES	3,750	1,381	2,369
CONTRACTUAL SERVICES	6,250	1,993	4,257
TOTAL MAINTENANCE EXPENSE	15,218	11,209	4,009
OTHER			
REFUSE REMOVAL	1,750	-	1,750
INSURANCE	3,929	3,872	57
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	5,679	3,872	1,807
TOTAL ACTUAL EXPENSES	70,638	65,936	4,677
OPERATING GAIN / (LOSS)	6,625	17,202	10,552
<u>ACCRUED EXPENSES</u>			
PILOT	-	-	-
PROVISION FOR OPEB	2,708	2,708	-
PROVISION FOR REPAIRS	3,617	3,617	-
PROVISION FOR COLLECTION LOSS	300	300	-
TOTAL ACCRUED EXPENSES	6,625	6,625	-
TOTAL OPERATING & ACCRUED	77,263	72,561	4,677
NET GAIN (LOSS)	-	10,577	10,552

EAST HARTFORD HOUSING AUTHORITY

HUTT HEIGHTS

as of DECEMBER 31, 2012

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	23,188	22,964	224
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	9,057	1,459	7,597
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	22,694	24,036	(1,342)
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	54,939	48,459	6,480
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	4,241	4,431	(190)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	2,000	1,308	692
ACCOUNTING FEES	250	-	250
OFFICE SUPPLIES	250	-	250
TRAVEL	125	25	100
OTHER OFFICE EXPENSE	1,250	2,375	(1,125)
PENSIONS AND OTHER	6,535	7,032	(497)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	6,575	6,575	0
BOOKKEEPING FEES	675	675	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	21,901	22,421	(519)
UTILITIES			
WATER	5,000	4,985	15
ELECTRICITY	6,250	6,470	(220)
GAS	5,000	2,311	2,689
FUEL	25	-	25
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	16,275	13,766	2,509
MAINTENANCE			
MAINTENANCE WAGES	3,997	4,974	(977)
MATERIALS AND SUPPLIES	1,250	2,608	(1,358)
CONTRACTUAL SERVICES	1,500	2,487	(987)
TOTAL MAINTENANCE EXPENSE	6,747	10,069	(3,322)
OTHER			
REFUSE REMOVAL	1,875	2,009	(134)
INSURANCE	2,067	2,021	46
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	3,942	4,030	(88)
TOTAL ACTUAL EXPENSES	48,865	50,285	(1,420)
OPERATING GAIN / (LOSS)	6,074	(1,826)	7,900
ACCRUED EXPENSES			
PILOT	691	691	0
PROVISION FOR OPEB	1,073	1,073	(0)
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	250	250	-
TOTAL ACCRUED EXPENSES	2,014	2,014	0
TOTAL OPERATING & ACCRUED	50,879	52,299	(1,420)
NET GAIN (LOSS)	4,060	(3,840)	7,900

EAST HARTFORD HOUSING AUTHORITY

VETERAN'S TERRACE

as of DECEMBER 31, 2012

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	360,630	360,630	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	(2,586)	2,586
DWELLING VACANCY LOSS	(4,863)	(1,602)	(3,261)
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(102)	102
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	-	1,055	(1,055)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	355,767	357,395	(1,628)
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	29,342	30,889	(1,547)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	6,000	5,081	919
ACCOUNTING FEES	1,750	-	1,750
OFFICE SUPPLIES	1,250	1,370	(120)
TRAVEL	250	183	67
OTHER OFFICE EXPENSE	2,904	7,166	(4,263)
PENSIONS AND OTHER	51,061	68,264	(17,204)
PAYROLL TAXES	5,873	4,595	1,278
MANAGEMENT FEES	17,788	-	17,788
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	116,218	117,549	(1,332)
UTILITIES			
WATER	11,750	14,327	(2,577)
ELECTRICITY	12,500	8,187	4,313
GAS	41,625	25,109	16,516
FUEL	100	-	100
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	65,975	47,623	18,352
MAINTENANCE			
MAINTENANCE WAGES	41,300	44,050	(2,750)
MATERIALS AND SUPPLIES	15,000	23,964	(8,964)
CONTRACTUAL SERVICES	13,750	36,320	(22,570)
TOTAL MAINTENANCE EXPENSE	70,050	104,333	(34,284)
OTHER			
REFUSE REMOVAL	3,250	-	3,250
INSURANCE	9,111	8,989	122
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	12,361	8,989	3,372
TOTAL ACTUAL EXPENSES	264,604	278,494	(13,891)
OPERATING GAIN / (LOSS)	91,164	78,900	12,263
<u>ACCRUED EXPENSES</u>			
PILOT	28,979	28,979	0
PROVISION FOR OPEB	9,331	9,331	(1)
PROVISION FOR REPAIRS	51,604	51,604	(0)
PROVISION FOR COLLECTION LOSS	1,250	1,250	-
TOTAL ACCRUED EXPENSES	91,164	91,164	(1)
TOTAL OPERATING & ACCRUED	355,767	369,658	(13,891)
NET GAIN (LOSS)	-	(12,264)	12,264

Central Office

A. Generator design

5-21-12 Requested a proposal from Capital Studio Architects and M/E Design services to prepare a bid ready plans and specifications for a generator and transfer switch to supply back up power to Central Office.

6-18-12 Proposal received and is under review.

7-3-12 No change in status

8-1-12 This project is on hold as possible development is discussed for this site.

9-4-12 No change in status.

10-3-12 No change in status

11-1-12 Engineer has reviewed main electrical connection needs and will bring in an electrical contractor for price estimate for transfer switch connection and code upgrades

12-3-12 Extensive code upgrades would be required to main panel and wiring circuits. Recommendation is to use temporary portable generator (s) to supply power if needed to computer servers, work station and phone panel. Remaining work planned is to identify and separate circuits serving the main computer room that may require emergency generator power.

1-2-13 no further work planned. This item to be removed for next report.

B. Cooperative Parties – Energy Consultant

11-7-12 Bid opening for RFP for Energy Consultant issued by EHHA, Town of East Hartford and Board of Education- 11 responses were received.

12-12-12 EHHA evaluation of responses completed. A request for additional information and a revised scope of work was sent to all respondents with a due date of January 8, 2013 due to the holiday period.

1-3-13 no change in status

13- 1 Hockanum Park

A. Contracted with low bidder, Barry Associates to replace 20 year old boiler in Maintenance shop with a Crown boiler that was surplus from the boiler replacement project. Cost is \$2,657 and to be paid from CFP 2011 budget.

1-3-13 Work to be scheduled for week of 1/7 to 1/11/13.

13-2 Shea Gardens

A. Under CFP 2011, 504 Compliance Upgrades converting 6 efficiency apartments into 3 each 1 bedroom units is funded

8-1-11 Environmental reviews started

9-1-11 – 10-17-11 Statutory Checklist at Town for review and approval/received HUD approval

12-1-11 to 1-3-12 No change in status

1-11-12 -2-14-12 RFP for A&E Services approved by Contracting Officer. Contract approved

2-28-12 Contract signed with low bidder, Life Care Design Inc., in the amount of \$9,500.

Preliminary designs due in 30 days from date of Notice to Proceed.

2-29-12 Contract signed with SSE Environmental to remove 6 apartments of asbestos tile floors.

Total cost is \$11,100

3-29-12 Reviewed preliminary design and provided guidance to Architect

3-30-12 #56, #58, #64 Mill Road, abatement complete.

5-1-12 Made several visits to site with Architect to review designs and answer questions on

specifications for site work and interior changes.

5-29-12 Two more apartments to start abatement with last unit available 6-1-12 for abatement. Due to other projects with more time sensitive requirements, this project will go out for bid in late June.

6-26-12 Mandatory site visit conducted for bidders. Bid due date is July 11, 2012.

7-3-12 Addendum #1 issued on 7-2-12 to plan holders

7-25-12 Board approved contract for Martindale & Salisbury Const. Co.

7-26-12 Contract signed with Martindale & Salisbury and permit applied for. Waiting permit approval

8-28-12 Building permit received

8-29-12 Contractor on site starting demolition of walls.

9-4-12 Rough demolition of walls is complete. Rough demo of plumbing has started.

10-3-12 All interior demolition is complete. All framing is complete. New electrical installation is 90% complete with sheetrock scheduled for later this week (10/5/12). Radiators in place, plumbing installed, insulation installed, exterior doors installed.

11-1-12 All sheetrock is now installed and being compounded/sanded and made ready for painting. All concrete demolition complete and all new concrete walks and ramps are installed and topsoil/seed is in place.

12-3-12 Cabinets, counter top, flooring, final plumbing and electrical are installed. Installation of grab bars and bathroom fixtures being completed. Final Town Inspection scheduled for 12/6 with a tentative punch list inspection scheduled 12/7.

12/6/12 Town inspections completed with Certificate of Occupancy received

12/7/12 punch list completed with very few minor touch up comments.

12/10/12 punch list items corrected and re-inspection completed with all items satisfied. Turned units over to Maintenance to make ready to rent/final cleaning. This project is being closed out for next Board report.

13-3 Rochambeau

A. Under the WRAP Program, an Addendum to add work on the King Court Agreement is approved. Worked covered will be to replace all site pole light heads with high sodium bulbs and change to induction lighting. New flood lights to replace existing Community Room fixtures are also covered. Cost savings are anticipated at 40% over current fixtures with improved lighting levels.

end of August.

2-1-12 Waiting delivery of fixtures prior to scheduling work.

3-1-12 Received 32 of 36 pole fixtures and waiting back order of 4 pole lights and eight floodlights prior to scheduling of Electrical Contractor.

4-1-12 Received missing fixtures from WRAP.

5-1-12 to 7-3-12 Waiting for King Court work to be 100% completed before moving to this site.

8-1-12 Scheduled another electrician to complete this work. Fixtures should be installed by the

8-13-12 All light pole fixtures installed and flood lights on Community room replaced. Have received favorable comments from many residents about the improved lighting.

9-4-12 Bathroom and hallway fixtures in units added to project to be scheduled for later this month.

10-3-12 No change in status

11-1-12 Waiting delivery of materials to be installed in units as needed by Housing.

12-3-12 Confirmed a further site visit is needed to complete order for delivery.

1-2-13 Was not able to meet with Home Energy Solutions (HES) representative due to scheduling conflicts. Tentative meeting scheduled for later today 1-2-13.

A.4-5-12 – 12-3-12 Visited site to review potential WRAP improvements to pole lights, balcony lights and exterior and interior lighting fixtures. A LOA was not signed in 2012 for this work.
1-2-13 Will meet again with Home Energy Solutions (HES) representative to complete exact fixture count and complete a Letter of Agreement (LOA) for energy measures to be installed. Work will be scheduled after agreement is signed. Will require a Clerk of the Works to be present for apartment access.

13-5 Elms Village

A. No other work scheduled

13-6 The Highlands

A. No other work scheduled.

13-6 Heritage Gardens

A. No other work scheduled.

13-7 Miller Gardens

A. No other work scheduled

MR23 King Court

A. Working with Executive Director, Housing staff & CHFA and DECD to determine scope of Renovation required for possible grants or financing. Additional cost summaries of completing vacant units are being prepared per CHFA's request.

