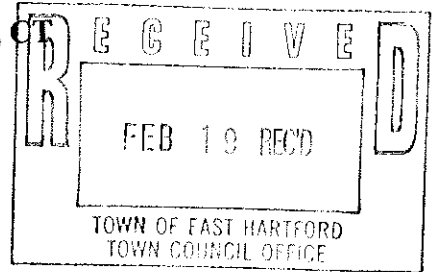


**EAST HARTFORD HOUSING AUTHORITY**

**FEBRUARY 20, 2013**

**546 Burnside Avenue, East Hartford, CT**

**5:00 p.m.**



**AGENDA**

1. ROLL CALL
2. Approval of Board Meeting Minutes January 16, 2013
3. Request for Additional Agenda Items
4. **PUBLIC COMMENT**
5. **FINANCE REPORTS**
  - a. Payment Vouchers JANUARY, 2013
  - b. Aged Commitments – AP JANUARY, 2013
  - c. Aged Receivables JANUARY, 2013
  - d. Rent Collection Report JANUARY, 2013
  - e. Monthly Actuals for Period Ending January 31, 2013
6. **CONSENT AGENDA**
  - a. Capital Fund & Major Maintenance Report January, 2013
  - b. Occupancy Report January 1, 2013 to  
January 31, 2013
  - c. Section 8 Housing Voucher January, 2013
  - d. Attorney's Report February, 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 the Employee Assistance Program between East Hartford Housing Authority and the University of Connecticut Health Center
- b. Review and Approval for Energy Consultant Services
- c. Review and Approval for Audit Services

9. OLD BUSINESS

10. EXECUTIVE SESSION

- a. Discussion of pending claims and litigation regarding post-trial motions
- b. Discussion of strategy and negotiations regarding collective-bargaining matters relating to clerical unit
- c. Discussion of possible acquisition and/or sale of real property located in Town

  
Debra M. Bouchard, Executive Director

DMB:bmp

COMMISSIONERS' MEETING, JANUARY 16, 2013

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, January 16, 2013 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 5:00 p.m.

- 1. **ROLL CALL:** Commissioner Prescille Yamamoto  
 Commissioner James W. Patterson, Jr.  
 Commissioner John Carella  
 Chairman Robert Keating

Commissioner Hazelann Cook was absent due to illness.

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

2. **Approval of Special Meeting Minutes, December 12, 2012**

The motion was made by Commissioner Yamamoto to approve the minutes of the Special Meeting of December 12, 2012. Commissioner Patterson seconded the motion.

Commissioner Yamamoto had a question in regards to the work orders for Veterans Terrace and how they will charge for items. Ms. Bouchard explained that Veterans Terrace is different and they do not want the Housing Authority charging flat fees even though the residents rather be charged flat fees because they know what they will be charged. She explained that under 4350 the Housing Authority needs to bill for material and labor.

The motion that was made and seconded was carried by the unanimous vote of the Commission present.

3. **REQUEST FOR ADDITIONAL AGENDA ITEMS**

Attorney Alexander said he would like to address the vacancy of the position of Vice Chairman from the resignation of James Kate. This item should go under New Business 8c.

4. **PUBLIC COMMENT**

There was no public comment.

5. **FINANCE REPORTS**

a. **Payment Vouchers, December, 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: #20879 The Walker Group; #20793 East Coast Pavement Service; #20792 Yankee Fence, LLC and #20836 Town of East Hartford.

b. Aged Commitments – AP, December, 2012

Ms. Clarke stated the Aged Commitments reflects that there are no outstanding payables at the end of December 31, 2012. Ms. Bouchard stated that there are no bills over 30 days past due.

c. Aged Receivables, December, 2012

Chairman Keating asked if the Housing Authority is going after the individuals that are on the Aged Receivables list. Ms. Bouchard said that the residents receive quarterly statements on their outstanding balances. Chairman Keating asked what if they do not pay. Ms. Bouchard said that we try to have the residents pay a little extra each month with their rent payments. Ms. Bouchard said when King Court residents come in for their annual recertification, which will happen in March, the Housing Authority will run outstanding balances on all those residents and they will be required to enter into a repayment agreement with the Housing Authority. Chairman Keating asked if we can do that with the other developments. Ms. Bouchard stated that we can start the process for all other developments.

d. Rent Collection Report, December, 2012

Ms. Bouchard said that the Rent Collection report is not looking good this month due to the holidays. She stated this happens three times a year: September, December and June. Eventually the Housing Authority does get the money once the resident receives a Notice to Quit. There was a discussion on how long the process takes to do an eviction.

e. Monthly Actuals for Period Ending December 31, 2012

Ms. Clarke said on the Consolidated statement the administrative salaries are over budget how does that happen. Mr. Regan said it is because there is 14 weeks which means there is an extra paycheck in the year.

6. CONSENT AGENDA

The motion was made by Commissioner Yamamoto to approve the Consent Agenda as follows: 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. Resident Services Coordinator Report (December, 2012) and f. Vacant Unit Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace. Commissioner Patterson seconded the motion; it was carried by the unanimous vote of the Commission present.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: King Court: Input Meetings-2 meetings held; RFI