8-1-12 CTEHHI grant application approved. Weatherization and energy efficiencies to be scheduled for survey with contractor to determine items to be improved/installed pending final results from Look back process (DSS).

9-4-12 No change in status

10-3-12 Informed in late September that King Court qualified under the CTEHHI program. However, program covers only fully occupied buildings. Am waiting on contact from contractor to schedule site visit to determine further program requirements and measures covered.

10-5-12 met with rep from New England Conservation Services and tested air flow in units. Rep will contact us later with approved program for improvements if we qualify. He stated this may take some time to receive approval through CL&P channels.

10-26-12 rep will call me about King Court improvements and that they are still waiting for signed contracts from CL&P

11-1-12 no change in status

11-16-12 completed 2nd site visit with sub contractors to determine proposed scope of work. Initial agreement is to check and improve window caulking, door weather stripping, replace circulating pumps, clean boilers, check CO and smoke detectors, set up blower doors and test each apartment/seal holes, provide customer education and review utility bills.

12-3-12 Future reports will only cover efforts in the CTEHHI grant project for this site with re-development efforts or sale of property to be covered by others.

1-2-13 New England Conservation Services has started going through units and installing energy saving measures. They have completed 45 of 50 occupied units and will be going in

about 20 vacant units. They are scheduled to return to the site 1/8 through 1/11 to complete this work.

Hutt Heights / Larson Center

A. No other work scheduled.

MR-23A Veterans Terrace & Extension

A. Working with Executive Director, Housing Staff, CHFA and DECD to determine scope of renovations required for possible grants or financing. Additional cost summaries of renovations in the units and other Capital needs are prepared and submitted per CHFA's request.

10-3-12 Was informed in late September that VT and VTE do not comply with grant guidelines as the heating source is mastered metered (EHHA pays) and grant funds are not available for these two properties under the CTEHHI grant program. Rep from New England Conservation Services informed me another person in his office has these two applications and I should be receiving a call about a visit.

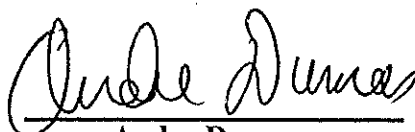
11-1-12 No calls received after leaving messages. Will continue to try more calls.

12-3-12 No change in status. Left more messages for grant contacts.

1-3-13 Met with Home Energy Solutions (HES) representative and was told he would review and determine what energy savings measures may qualify at VT and VTE. Site visit to be scheduled later this month.

Management Improvements completed/in process in December 2012

1.- Elms Village, Hockanum Park – Storm Sandy tree damage clean up – Contracted with low bidder, AA Industries for removal of downed trees, broken limbs at a cost of \$1,875 to be paid from CFP 2011 budget. Status-complete



Andre Dumas
Asset Coordinator

66

TO: EHHA BOARD OF COMMISSIONERS

FROM: A. Christine Paisley, Housing Programs Manager

**OCCUPANCY REPORT TOTALS FOR ALL AMPS
FOR THE PERIOD DECEMBER 1, 2012 THROUGH DECEMBER 31, 2012**

Project Number	Project Name	Total Units	Last Month	Move Outs	Move Ins	Off Line	Total Vacant Month End	Total Occupied On 1st of Jan-13
13-1	HOCKANUM PARK	100	100	0	0		0	100
13-2	***SHEA GARDENS***	47	44	1	2	1	1	45
13-3	ROCHAMBEAU	50	49	1	1		1	49
13-5	ELMS VILLAGE	85	85	1	0		1	84
13-4	MEADOW HILL	120	118	1	2		1	119
13-6	HERITAGE GARDENS	46	46	0	0		0	46
13-6	THE HIGHLANDS	54	54	0	0		0	54
13-7	MILLER GARDENS	86	85	1	1		1	85
E-6	HUTT HEIGHTS	29	29	0	0		0	29
Federal Totals		617	610	5	6	1	5	611
MR23	** KING COURT **	50	48	0	0		2	48
MR23A & MR58	VETERANS TERRACE AND EXTENSION	150	149	1	0		2	148
TOTALS		817	807	6	6	1	9	807

Total Occupancy Rate 98.78%
Federal Occupancy Rate 99.03%

CC: Debra Bouchard, Executive Director
Joe Regan, Finance Director
Al Harrison, Site Coordinator
Brenda Pliszka, Executive Secretary/HR Director

***** She Gardens - had 6 units "off line" for 504 renovations. Six adjoining zero BR units were combined inot three 1BR units reducing the total number of units at Shea Gardens to 47

TO: EHHA BOARD OF COMMISSIONERS

FROM: A Christine Paisley, Housing Programs Manager

SECTION 8 UTILIZATION REPORT FOR DECEMBER 2012

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

	Total Units Allocated	Total Units Leased	Total HCV & Outgoing Payables
HCV	422	374	
OUTGOING PAYABLES		26	400
TENANT PROTECTION	9	9	
Total	431	409	

PORTABLE ADMINISTERED

Total	77
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VOUCHERS ISSUED

NOT CURRENTLY UNDER CONTRACT - searching	2
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GRAND TOTAL	486
--------------------	------------

% HCV Utilized 94.79%	+	% TPV Utilized 100.00%	=	TOTAL % Utilized 94.90%
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*****NOTE*****

This report reflects a change in EHHA's overall allocation of HCV Vouchers. Preservation Vouchers are only considered Preservation Vouchers while the participant families live in the apartment complex that made them eligible for a Preservation Voucher (Summerfield Townhouses) Once the participant family leases a unit outside of Summerfield Townhouses, they become a regular HCV. At this time we have 9 families remaining at Summerfield as Preservation Voucher holders.

You may notice a slight change in titles of some of the above categories. I have made a few changes to reflect the terminology used in the HUD reporting system known as VMS. VMS stands for VOUCHER MANAGEMENT SYSTEM. This system is used to report to HUD not just our utilization but also the money spent by the program.



WILLARD & ALEXANDER, LLC
225 OAKLAND ROAD, SUITE 306
SOUTH WINDSOR, CONNECTICUT 06074
PHONE: 860-432-7627 FAX: 860-432-0473
EMAIL: lawoffices@willard-alexander.com

TO: East Hartford Housing Authority Directors
FROM: Ralph J. Alexander, Legal Counsel
RE: Memorandum of January 10, 2013 Accompanying Summary Process Status Report for January 16, 2013 Commissioners Meeting

Condell, 55 Hamilton Road	780.00
French, 452 Main Street #309	632.00
Daniels, S, 51 Hamilton Road	*144.00
Rodriguez, C, 29 Columbus Circle B-2	*1,229.00
Chappell, 103 Mill Road	*208.00
Cancel, 101 Connecticut Boulevard 2L	*1,370.00
Jenkins, 39 Columbus Circle B-1	*126.00
Toomey, 8 Mill Road	**1,144.00
Alexander, 68 Silver Lane, Unit 27	**780.00
Martinez, 137 Columbus Circle Ext, A-2	**183.00
Rivera, 131 Columbus Circle Ext B-2	**732.00
Chapman, 163 School Street E2-4	<u>**414.00</u>
	\$7,742.00

*These sums were tendered on or before December 17, 2012. **These sums were tendered on or before January 10, 2013. Any sums tendered after January 10, 2013 but on or before January 15, 2012 will be reflected in the next status report.

We will monitor summary process files in the usual manner.

Respectfully submitted:

Ralph J. Alexander

Ralph J. Alexander
 RJA/sc

SUMMARY PROCESS STATUS REPORT AS OF JANUARY 10, 2013

<u>Matter</u>	<u>Notation</u>	<u>WSC</u>	<u>Def. Mot.</u>	<u>Judg.</u>
ANDERSON, 163 School Street, Apt W2	2/11 Trial set			
BUSH 101 Connecticut Boulevard 8G	12/31 Execution to Court			
CONDELL ET AL 55 Hamilton Road	Stipulated			9/25
FORD 68 Silver Lane, Unit 27		1/10		
FRENCH 452 Main Street, Apt 309	Stipulated			11/6
JERNIGAN 68 Silver Lane, Unit 42		1/10		
MUHAMMAD 26 Columbus Circle A-1		1/10		
MUNROE 101 Connecticut Boulevard 4b	1/15 Trial set			
PEARL 11 Columbus Circle A-1		1/10		
ROSA 35 Holmes Street	Stipulated			12/4

Matter	Notation	WSC	Def. Mot.	Judg.
SMITH, K. 76 Mill Road, Apt B-2	12/26 Execution to HA			
THOMPSON 11 Columbus Circle B-2	1/28 Trial set			
TORRENCE 43 Hamilton Road, Apt B-1	1/15 Trial set			
WESTBERRY 100 Columbus Street A-1	1/28 Trial set			

6e

Federal Amp 1 - Hockanum Park, Shea Gardens, Rochambeau & Elms Village Protected.																	
Property	Apartment No.	Bedrooms	Condition	Date Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days					
13-2	44 Mill Road	0	Poor	10/4/12	10/5/12	9/28/12	10/4/12	10/1/12	10/1/12	0	0	0					
13-3	27 Rochambeau	1	Fair	10/4/12	10/9/12	10/9/12	10/4/12	10/12/12	10/15/12	7	9	2					
13-1	69 Hamilton Road	2	Fair	10/10/12	10/15/12	10/15/12	10/19/12	10/22/12	10/31/12	11	19	8					
13-3	47 Rochambeau	1	Poor	11/1/12	11/5/12	11/5/12	11/4/12	11/13/12	12/6/12	11	33	22					
13-3	23 Rochambeau	1	Fair	11/26/12	not needed	11/27/12	11/29/12	11/28/12	11/30/12	1	2	1					
13-5	11A3 Elms Village	0	Good	11/22/12	11/28/12	11/28/12	11/30/12	11/30/12	11/30/12	7	6	0					
13-1	24 Mill Road	0	Good	12/6/12	not needed	12/6/12	12/10/12	12/10/12		3							
13-5	50 Elms Village	1	Fair	12/3/12	not needed	12/13	14/13										
13-3	30 Rochambeau	1	Good	12/3/12	12/13	12/13	12/13										
											Averages	Days to Turn	5.71	Total Days	11.50	Lease Days	5.50

A	B	C	D	E	F	G	H	I	J	K	L	M	
Property	Apartment No.	Bedrooms	Condition	Date Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days	
1													
2													
3	13-4	1H	1	Fair	10/1/2012	10/5/2012	10/11/2012	10/10/2012	11/13/2012	8	41	31	
4	13-4	8M	1	Good	10/1/2012	10/5/2012	10/12/2012	10/12/2012	10/23/2012	10	23	17	
5	13-7	4T3	1	Good	9/28/2012	10/1/2012	10/5/2012	10/5/2012	10/15/2012	6	16	2	
6	13-6	W2-5	0	Poor	9/27/2012	10/5/2012	10/12/2012	10/12/2012	10/11/2012	14	12	5	
7	13-4	4A	1	Good	9/27/2012	10/1/2012	10/5/2012	10/5/2012	10/11/2012	7	12	5	
8	13-6	3L	0	Poor	9/20/2012	9/24/2012	9/28/2012	9/28/2012	10/4/2012	9	35	26	
9	13-4	1B	1	Fair	10/9/2012	10/12/2012	10/19/2012	10/19/2012	11/5/2012	7	20	16	
10	13-7	601	1	Fair	11/4/2012	11/5/2012	11/9/2012	11/9/2012	11/26/2012	4	33	24	
11	13-4	3H	1	Fair	10/30/2012	11/1/2012	11/5/2012	11/5/2012	12/4/2012	9	14		
12	13-6	E3	0	Poor	11/6/2012	11/9/2012	11/19/2012	11/19/2012	11/21/2012	14			
13	13-7	108	1	Poor	11/13/2012	11/15/2012	11/20/2012	11/20/2012	11/21/2012	6	6	0	
14	13-4	1C	1	Good	12/3/2012	not needed	12/5/2012	12/4/2012	12/6/2012	0	1	1	
15	13-7	105	1	Poor	12/17/2012	12/18/2012	12/25/2012	12/25/2012		13			
16	13-4	4L	1	Fair	12/31/2012	not needed	1/2/2013	12/31/2012					
17													
18													
19													
20													
21													
22													
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42													
43													
44													
45													
46													
47													
48													
49													
50													
51													
52													
53													
										Averages	Days to Turn	Total Days	Lease Days
											8.23	19.90	12.70

53 - Dept. 2012 - 1/1/12/2012

JANUARY 16, 2012 BOARD MEETING

TO: BOARD OF COMMISSIONERS
FROM: DEBRA BOUCHARD
DATE: 1/11/2013

EXECUTIVE DIRECTOR REPORT

- King Court
 1. Last Input meeting with King Court- January 10, 2013
 2. An RFI meeting will be held January 16, 2013 with potential RFQ bidders
 3. RFQ is expected to be released in February 2013
 4. Public hearing to be rescheduled for April 2013
- Scatter Site Program
 1. The East Hartford Housing Authority has made the list of potential applicants to be interviewed for the 2.5 million dollar grant.
- Submitting Predevelopment Application for Burnside Avenue
 1. Received Letter from Nick Lundgren stating that our \$250,000 predevelopment application is under review.
- Veteran's Terrace Expiring Contract
 1. Contract expiring on May 31, 2013
 2. Working on contract renewal- 120 days prior to contract expiration
 3. Utility Study is complete
 4. Rent Comparability Study vendor selected. Study is due on or before January 30th.
- Gearing up for potential REAC/MOR inspections
 1. Federal physical assessment scheduled dates:
 - a. Amp 100- January 24, 2013
 - b. Amp 200- February 19, 2013
 - c. Amp300- February 20, 2012
 2. No information regarding Veteran's Terrace as HUD has not selected a Contract Administration award.

- Website Development
 1. Website has been turnover to EHHA staff to complete
- Town CDBG Grant
 1. Deadline January 18, 2013
 2. EHHA will submit for Emergency preparedness /education for our residents
- Union Negotiations
 1. Still working with unions on wage reopener- last meeting, January 9, 2013
 2. Working on opening up the insurance agreement

EAST HARTFORD HOUSING AUTHORITY

RESOLUTION NO. CT013-90-01-2013

CERTIFICATE OF RESOLUTION REGARDING BUSINESS CREDIT CARD ACCOUNT

The undersigned certifies that she is the Executive Director of the above named Company, and that the following is a true copy of a Resolution duly and regularly adopted on January 16, 2013 by the Directors or governing body of said Company in full compliance with the by laws of the Company and applicable law, to-wit:

WHEREAS, the Company desires financial accommodation from TD Bank, N.A. ("Lender") through use of credit cards by designated persons for and in connection with the business of this Company.

It is therefore RESOLVED by this board of directors or governing body, members, partners, as applicable:

1. That the Executive Director of the Company be, and hereby is, authorized and empowered to execute and deliver, for and in the name of and with binding effect upon this Organization, a business credit card account agreement ("Account Agreement") with TD Bank, N.A. in the form of such agreement regularly used by said Lender; and
2. That Lender is and shall be fully authorized to rely and act upon said Account Agreement, and upon directions from time to time given by the Executive Director of this Company in all matters relating to issuance of business credit cards for the account of this Company and use of same by its personnel in accordance with the Account Agreement, including but not limited to the number of cards to be issued, the persons designated to receive and use same, and any changes of personnel among those thus designated.

WITNESS my hand and seal of said Company this 16th day of January, 2013.

By: _____
Signature of Authorized officer

Title: Executive Director

EAST HARTFORD HOUSING AUTHORITY

RESOLUTION NO. CT013-91-01-2013

A RESOLUTION authorizing the East Hartford Housing Authority to make a Significant Amendment to the PHA 5 Year Plan and Revision to the Housing Choice Voucher Administrative Plan effective January 16, 2013.

WHEREAS, the Board of Commissioners (the "Board") of the East Hartford Housing Authority adopted its Resolution 91, for the Amendment to the PHA 5 Year Plan and Revision to the Administrative Plan.

ADOPTED by the Board of Commissioners of the East Hartford Housing Authority at its open public meeting on January 16, 2013.

HOUSING AUTHORITY of East Hartford

Chairman, Robert N. Keating

ATTEST:

Debra M. Bouchard, Executive Director

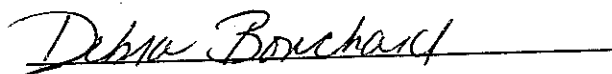
PUBLIC HEARING

A Significant Amendment to the PHA 5 Year Plan and Revision to the Housing Choice Voucher Administrative Plan Notice of Public Comment and Public Hearing Opportunity was held on January 3, 2013 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, Connecticut. The public hearing was called to order by Debra Bouchard, Executive Director at 5:15 p.m. The legal notice for this public hearing was published on November 15, 2012 and now we are inviting public comment regarding the proposed amendments.

In attendance at the public hearing were: Debra Bouchard, Executive Director, Joseph Regan, Finance Director, Christine Paisley, Site Coordinator and Brenda Pliszka, Executive Secretary/HR.

Ms. Bouchard stated there was no one from the public in attendance to speak, therefore, no public comments were submitted at this time.

Ms. Bouchard declared the public hearing closed at 5:25 p.m.



Debra Bouchard

Executive Director

RESIDENT ADVISORY BOARD
MINUTES OF
November 15, 2012

The Resident Advisory Board meeting was held at the East Hartford Housing Authority on Thursday, November 15, 2012 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, CT

1. Welcome

Roll Call/Sign in of Member in Attendance as Follows: Christine Paisley, Housing Programs Manager, Alexis Donald, Resident Services Coordinator, Marie Fredrickson, Elms Village Representative, Gladys Monti, Rochambeau Representative, William Dumond, Heritage Gardens Representative, Jason Matthews, Shea Gardens Representative, Agnes Bushy, Miller Gardens Representative, Anthony Sacco, Hutt Heights Representative, Tammy Roman, Social work Intern.

2. Minutes from September Meeting were amended to reflect the following changes – with regard to EHHA Rules and Regulations - a change was made to minutes regarding Marie and Freeman's complaint to reflect only Freeman and the word complaint was changed to discussed. Also under representative comments – Bill – Shea Gardens was changed to Heritage Gardens.
3. Amendment to RAB by-laws was discussed. Specifically Section 3: Attendance – the addition of language allowing for extenuating circumstances beyond a representatives control for missing more than 3 RAB meetings in a row will be left up to the Chair person on a case-by-case basis. A Vote on the language addition will take place at the next regular meeting on January 17, 2013.
4. Christine passed out a Draft of Chapter 17 from the Section 8 Administrative Plan. Christine explained EHHA's need for a Project Based Voucher Program and thus the additional need for a new Chapter in the Section 8 Administrative Plan covering the new program. Many questions were posed and answered. The RAB board ran out of time and scheduled a Special RAB meeting for December 13, 2012 @ 10:00am to finish going over the new chapter and to allow for more in depth review and comments by the RAB Board.

Director Deborah Bouchard

Executive Director Deborah Bouchard came into the meeting to update RAB members regarding HUD's participation and plans for the housing authority and King Court.

- ✓ Policy changes that have to be made in order to develop new properties.
- ✓ EHHA hoping to hear from the State of Ct in December to see if housing will be awarded a 2.5 million dollar Grant.

- ✓ Bank North committed 1.8 million dollars to fund creation of 30 new apartments-scattered sites. Housing is looking at purchasing and renovating apartments in Mayberry Village.
 - ✓ EHHA is being mentored by Bridgeport housing authority.
 - ✓ Reconstructing of EHHA central office- may knock down current office and rebuild new office building EHHA to occupy first floor and have apartments up above the office-these would be project-based vouchers (PBV).
 - ✓ The scattered site PBV list will be a combined tenant based and PBV list. PBV's have the ability after the 1st year of occupancy to be issued a tenant based voucher (HCV)
 - ✓ Residents will be allowed to stay in King Court that are in good standing with the housing authority.
5. Resident Complex Comments were tabled until our next regular RAB Board Meeting on January 17, 2013.

**RESIDENT ADVISORY BOARD
SPECIAL MEETING MINUTES OF
December 13, 2012**

The Resident Advisory Board meeting was held at the East Hartford Housing Authority on Thursday, December 13, 2012 at the Authority's central office building located at 546 Burnside Avenue, East Hartford, CT

1. Welcome

Roll Call/Sign in of Members in Attendance as Follows: Christine Paisley, Housing Programs Manager, Alexis Donald, Resident Services Coordinator, Gladys Monti, Rochambeau Representative, Jason Matthews, Shea Gardens Representative, Agnes bushy, Miller Gardens Representative, Anthony Sacco, Hutt Heights Representative.

The only item discussed at this Special Meeting was changes/RAB comments to the draft of Chapter 17 of EHHA's Section 8 Administrative Plan.

There were many more questions posed and answered during the two hour meeting. Most issues only needed explanation of terms and acronyms used in the plans language. Gladys and Jason provided Christine with both of their copies where most of the comments and issues were in a written format for each of them.

No substantial changes were made to the draft of Chapter 17 due to RAB members comments at the conclusion of the two in depth RAB meetings totaling approximately 3.5 hours of discussion and comments. Most changes were grammatical, spelling/typo, and definitions of acronyms in nature.

Chapter 17

PROJECT-BASED VOUCHERS

INTRODUCTION

This chapter describes HUD regulations and PHA policies related to the project-based voucher (PBV) program in nine parts:

Part I: General Requirements. This part describes general provisions of the PBV program including maximum budget authority requirements, relocation requirements, and equal opportunity requirements.

Part II: PBV Owner Proposals. This part includes policies related to the submission and selection of owner proposals for PBV assistance. It describes the factors EHHA will consider when selecting proposals, the type of housing that is eligible to receive PBV assistance, the cap on assistance at projects receiving PBV assistance, subsidy layering requirements, site selection standards, and environmental review requirements.

Part III: Dwelling Units. This part describes requirements related to housing quality standards, the type and frequency of inspections, and housing accessibility for persons with disabilities.

Part IV: Rehabilitated and Newly Constructed Units. This part describes requirements and policies related to the development and completion of rehabilitated and newly constructed housing units that will be receiving PBV assistance.

Part V: Housing Assistance Payments Contract. This part discusses HAP contract requirements and policies including the execution, term, and termination of the HAP contract. In addition, it describes how the HAP contract may be amended and identifies provisions that may be added to the HAP contract at EHHA's discretion.

Part VI: Selection of PBV Program Participants. This part describes the requirements and policies governing how EHHA and the owner will select a family to receive PBV assistance.

Part VII: Occupancy. This part discusses occupancy requirements related to the lease, and describes under what conditions families are allowed or required to move. In addition, exceptions to the occupancy cap (which limits PBV assistance to 25 percent of the units in any project) are also discussed.

Part VIII: Determining Rent to Owner. This part describes how the initial rent to owner is determined, and how rent will be redetermined throughout the life of the HAP contract. Rent reasonableness requirements are also discussed.

Part IX: Payments to Owner. This part describes the types of payments owners may receive under this program.

PART I: GENERAL REQUIREMENTS

17-I.A. OVERVIEW [24 CFR 983.5]

The project-based voucher (PBV) program allows PHAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. PHAs may only operate a PBV program if doing so is consistent with the PHA's Annual Plan, and with the goal of deconcentration of poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

EHHA Policy

EHHA will operate a project-based voucher program using up to 20 percent of its budget authority for project-based assistance.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, EHHA is not required to reduce the number of these units if the amount of budget authority is subsequently reduced. However, EHHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC [24 CFR 983.6].

17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of EHHA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.

EHHA Policy

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, EHHA policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants.

17-I.C. RELOCATION REQUIREMENTS [24 CFR 983.7]

Any persons displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)[42 U.S.C. 4201-4655] and implementing regulations at 49 CFR part 24.

The cost of required relocation assistance may be paid with funds provided by the owner, local public funds, or funds available from other sources. EHHAs may not use voucher program funds to cover relocation costs, except that EHHAs may use their administrative fee reserve to pay for relocation expenses after all other program administrative expenses are satisfied, and provided that payment of the relocation benefits is consistent with state and local law. Use of the administrative fee for these purposes must also be consistent with other legal and regulatory requirements, including the requirement in 24 CFR 982.155 and other official HUD issuances.

The acquisition of real property for a PBV project is subject to the URA and 49 CFR part 24, subpart B. It is the responsibility of EHHA to ensure the owner complies with these requirements.

17-I.D. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8]

EHHA must comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program. This includes the requirements and authorities cited at 24 CFR 5.105(a). In addition, EHHA must comply with EHHA Plan certification on civil rights and affirmatively furthering fair housing, submitted in accordance with 24 CFR 903.7(o).

PART II: PBV OWNER PROPOSALS

17-II.A. OVERVIEW

The PHA must describe the procedures for owner submission of PBV proposals and for PHA selection of PBV proposals [24 CFR 983.51]. Before selecting a PBV proposal, the PHA must determine that the PBV proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing [24 CFR 983.53 and 983.54], complies with the cap on the number of PBV units per building [24 CFR 983.56], and meets the site selection standards [24 CFR 983.57].

17-II.B. OWNER PROPOSAL SELECTION PROCEDURES [24 CFR 983.51]

EHHA must select PBV proposals in accordance with the selection procedures in EHHA's administrative plan. EHHA must select PBV proposals by either of the following two methods.

- EHHA request for PBV Proposals. EHHA may solicit proposals by using a request for proposals to select proposals on a competitive basis in response to EHHA request. EHHA may not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.
- EHHA may select proposal(s) that were previously selected based on a competition. This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.

Solicitation and Selection of PBV Proposals [24 CFR 983.51(b) and (c)]

EHHA procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by EHHA. The public notice procedures may include publication of the public notice in a local newspaper of general circulation as well as other means designed and operated to provide broad public notice. The public notice of EHHA request for PBV proposals must specify the submission deadline. Detailed application and selection information must be provided at the request of interested parties.

EHHA Policy

EHHA Request for Proposals for Rehabilitated, Newly Constructed, and Existing Units

EHHA will advertise its request for proposals (RFP) in a manner that provides broad public notice of the application to other PBV proposals under consideration by EHHA. Public notice procedures will include publication in a newspaper of general circulation such as the Hartford Courant.

In addition, EHHA will post the RFP and proposal submission and rating and ranking procedures on the EHHA page of the Town of East Hartford's web site.

EHHA will publish its advertisement for at least one day per week for two consecutive weeks. The advertisement will specify the number of units EHHA estimates that it will be able to assist under the funding EHHA is making available. Proposals will be due by the deadline as advertised in the public notice.

In order for the proposal to be considered, the owner must submit the proposal to EHHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.

EHHA will rate and rank proposals for rehabilitated and newly constructed housing using criteria as identified in the public RFP:

EHHA-owned Units [24 CFR 983.51(e) and 983.59]

EHHA-owned unit may be assisted under the PBV program only if the HUD field office or HUD-approved independent entity reviews the selection process and determines that EHHA-owned units were appropriately selected based on the selection procedures specified in EHHA's administrative plan. If EHHA selects a proposal for housing that is owned or controlled by EHHA, EHHA must identify the entity that will review the EHHA proposal selection process and perform specific functions with respect to rent determinations and inspections.

In the case of EHHA-owned units, the initial contract rent must be approved by an independent entity based on an appraisal by a licensed, state-certified appraiser. In addition, housing quality standards inspections must be conducted by an independent entity.

The independent entity that performs these program services may be the unit of general local government for EHHA's jurisdiction (unless EHHA is itself the unit of general local government or an agency of such government) or another HUD-approved public or private independent entity.

EHHA Policy

EHHA may submit a proposal for project-based housing that is owned or substantially controlled by EHHA. If the proposal for EHHA owned housing is selected, EHHA will use an independent entity to review the EHHA selection and EHHA's ability to administer the PBV program. EHHA will obtain HUD approval prior to selecting the proposal for EHHA-owned housing.

EHHA Notice of Owner Selection [24 CFR 983.51(d)]

EHHA must give prompt written notice to the party that submitted a selected proposal and must also give prompt public notice of such selection. Public notice procedures may include publication of public notice in a local newspaper of general circulation as well as other means designed and operated to provide broad public notice.

EHHA Policy

Within 10 business days of EHHA making the selection, EHHA will notify the selected owner in writing of the owner's selection for the PBV program. EHHA will also notify in writing all owners that submitted proposals that were not selected and advise such owners of the name of the selected owner.

In addition, EHHA will publish its notice for selection of PBV proposals for two consecutive days in the same newspapers and trade journals EHHA used to solicit the proposals. The announcement will include the name of the owner that was selected for the PBV program.

EHHA will make available to any interested party its rating and ranking sheets and documents that identify EHHA's basis for selecting the proposal. These documents will be available for review by the public and other interested parties for one month after publication of the notice of owner selection. EHHA will not make available sensitive owner information that is privileged, such as financial statements and similar information about the owner.

EHHA will make these documents available for review at EHHA's central office during normal business hours. The cost for reproduction of allowable documents will be \$.50 per page.

17-II.C. HOUSING TYPE [24 CFR 983.52]

EHHA may attach PBV assistance for units in existing housing or for newly constructed or rehabilitated housing developed under and in accordance with an agreement to enter into a housing assistance payments contract that was executed prior to the start of construction. A housing unit is considered an existing unit for purposes of the PBV program, if, at the time of notice of EHHA selection, the units substantially comply with HQS (Housing Quality Standards). Units for which new construction or

rehabilitation was started in accordance with PBV program requirements do not qualify as existing housing.

EHHA must decide what housing type, new construction, rehabilitation, or existing housing, will be used to develop project-based housing. EHHA's choice of housing type must be reflected in its solicitation for proposals.

17-II.D. PROHIBITION OF ASSISTANCE FOR CERTAIN UNITS

Ineligible Housing Types [24 CFR 983.53]

EHHA may not attach or pay PBV assistance to shared housing units; units on the grounds of a penal reformatory, medical, mental, or similar public or private institution; nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities); units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students; manufactured homes; cooperative housing; and transitional housing. In addition, EHHA may not attach or pay PBV assistance for a unit occupied by an owner and EHHA may not select or enter into an agreement to enter into a HAP contract or HAP contract for a unit occupied by a family ineligible for participation in the PBV program.

High-rise Elevator Projects for Families with Children [24 CFR 983.53(b)]

EHHA may use high-rise elevator building for families with children if it makes a determination that there is no practical alternative and HUD approves EHHA's determination. EHHA may make this initial determination for its project-based voucher program, in whole or in part, and need not review each project on a case-by-case basis, and HUD may approve on the same basis.

EHHA Policy

EHHA will not use high-rise elevator projects for families with children unless EHHA has determined that there is no practical alternative and HUD has approved EHHA's determination.

Subsidized Housing [24 CFR 983.54]

EHHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that a EHHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;

- A unit subsidized with any form of tenant-based rental assistance;

A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or EHHA in accordance with HUD requirements.

17-II.E. SUBSIDY LAYERING REQUIREMENTS [24 CFR 983.55]

EHHA may provide PBV assistance only in accordance with HUD subsidy layering regulations [24 CFR 4.13] and other requirements.

The subsidy layering review is intended to prevent excessive public assistance by combining (layering) housing assistance payment subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

EHHA must submit the necessary documentation to HUD for a subsidy layering review. EHHA may not enter into an agreement to enter into a HAP contract or a HAP contract until HUD (or an independent entity approved by HUD) has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements.

The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

17-II.F. CAP ON NUMBER OF PBV UNITS IN EACH BUILDING

25 Percent per Building Cap [24 CFR 983.56(a)]

In general, EHHA may not select a proposal to provide PBV assistance for units in a building or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a building, if the total number of dwelling units in the building that will receive PBV assistance during the term of the PBV HAP contract is more than 25 percent of the number of dwelling units (assisted or unassisted) in the building.

Exceptions to 25 Percent per Building Cap [24 CFR 983.56(b)]

Exceptions are allowed and PBV units are not counted against the 25 percent per building cap if:

- The units are in a single-family building (one to four units);
- The units are *excepted units* in a multifamily building because they are specifically made available for elderly or disabled families or families receiving supportive services (also known as *qualifying families*).

EHHAs must include in the EHHA administrative plan the type of services offered to families for a project to qualify for the exception and the extent to which such services will be provided. It is not necessary that the services be provided at or by the project, if they are approved services. To qualify, a family must have at least one member receiving at least one qualifying supportive service. EHHA may not require participation in medical or disability-related services other than drug and alcohol treatment in the case of current abusers as a condition of living in an excepted unit, although such services may be offered.

If a family at the time of initial tenancy is receiving, and while the resident of an excepted unit has received, FSS supportive services or any other supportive services as defined in EHHA's administrative plan, and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.

EHHA must monitor the excepted family's continued receipt of supportive services and take appropriate action regarding those families that fail without good cause to complete their supportive services requirement. EHHA administrative plan must state the form and frequency of such monitoring.

EHHA Policy

EHHA will provide PBV assistance for excepted units in Single Family buildings as defined above.

Promoting Partially-Assisted Buildings [24 CFR 983.56(c)]

EHHA may establish local requirements designed to promote PBV assistance in partially assisted buildings. A *partially assisted building* is a building in which there are fewer units covered by a HAP contract than residential units [24 CFR 983.3].

EHHA may establish a per-building cap on the number of units that will receive PBV assistance or other project-based assistance in a multifamily building containing excepted units or in a single-family building. EHHA may also determine not to provide PBV assistance for excepted units, or EHHA may establish a per-building cap of less than 25 percent.

EHHA Policy

EHHA will not impose any further cap on the number of PBV units assisted per building.

17-II.G. SITE SELECTION STANDARDS

Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)]

EHHA may not select a proposal for existing, newly constructed, or rehabilitated PBV housing on a site or enter into an agreement to enter into a HAP contract or HAP contract for units on the site, unless EHHA has determined that PBV assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. The standard for deconcentrating poverty and expanding housing and economic opportunities must be consistent with EHHA's Plan under 24 CFR 903 and EHHA's administrative plan.

In addition, prior to selecting a proposal, EHHA must determine that the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable Civil Rights Laws, regulations, and Executive Orders, and that the site meets the HQS site and neighborhood standards at 24 CFR 982.401(l).

EHHA Policy

It is EHHA's goal to select sites for PBV housing that provide for deconcentration of poverty and expanding housing and economic opportunities.

EHHA will grant exceptions to the 20 percent standard where EHHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent.

Existing, Rehabilitated, & New Construction Housing Site and Neighborhood Standards [24 CFR 983.57(d) & (e)]

EHHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract for existing or rehabilitated housing until it has determined that the site complies with the HUD required site and neighborhood standards. The site must:

- Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- Have adequate utilities and streets available to service the site;
- Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

In order to be selected for PBV assistance, a site for newly constructed housing must meet the following HUD required site and neighborhood standards:

- The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- The site must have adequate utilities and streets available to service the site;
- The site must not be located in an area of minority concentration unless EHHA determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
- The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
- The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
- The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

17-ILH. ENVIRONMENTAL REVIEW [24 CFR 983.58]

EHHA activities under the PBV program are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The Town of East Hartford is responsible for performing the federal environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.). EHHA may not enter into an agreement to enter into a HAP contract nor enter into a HAP contract until it has complied with the environmental review requirements.

In the case of existing housing, the responsible entity that is responsible for the environmental review under 24 CFR part 58 must determine whether or not PBV assistance is categorically excluded from review under the National Environmental Policy Act and whether or not the assistance is subject to review under the laws and authorities listed in 24 CFR 58.5.

EHHA may not enter into an agreement to enter into a HAP contract or a HAP contract with an owner, and EHHA, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities under this part, until the environmental review is completed.

EHHA must supply all available, relevant information necessary for the responsible entity to perform any required environmental review for any site. EHHA must require the owner to carry out mitigating measures required by the responsible entity (or HUD, if applicable) as a result of the environmental review.

PART III: DWELLING UNITS

17-III.A. OVERVIEW

This part identifies the special housing quality standards that apply to the PBV program, housing accessibility for persons with disabilities, and special procedures for conducting housing quality standards inspections.

17-III.B. HOUSING QUALITY STANDARDS [24 CFR 983.101]

The housing quality standards (HQS) for the tenant-based program, including those for special housing types, generally apply to the PBV program. HQS requirements for shared housing, cooperative housing, manufactured home space rental, and the homeownership option do not apply because these housing types are not assisted under the PBV program.

The physical condition standards at 24 CFR 5.703 do not apply to the PBV program.

Lead-based Paint [24 CFR 983.101(c)]

The lead-based paint requirements for the tenant-based voucher program do not apply to the PBV program. Instead, The Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR part 35, subparts A, B, H, and R, apply to the PBV program.

17-III.C. HOUSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES

The housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. EHHA must ensure that the percentage of accessible dwelling units complies with the requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by HUD's regulations at 24 CFR 8, subpart C.

Housing first occupied after March 13, 1991, must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable. (24 CFR 983.102)

17-III.D. INSPECTING UNITS

Pre-selection Inspection [24 CFR 983.103(a)]

EHHA must examine the proposed site before the proposal selection date. If the units to be assisted already exist, EHHA must inspect all the units before the proposal selection date, and must determine whether the units substantially comply with HQS. To qualify as existing housing, units must substantially comply with HQS on the proposal selection date. However, EHHA may not execute the HAP contract until the units fully comply with HQS.

Pre-HAP Contract Inspections [24 CFR 983.103(b)]

EHHA must inspect each contract unit before execution of the HAP contract. EHHA may not enter into a HAP contract covering a unit until the unit fully complies with HQS.

Turnover Inspections [24 CFR 983.103(c)]

Before providing assistance to a new family in a contract unit, the EHHA must inspect the unit. EHHA may not provide assistance on behalf of the family until the unit fully complies with HQS.

Annual Inspections [24 CFR 983.103(d)]

At least annually during the term of the HAP contract, EHHA must inspect a random sample, consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS. Turnover inspections are not counted toward meeting this annual inspection requirement.

If more than 20 percent of the annual sample of inspected contract units in a building fails the initial inspection, EHHA must re-inspect 100 percent of the contract units in the building.

Other Inspections [24 CFR 983.103(e)]

EHHA must inspect contract units whenever needed to determine that the contract units comply with HQS and that the owner is providing maintenance, utilities, and other services in accordance with the HAP contract. EHHA must take into account complaints and any other information coming to its attention in scheduling inspections.

EHHA must conduct follow-up inspections needed to determine if the owner (or, if applicable, the family) has corrected an HQS violation, and must conduct inspections to determine the basis for exercise of contractual and other remedies for owner or family violation of HQS.

In conducting EHHA supervisory quality control HQS inspections, EHHA should include a representative sample of both tenant-based and project-based units.

Inspecting EHHA-owned Units [24 CFR 983.103(f)]

In the case of EHHA-owned units, the inspections must be performed by an independent agency designated by EHHA and approved by HUD. The independent

entity must furnish a copy of each inspection report to EHHA and to the HUD field office where the project is located. EHHA must take all necessary actions in response to inspection reports from the independent agency, including exercise of contractual remedies for violation of the HAP contract by EHHA-the owner.

PART IV: REHABILITATED AND NEWLY CONSTRUCTED UNITS

17-IV.A. OVERVIEW [24 CFR 983.151]

There are specific requirements that apply to PBV assistance for newly constructed or rehabilitated housing that do not apply to PBV assistance in existing housing. This part describes the requirements unique to this type of assistance.

Housing selected for this type of assistance may not at a later date be selected for PBV assistance as existing housing.

17-IV.B. AGREEMENT TO ENTER INTO HAP CONTRACT

In order to offer PBV assistance in rehabilitated or newly constructed units, EHHA must enter into an agreement to enter into HAP contract (Agreement) with the owner of the property. The Agreement must be in the form required by HUD [24 CFR 983.152(a)].

In the Agreement the owner agrees to develop the PBV contract units to comply with HQS, and EHHA agrees that upon timely completion of such development in accordance with the terms of the Agreement, the EHHA will enter into a HAP contract with the owner for the contract units [24 CFR 983.152(b)].

Content of the Agreement [24 CFR 983.152(c)]

At a minimum, the Agreement must describe the following features of the housing to be developed and assisted under the PBV program:

- Site and the location of the contract units;
- Number of contract units by area (size) and number of bedrooms and bathrooms;
- Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner and utility services to be paid by the tenant;
- An indication of whether or not the design and construction requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973 apply to units under the Agreement. If applicable, any required work item resulting from these requirements must be included in the description of work to be performed under the Agreement;
- Estimated initial rents to owner for the contract units;
- Description of the work to be performed under the Agreement. For rehabilitated units, the description must include the rehabilitation work write up and, where determined necessary by EHHA, specifications and plans. For new construction units, the description must include the working drawings and specifications.
- Any additional requirements for quality, architecture, or design over and above HQS.

Execution of the Agreement [24 CFR 983.153]

The Agreement must be executed promptly after EHHA notice of proposal selection to the selected owner. However, EHHA may not enter into the Agreement with the owner until the subsidy layering review is completed. Likewise, EHHA may not enter into the Agreement until the environmental review is completed and EHHA has received environmental approval.

EHHA Policy

EHHA will enter into the Agreement with the owner within 15 business days of receiving the environmental approval, notice that subsidy layering requirements have been met, and any other required HUD approval prior to construction or rehabilitation work is started.

17-IV.C. CONDUCT OF DEVELOPMENT WORK

Labor Standards [24 CFR 983.154(b)]

If an Agreement covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.

The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations. EHHA must monitor compliance with labor standards.

Equal Opportunity [24 CFR 983.154(c)]

The owner must comply with Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations at 24 CFR part 135. The owner must also comply with federal equal employment opportunity requirements.

Owner Disclosure [24 CFR 983.154(d) and (e)]

The Agreement and HAP contract must include a certification by the owner that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs.

The owner must also disclose any possible conflict of interest that would be a violation of the Agreement, the HAP contract, or HUD regulations.

17-IV.D. COMPLETION OF HOUSING

The Agreement must specify the deadlines for completion of the housing, and the owner must develop and complete the housing in accordance with these deadlines. The Agreement must also specify the deadline for submission by the owner of the required evidence of completion.

Evidence of Completion [24 CFR 983.155(b)]

At a minimum, the owner must submit the following evidence of completion to the EHHA in the form and manner required by EHHA:

- Owner certification that the work has been completed in accordance with HQS and all requirements of the Agreement; and
- Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing.

At EHHA's discretion, the Agreement may specify additional documentation that must be submitted by the owner as evidence of housing completion.

EHHA Policy

EHHA will determine the need for the owner to submit additional documentation as evidence of housing completion on a case-by-case basis depending on the nature of the PBV project. EHHA will specify any additional documentation requirements in the Agreement to enter into HAP contract.

EHHA Acceptance of Completed Units [24 CFR 983.156]

Upon notice from the owner that the housing is completed, EHHA must inspect to determine if the housing has been completed in accordance with the Agreement, including compliance with HQS and any additional requirements imposed under the Agreement. EHHA must also determine if the owner has submitted all required evidence of completion.

If the work has not been completed in accordance with the Agreement, EHHA must not enter into the HAP contract.

If EHHA determines the work has been completed in accordance with the Agreement and that the owner has submitted all required evidence of completion, EHHA must submit the HAP contract for execution by the owner and must then execute the HAP contract.

PART V: HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)

17-V.A. OVERVIEW

The PHA must enter into a HAP contract with an owner for units that are receiving PBV assistance. The purpose of the HAP contract is to provide housing assistance payments for eligible families. Housing assistance is paid for contract units leased and occupied by eligible families during the HAP contract term. The HAP contract must be in the form required by HUD [24 CFR 983.202].

17-V.B. HAP CONTRACT REQUIREMENTS

Contract Information [24 CFR 983.203]

The HAP contract must specify the following information:

- The total number of contract units by number of bedrooms;
- The project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;
- The number of contract units in each building, the location of each contract unit, the area of each contract unit, and the number of bedrooms and bathrooms in each contract unit;
- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the tenant;
- Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- The HAP contract term;
- The number of units in any building that will exceed the 25 percent per building cap, which will be set-aside for occupancy by qualifying families; and
- The initial rent to owner for the first 12 months of the HAP contract term.

Execution of the HAP Contract [24 CFR 983.204]

EHHA may not enter into a HAP contract until each contract unit has been inspected and EHHA has determined that the unit complies with the Housing Quality Standards (HQS). For existing housing, the HAP contract must be executed promptly after EHHA selects the owner proposal and inspects the housing units. For newly constructed or rehabilitated housing the HAP contract shall only be executed after EHHA has inspected the completed units and has further determined that the units have been completed in accordance with the agreement to enter into HAP, and the owner furnishes all required evidence of completion.

EHHA Policy

For existing housing, the HAP contract will be executed within 10 business days of EHHA determining that all units pass HQS.

For rehabilitated or newly constructed housing, the HAP contract will be executed within 30 business days of EHHA determining that the units have been completed in accordance with the agreement to enter into HAP, all units meet HQS, and the owner has submitted all required evidence of completion.

Term of HAP Contract [24 CFR 983.205]

EHHA may enter into a HAP contract with an owner for an initial term of no less than one year and no more than ten years.

EHHA Policy

The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis.

Within one year before expiration of the HAP contract, EHHA may extend the term of the contract for an additional term of up to five years if EHHA determines an extension is appropriate to continue providing affordable housing for low-income families. Subsequent extensions are subject to the same limitations. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension.

EHHA Policy

When determining whether or not to extend an expiring PBV contract, EHHA will consider several factors including, but not limited to:

The cost of extending the contract and the amount of available budget authority;

The condition of the contract units;

The owner's record of compliance with obligations under the HAP contract and lease(s);

Whether the location of the units continues to support the goals of deconcentrating poverty and expanding housing opportunities; and

Whether the funding could be used more appropriately for tenant-based assistance.

Termination by EHHA [24 CFR 983.205(c)]

The HAP contract must provide that the term of EHHA's contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or by EHHA in accordance with HUD instructions. For these purposes, sufficient funding means the availability of appropriations, and of funding under the ACC from such appropriations, to make full payment of housing assistance payments payable to the owner for any contract year in accordance with the terms of the HAP contract.

If it is determined that there may not be sufficient funding to continue housing assistance payments for all contract units and for the full term of the HAP contract, EHHA may terminate the HAP contract by notice to the owner. The termination must be implemented in accordance with HUD instructions.

Termination by Owner [24 CFR 983.205(d)]

If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to EHHA. In this case, families living in the contract units must be offered tenant-based assistance.

Remedies for HQS Violations [24 CFR 983.207(b)]

EHHA may not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with HQS. If EHHA determines that a contract does not comply with HQS, EHHA may exercise any of its remedies under the HAP contract, for any or all of the contract units. Available remedies include termination of housing assistance payments, abatement or reduction of housing assistance payments, reduction of contract units, and termination of the HAP contract.

EHHA Policy

EHHA will abate and terminate PBV HAP contracts for non-compliance with HQS in accordance with the policies used in the tenant-based voucher program. These policies are contained in Chapter 8, Section II - Enforcing Owner Compliance.

17-V.C. AMENDMENTS TO THE HAP CONTRACT

Substitution of Contract Units [24 CFR 983.206(a)]

At EHHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same building for a previously covered contract unit. Before any such substitution can take place, EHHA must inspect the proposed unit and determine the reasonable rent for the unit.

Addition of Contract Units [24 CFR 983.206(b)]

At EHHA's discretion and subject to the restrictions on the number of dwelling units that can receive PBV assistance per building and on the overall size of EHHA's PBV program, a HAP contract may be amended during the three-year period following the execution date of the HAP contract to add additional PBV units in the same building. This type of amendment is subject to all PBV program requirements except that a new PBV proposal is not required.

EHHA Policy

EHHA will consider adding contract units to the HAP contract when EHHA determines that additional housing is needed to serve eligible low-income families. Circumstances may include, but are not limited to:

The local housing inventory is reduced due to a disaster (either due to loss of housing units, or an influx of displaced families); and

Voucher holders are having difficulty finding units that meet program requirements.

17-V.D. HAP CONTRACT YEAR, ANNIVERSARY AND EXPIRATION DATES [24 CFR 983.206(c) and 983.302(e)]

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year.

There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment. The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under contract.

17-V.E. OWNER RESPONSIBILITIES UNDER THE HAP [24 CFR 983.209]

When the owner executes the HAP contract s/he certifies that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with HQS;
- The owner is providing all services, maintenance, equipment and utilities as agreed to under the HAP contract and the leases;
- Each contract unit for which the owner is receiving HAP, is leased to an eligible family referred by EHHA, and the lease is in accordance with the HAP contract and HUD requirements;
- To the best of the owner's knowledge the family resides in the contract unit for which the owner is receiving HAP, and the unit is the family's only residence;
- The owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a contract unit;
- The amount of the HAP the owner is receiving is correct under the HAP contract;
- The rent for contract units does not exceed rents charged by the owner for comparable unassisted units;
- Except for HAP and tenant rent, the owner has not received and will not receive any other payment or consideration for rental of the contract unit; and
- The family does not own or have any interest in the contract unit.

17-V.F. ADDITIONAL HAP REQUIREMENTS

Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.207(a)]

The owner is required to maintain and operate the contract units and premises in accordance with HQS, including performance of ordinary and extraordinary maintenance. The owner must provide all the services, maintenance, equipment, and utilities specified in the HAP contract with EHHA and in the lease with each assisted family. In addition, maintenance, replacement and redecoration must be in accordance with the standard practice for the building as established by the owner.

EHHA may elect to establish additional requirements for quality, architecture, or design of PBV housing. Any such additional requirements must be specified in the Agreement to enter into a HAP contract and the HAP contract. These requirements must be in addition to, not in place of, compliance with HQS.

EHHA Policy

EHHA will identify the need for any special features on a case-by-case basis depending on the intended occupancy of the PBV project. EHHA will specify any special design standards or additional requirements in the invitation for PBV proposals, the agreement to enter into HAP contract, and the HAP contract.

Vacancy Payments [24 CFR 983.352(b)]

At the discretion of EHHA, the HAP contract may provide for vacancy payments to the owner for an EHHA-determined period of vacancy extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month. The amount of the vacancy payment will be determined by EHHA and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant's security deposit).

EHHA Policy

EHHA will decide on a case-by-case basis if EHHA will provide vacancy payments to the owner. The HAP contract with the owner will contain any such agreement, including the amount of the vacancy payment and the period for which the owner will qualify for these payments.

PART VI: SELECTION OF PBV PROGRAM PARTICIPANTS

17-VI.A. OVERVIEW

Many of the provisions of the tenant-based voucher regulations [24 CFR 982] also apply to the PBV program. This includes requirements related to determining eligibility and selecting applicants from the waiting list. Even with these similarities, there are requirements that are unique to the PBV program. This part describes the requirements and policies related to eligibility and admission to the PBV program.

17-VI.B. ELIGIBILITY FOR PBV ASSISTANCE [24 CFR 983.251(a) and (b)]

EHHA may select families for the PBV program from those who are participants in EHHA's tenant-based voucher program and from those who have applied for admission to the voucher program. For voucher participants, eligibility was determined at original admission to the voucher program and does not need to be redetermined at the commencement of PBV assistance. For all others, eligibility for admission must be determined at the commencement of PBV assistance.

Applicants for PBV assistance must meet the same eligibility requirements as applicants for the tenant-based voucher program. Applicants must qualify as a family as defined by HUD and EHHA, have income at or below HUD-specified income limits, and qualify on the basis of citizenship or the eligible immigration status of family members [24 CFR 982.201(a) and 24 CFR 983.2(a)]. In addition, an applicant family must provide social security information for family members [24 CFR 5.216 and 5.218] and consent to EHHA's collection and use of family information regarding income, expenses, and family composition [24 CFR 5.230]. An applicant family must also meet HUD requirements related to current or past criminal activity.

EHHA Policy

EHHA will determine an applicant family's eligibility for the PBV program in accordance with the policies in Chapter 3.

In-Place Families [24 CFR 983.251(b)]

An eligible family residing in a proposed PBV contract unit on the date the proposal is selected by EHHA is considered an "in-place family." These families are afforded protection from displacement under the PBV rule. If a unit to be placed under contract (either an existing unit or a unit requiring rehabilitation) is occupied by an eligible family on the date the proposal is selected, the in-place family must be placed on EHHA's waiting list. Once the family's continued eligibility is determined (EHHA may deny assistance to an in-place family for the grounds specified in 24 CFR 982.552 and 982.553), the family must be given an absolute selection preference and EHHA must refer these families to the project owner for an appropriately sized PBV unit in the project. Admission of eligible in-place families is not subject to income targeting requirements.

This regulatory protection from displacement does not apply to families that are not eligible to participate in the program on the proposal selection date.

17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

EHHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. EHHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the EHHA. If EHHA chooses to offer a separate waiting list for PBV assistance, EHHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If EHHA decides to establish a separate PBV waiting list, EHHA may use a single waiting list for EHHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units.

EHHA Policy

EHHA will establish and utilize one waiting list for its tenant based voucher and PBV programs.

17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from EHHA's waiting list. EHHA may establish selection criteria or preferences for occupancy of particular PBV units. EHHA may place families referred by the PBV owner on its PBV waiting list.

Income Targeting [24 CFR 983.251(c)(6)]

At least 75 percent of the families admitted to EHHA's tenant-based and project-based voucher programs during EHHA's fiscal year from the waiting list must be extremely-low income families. The income targeting requirement applies to the total of admissions to both programs.

Units with Accessibility Features [24 CFR 983.251(c)(7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, EHHA must first refer families who require such features to the owner.

Preferences [24 CFR 983.251(d)]

EHHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. EHHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

Although EHHA is prohibited from granting preferences to persons with a specific disability, EHHA may give preference to disabled families who need services offered at a particular project or site if the preference is limited to families (including individuals):

- With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;
- Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and
- For whom such services cannot be provided in a non-segregated setting.

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If EHHA has buildings with more than 25 percent of the units receiving project-based assistance because those buildings include “excepted units” (units specifically made available for elderly or disabled families, or families receiving supportive services), EHHA must give preference to such families when referring families to these units [24 CFR 983.261(b)].

EHHA Policy

The EHHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, qualifying families for “excepted units,” mobility impaired persons for accessible units). Additionally, EHHA utilize the following preferences for the established combined waiting lists:

1. Absolute Preference – As required by HUD regulation, any existing eligible family residing in a proposed PBV contract unit.
2. Current King Court Residents – Any resident of KC at the time of the sale of KC that is “over housed” and considered not eligible to continue to reside in KC.
3. Resident of PBV Unit – Any resident receiving PBV assistance that wants to move from their current PBV unit after the completion of one year’s occupancy, in accordance with HUD regulation 24 CFR 983.260.
4. Current Eligible Family on Tenant Based Waiting List – Any current applicant on the Tenant Based Section 8 Waiting List.

17-VI.E. OFFER OF PBV ASSISTANCE

Refusal of Offer [24 CFR 983.251(e)(3)]

EHHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny any admission preference for which the applicant qualifies;
- Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under EHHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list.

Disapproval by Landlord [24 CFR 983.251(e)(2)]

If a PBV owner rejects a family for admission to the owner's units, such rejection may not affect the family's position on the tenant-based voucher waiting list.

Acceptance of Offer [24 CFR 983.252]

Family Briefing

When a family accepts an offer for PBV assistance, EHHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, EHHA must provide a briefing packet that explains how EHHA determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

Persons with Disabilities

If an applicant family's head or spouse is disabled, EHHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. This may include making alternative formats available (see Chapter 2). In addition, EHHA must have a mechanism for referring a family that includes a member with a mobility impairment to an appropriate accessible PBV unit.

Persons with Limited English Proficiency

EHHA should take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (see Chapter 2).

17-VI.F. OWNER SELECTION OF TENANTS

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease. An owner must promptly notify in writing any rejected applicant of the grounds for any rejection [24 CFR 983.253(b)].

Leasing [24 CFR 983.253(a)]

During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by EHHA from EHHA's waiting list. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on EHHA's subsidy standards.

Filling Vacancies [24 CFR 983.254(a)]

The owner must promptly notify EHHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, EHHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies. EHHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.

EHHA Policy

The owner must notify EHHA in writing (mail, fax, or e-mail) within 5 business days of learning about any vacancy or expected vacancy.

EHHA will make every reasonable effort to refer families to the owner within 10 business days of receiving such notice from the owner.

Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]

If any contract units have been vacant for 120 or more days since owner notice of the vacancy, EHHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (according to the bedroom size) that have been vacant for this period.

EHHA Policy

If any contract units have been vacant for 120 days, EHHA will give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. EHHA will provide the notice to the owner within 10 business days of the 120th day of the vacancy. The amendment to the HAP contract will be effective the 1st day of the month following the date of EHHA's notice.

17-VI.G. TENANT SCREENING [24 CFR 983.255]

EHHA Responsibility

EHHA is not responsible or liable to the owner or any other person for the family's behavior or suitability for tenancy. However, EHHA may opt to screen applicants for family behavior or suitability for tenancy and may deny applicants based on such screening.

EHHA Policy

EHHA will not conduct screening to determine a PBV applicant family's suitability for tenancy.

EHHA must provide the owner with an applicant family's current and prior address (as shown in EHHA records) and the name and address (if known by EHHA) of the family's current landlord and any prior landlords.

EHHA Policy

EHHA will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required known name and address information, at the time of the turnover HQS inspection or before. EHHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc.

Owner Responsibility

The owner is responsible for screening and selection of the family to occupy the owner's unit. When screening families the owner may consider a family's background with respect to the following factors:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of other residents to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others; and
- Compliance with other essential conditions of tenancy.

PART VII: OCCUPANCY

17-VII.A. OVERVIEW

After an applicant has been selected from the waiting list, determined eligible by the PHA, referred to an owner and determined suitable by the owner, the family will sign the lease and occupancy of the unit will begin.

17-VII.B. LEASE [24 CFR 983.256]

The tenant must have legal capacity to enter a lease under state and local law. *Legal capacity* means that the tenant is bound by the terms of the lease and may enforce the terms of the lease against the owner.

Form of Lease [24 CFR 983.256(b)]

The tenant and the owner must enter into a written lease agreement that is signed by both parties. If an owner uses a standard lease form for rental units to unassisted tenants in the locality or premises, the same lease must be used for assisted tenants, except that the lease must include a HUD-required tenancy addendum. The tenancy addendum must include, word-for-word, all provisions required by HUD.

If the owner does not use a standard lease form for rental to unassisted tenants, the owner may use another form of lease, such as an EHHA model lease.

EHHA may review the owner's lease form to determine if the lease complies with state and local law. If EHHA determines that the lease does not comply with state or local law, EHHA may decline to approve the tenancy.

EHHA Policy

EHHA will not review the owner's lease for compliance with state or local law.

Lease Requirements [24 CFR 983.256(c)]

The lease for a PBV unit must specify all of the following information:

- The names of the owner and the tenant;
- The unit rented (address, apartment number, if any, and any other information needed to identify the leased contract unit);
- The term of the lease (initial term and any provision for renewal);
- The amount of the tenant rent to owner, which is subject to change during the term of the lease in accordance with HUD requirements;
- A specification of the services, maintenance, equipment, and utilities that will be provide by the owner; and
- The amount of any charges for food, furniture, or supportive services.

Tenancy Addendum [24 CFR 983.256(d)]

The tenancy addendum in the lease must state:

- The program tenancy requirements;
- The composition of the household as approved by EHHA (the names of family members and any EHHA-approved live-in aide);
- All provisions in the HUD-required tenancy addendum must be included in the lease. The terms of the tenancy addendum prevail over other provisions of the lease.

Initial Term and Lease Renewal [24 CFR 983.256(f) and 983.257(b)]

The initial lease term must be for at least one year. Upon expiration of the lease, an owner may renew the lease, refuse to renew the lease for “good cause,” or refuse to renew the lease without good cause. If the owner refuses to renew the lease without good cause, EHHA must provide the family with a tenant-based voucher and remove the unit from the PBV HAP contract.

Changes in the Lease [24 CFR 983.256(e)]

If the tenant and owner agree to any change in the lease, the change must be in writing, and the owner must immediately give EHHA a copy of all changes.

The owner must notify EHHA in advance of any proposed change in the lease regarding the allocation of tenant and owner responsibilities for utilities. Such changes may only be made if approved by EHHA and in accordance with the terms of the lease relating to its amendment. EHHA must re-determine reasonable rent, in accordance with program requirements, based on any change in the allocation of the responsibility for utilities between the owner and the tenant. The re-determined reasonable rent will be used in calculation of the rent to owner from the effective date of the change.

Owner Termination of Tenancy [24 CFR 983.257]

With two exceptions, the owner of a PBV unit may terminate tenancy for the same reasons an owner may in the tenant-based voucher program (see Section 12-III.B. and 24 CFR 982.310). In the PBV program, terminating tenancy for “good cause” does not include doing so for a business or economic reason, or a desire to use the unit for personal or family use or other non-residential purpose.

Non-Compliance with Supportive Services Requirement [24 CFR 983.257(c)]

If a family is living in a project-based unit that is excepted from the 25 percent per building cap on project-basing because of participation in a supportive services program (e.g., Family Self-Sufficiency), and the family fails to complete its supportive services requirement without good cause, such failure is grounds for lease termination by the owner.

Tenant Absence from the Unit [24 CFR 983.256(g) and 982.312(a)]

The owner may specify in the lease a maximum period of tenant absence from the unit that is shorter than the maximum period permitted by EHHA policy. According to program requirements, the family’s assistance must be terminated if they are absent from the unit for more than 180 consecutive days.

Security Deposits [24 CFR 983.258]

The owner may collect a security deposit from the tenant. EHHA may prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants.

EHHA Policy

The EHHA will allow the owner to collect a security deposit amount the owner determines is appropriate but not to exceed any maximum amounts imposed by the State of Connecticut’s general statutes regarding the collection of Security Deposits or any amounts in excess of amounts charged by the owner to unassisted tenant.

When the tenant moves out of a contract unit, the owner, subject to state and local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid tenant rent, damages to the unit, or other amounts owed by the tenant under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount used to reimburse the owner, the owner must promptly refund the full amount of the balance to the tenant.

If the security deposit does not cover the amount owed by the tenant under the lease, the owner may seek to collect the balance from the tenant. EHHA has no liability or responsibility for payment of any amount owed by the family to the owner.

17-VII.C. MOVES

Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.259]

If EHHA determines that a family is occupying a wrong size unit, based on EHHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, EHHA must promptly notify the family and the owner of this determination, and EHHA must offer the family the opportunity to receive continued housing assistance in another unit.

EHHA Policy

EHHA will notify the family and the owner of the family's need to move based on the occupancy of a wrong-size or accessible unit within 10 business days of EHHA's determination. EHHA will offer the family the following types of continued assistance in the following order, based on the availability of assistance:

1. PBV assistance in the same building or project;
2. PBV assistance in another project; and
3. Tenant-based voucher assistance.

When EHHA offers a family another form of assistance that is not a tenant-based voucher, the family will be given 30 days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not move out within this 30-day time frame, EHHA will terminate the housing assistance payments at the expiration of this 30-day period.

EHHA may make exceptions to this 30-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member. In the case of serious illness or other medical emergencies, verification of such must be submitted to EHHA within the first 20 days of the 30 day notice period for such request to be considered

Family Right to Move [24 CFR 983.260]

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to EHHA. If the family wishes to move with continued tenant-based assistance, the family must contact EHHA to request the rental assistance prior to providing notice to terminate the lease.

If the family terminates the lease in accordance with these requirements, EHHA is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If voucher or other comparable tenant-based assistance is not immediately available upon termination of the family's lease in the PBV unit, EHHA must give the family priority to receive the next available opportunity for continued tenant-based assistance.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

17-VII.D. EXCEPTIONS TO THE OCCUPANCY CAP [24 CFR 983.261]

EHHA may not pay housing assistance under a PBV HAP contract for more than 25 percent of the number of dwelling units in a building unless the units are [24 CFR 983.56]:

- In a single-family building;
- Specifically made available for elderly or disabled families; or
- Specifically made available for families receiving supportive services as defined by EHHA. At least one member must be receiving at least one qualifying supportive service.

If a family at the time of initial tenancy is receiving and while the resident of an excepted unit has received Family Self-Sufficiency (FSS) supportive services or any other service as defined as defined by EHHA and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.

A family (or remaining members of a family) residing in an excepted unit that no longer meets the criteria for a “qualifying family” in connection with the 25 percent per building cap exception (e.g., the family does not successfully complete supportive services requirements, or due to a change in family composition the family is no longer elderly or disabled), must vacate the unit within a reasonable period of time established by EHHA, and EHHA must cease paying housing assistance payments on behalf of the non-qualifying family.

If the family fails to vacate the unit within the established time, the unit must be removed from the HAP contract unless the project is partially assisted, and it is possible for the HAP contract to be amended to substitute a different unit in the building in accordance with program requirements; or the owner terminates the lease and evicts the family. The housing assistance payments for a family residing in an excepted unit that is not in compliance with its family obligations to comply with supportive services requirements must be terminated by EHHA.

EHHA Policy

The EHHA will provide PBV assistance for excepted units for a single family building as defined in this chapter, Section II. (page 10 of this chapter).

PART VIII: DETERMINING RENT TO OWNER

17-VIII.A. OVERVIEW

The amount of the initial rent to an owner of units receiving PBV assistance is established at the beginning of the HAP contract term. Although for rehabilitated or newly constructed housing, the agreement to enter into HAP Contract (Agreement) states the estimated amount of the initial rent to owner, the actual amount of the initial rent to owner is established at the beginning of the HAP contract term.

During the term of the HAP contract, the rent to owner is re-determined at the owner's request in accordance with program requirements, and at such time that there is a five percent or greater decrease in the published FMR.

17-VIII.B. RENT LIMITS [24 CFR 983.301]

Except for certain tax credit units (discussed below), the rent to owner must not exceed the lowest of the following amounts:

- An amount determined by EHHA, not to exceed 110 percent of the applicable fair market rent (or any HUD-approved exception payment standard) for the unit bedroom size minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

Certain Tax Credit Units [24 CFR 983.301(c)]

For certain tax credit units, the rent limits are determined differently than for other PBV units. These different limits apply to contract units that meet all of the following criteria:

- The contract unit receives a low-income housing tax credit under the Internal Revenue Code of 1986;
- The contract unit is not located in a qualified census tract;
- There are comparable tax credit units of the same bedroom size as the contract unit in the same building, and the comparable tax credit units do not have any form of rental assistance other than the tax credit; and
- The tax credit rent exceeds a EHHA-determined amount (not to exceed 110 percent of the fair market rent or any approved exception payment standard);

For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:

- The tax credit rent minus any utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

Definitions

A *qualified census tract* is any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50 percent of households have an income of less than 60 percent of Area Median Gross Income (AMGI), or where the poverty rate is at least 25 percent and where the census tract is designated as a qualified census tract by HUD.

Tax credit rent is the rent charged for comparable units of the same bedroom size in the building that also receive the low-income housing tax credit but do not have any additional rental assistance (e.g., tenant-based voucher assistance).

Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)]

When determining the initial rent to owner, EHHA must use the most recently published FMR in effect and the utility allowance schedule in effect at execution of the HAP contract. When re-determining the rent to owner, EHHA must use the most recently published FMR and the utility allowance schedule in effect at the time of redetermination. At its discretion, EHHA may for initial rent, use the amounts in effect at any time during the 30-day period immediately before the beginning date of the HAP contract, or for redeterminations of rent, the 30-day period immediately before the redetermination date.

Any HUD-approved exception payment standard amount under the tenant-based voucher program also applies to the project-based voucher program. HUD will not approve a different exception payment stand amount for use in the PBV program.

Likewise, EHHA may not establish or apply different utility allowance amounts for the PBV program. The same utility allowance schedule applies to both the tenant-based and project-based voucher programs.

EHHA Policy

Upon written request by the owner, EHHA will consider using the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent. The owner must explain the need to use the previous FMRs or utility allowances and include documentation in support of the request. EHHA will review and make a decision based on the circumstances and merit of each request.

In addition to considering a written request from an owner, EHHA may decide to use the FMR or utility allowances in effect during the 30-day period before the start date of the HAP, or redetermination of rent, if EHHA determines it is necessary due to EHHA budgetary constraints.

Redetermination of Rent [24 CFR 983.302]

EHHA must re-determine the rent to owner upon the owner's request or when there is a five percent or greater decrease in the published FMR.

Rent Increase

If an owner wishes to request an increase in the rent to owner from EHHA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by EHHA. EHHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).

EHHA Policy

An owner's request for a rent increase must be submitted to EHHA 60 days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing.

EHHA may not approve and the owner may not receive any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with HQS. The owner may not receive any retroactive increase of rent for any period of noncompliance.

Rent Decrease

If there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment.

Notice of Rent Change

The rent to owner is re-determined by written notice by EHHA to the owner specifying the amount of the re-determined rent. The EHHA notice of rent adjustment constitutes an amendment of the rent to owner specified in the HAP contract. The adjusted amount of rent to owner applies for the period of 12 calendar months from the annual anniversary of the HAP contract.

EHHA Policy

For all contract rent decreases, EHHA will provide the owner with at least 30 days written notice of any change in the amount of rent to owner.

EHHA-owned Units [24 CFR 983.301(g)]

For EHHA-owned PBV units, the initial rent to owner and the annual redetermination of rent at the anniversary of the HAP contract are determined by the independent entity approved by HUD. EHHA must use the rent to owner established by the independent entity.

17-VIII.C. REASONABLE RENT [24 CFR 983.303]

At the time the initial rent is established and all times during the term of the HAP contract, the rent to owner for a contract unit may not exceed the reasonable rent for the unit as determined by EHHA.

When Rent Reasonable Determinations are Required

EHHA must re-determine the reasonable rent for a unit receiving PBV assistance whenever any of the following occur:

- There is a five percent or greater decrease in the published FMR in effect 60 days before the contract anniversary (for the unit sizes specified in the HAP contract) as compared with the FMR that was in effect one year before the contract anniversary date;
- EHHA approves a change in the allocation of responsibility for utilities between the owner and the tenant;
- The HAP contract is amended to substitute a different contract unit in the same building; or
- There is any other change that may substantially affect the reasonable rent.

How to Determine Reasonable Rent

The reasonable rent of a unit receiving PBV assistance must be determined by comparison to rent for other comparable unassisted units. When making this determination, EHHA must consider factors that affect market rent. Such factors include the location, quality, size, type and age of the unit, as well as the amenities, housing services maintenance, and utilities to be provided by the owner.

Comparability Analysis

For each unit, the comparability analysis must use at least three comparable units in the private unassisted market. This may include units in the premises or project that is receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by EHHA. The comparability analysis may be performed by EHHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.

EHHA-owned Units

For EHHA-owned units, the amount of the reasonable rent must be determined by an independent agency approved by HUD in accordance with PBV program requirements. The independent entity must provide a copy of the determination of reasonable rent for EHHA-owned units to EHHA and to the HUD field office where the project is located.

Owner Certification of Reasonable Rent

By accepting each monthly housing assistance payment, the owner certifies that the rent to owner is not more than rent charged by the owner for other comparable unassisted units in the premises: At any time, EHHA may require the owner to submit information on rents charged by the owner for other units in the premises or elsewhere.

17-VIII.D. EFFECT OF OTHER SUBSIDY AND RENT CONTROL

In addition to the rent limits discussed in Section 17-VIII.B above, other restrictions may limit the amount of rent to owner in a PBV unit. In addition, certain types of subsidized housing are not even eligible to receive PBV assistance (see Section 17-II.D).

Other Subsidy [24 CFR 983.304]

At its discretion, EHHA may reduce the initial rent to owner because of other governmental subsidies, including tax credit or tax exemption, grants, or other subsidized financing.

For units receiving assistance under the HOME program, rents may not exceed rent limits as required by that program.

For units in any of the following types of federally subsidized projects, the rent to owner may not exceed the subsidized rent (basic rent) or tax credit rent as determined in accordance with requirements for the applicable federal program:

- An insured or non-insured Section 236 project;
- A formerly insured or non-insured Section 236 project that continues to receive Interest Reduction Payment following a decoupling action;
- A Section 221(d)(3) below market interest rate (BMIR) project;
- A Section 515 project of the Rural Housing Service;
- A project receiving low-income housing tax credits;
- Any other type of federally subsidized project specified by HUD.

Combining Subsidy

Rent to owner may not exceed any limitation required to comply with HUD subsidy layering requirements.

Rent Control [24 CFR 983.305]

In addition to the rent limits set by PBV program regulations, the amount of rent to owner may also be subject to rent control or other limits under local, state, or federal law.

PART IX: PAYMENTS TO OWNER

17-IX.A. HOUSING ASSISTANCE PAYMENTS [24 CFR 983.351]

During the term of the HAP contract, EHHA must make housing assistance payments to the owner in accordance with the terms of the HAP contract. During the term of the HAP contract, payments must be made for each month that a contract unit complies with HQS and is leased to and occupied by an eligible family. The housing assistance payment must be paid to the owner on or about the first day of the month for which payment is due, unless the owner and EHHA agree on a later date.

Except for discretionary vacancy payments, EHHA may not make any housing assistance payment to the owner for any month after the month when the family moves out of the unit (even if household goods or property are left in the unit).

The amount of the housing assistance payment by EHHA is the rent to owner minus the tenant rent (total tenant payment minus the utility allowance).

In order to receive housing assistance payments, the owner must comply with all provisions of the HAP contract. Unless the owner complies with all provisions of the HAP contract, the owner does not have a right to receive housing assistance payments.

17-IX.B. VACANCY PAYMENTS [24 CFR 983.352]

If an assisted family moves out of the unit, the owner may keep the housing assistance payment for the calendar month when the family moves out. However, the owner may not keep the payment if EHHA determines that the vacancy is the owner's fault.

EHHA Policy

If EHHA determines that the owner is responsible for a vacancy and, as a result, is not entitled to keep the housing assistance payment, EHHA will notify the landlord of the amount of housing assistance payment that the owner must repay. EHHA will require the owner to repay the amount owed in accordance with the policies in Section 16-IV.B.

At the discretion of EHHA, the HAP contract may provide for vacancy payments to the owner. EHHA may only make vacancy payments if:

- The owner gives EHHA prompt, written notice certifying that the family has vacated the unit and identifies the date when the family moved out (to the best of the owner's knowledge);
- The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed;
- The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and
- The owner provides any additional information required and requested by EHHA to verify that the owner is entitled to the vacancy payment.

The owner must submit a request for vacancy payments in the form and manner required by EHHA and must provide any information or substantiation required by EHHA to determine the amount of any vacancy payment.

EHHA Policy

If an owner's HAP contract calls for vacancy payments to be made, and the owner wishes to receive vacancy payments, the owner must have properly notified EHHA of the vacancy in accordance with the policy in Section 17-VI.F. regarding filling vacancies.

In order for a vacancy payment request to be considered, it must be made within 10 business days of the end of the period for which the owner is requesting the vacancy payment. The request must include the required owner certifications and EHHA may require the owner to provide documentation to support the request. If the owner does not provide the information requested by EHHA within 10 business days of EHHA's request, no vacancy payments will be made.

17-IX.C. TENANT RENT TO OWNER [24 CFR 983.353]

The tenant rent is the portion of the rent to owner paid by the family. The amount of tenant rent is determined by the EHHA in accordance with HUD requirements. Any changes in the amount of tenant rent will be effective on the date stated in EHHA's notice to the family and owner.

The family is responsible for paying the tenant rent (total tenant payment minus the utility allowance). The amount of the tenant rent determined by EHHA is the maximum amount the owner may charge the family for rental of a contract unit. The tenant rent covers all housing services, maintenance, equipment, and utilities to be provided by the owner. The owner may not demand or accept any rent payment from the tenant in excess of the tenant rent as determined by EHHA. The owner must immediately return any excess payment to the tenant.

Tenant and EHHA Responsibilities

The family is not responsible for the portion of rent to owner that is covered by the housing assistance payment and the owner may not terminate the tenancy of an assisted family for nonpayment by EHHA.

Likewise, EHHA is responsible only for making the housing assistance payment to the owner in accordance with the HAP contract. EHHA is not responsible for paying tenant rent, or any other claim by the owner, including damage to the unit. EHHA may not use housing assistance payments or other program funds (including administrative fee reserves) to pay any part of the tenant rent or other claim by the owner.

Utility Reimbursements

If the amount of the utility allowance exceeds the total tenant payment, EHHA must pay the amount of such excess to the tenant as a reimbursement for tenant-paid utilities, and the tenant rent to the owner must be zero. HUD regulation allows for payments to be made directly to the tenant or to the utility company.

EHHA Policy

The EHHA will make utility reimbursements to the family.

17-IX.D. OTHER FEES AND CHARGES [24 CFR 983.354]

Meals and Supportive Services

With the exception of PBV assistance in assisted living developments, the owner may not require the tenant to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.

In assisted living developments receiving PBV assistance, the owner may charge for meals or supportive services. These charges may not be included in the rent to owner, nor may the value of meals and supportive services be included in the calculation of the reasonable rent. However, non-payment of such charges is grounds for termination of the lease by the owner in an assisted living development.

Other Charges by Owner

The owner may not charge extra amounts for items customarily included in rent in the locality or provided at no additional cost to unsubsidized tenants in the premises.

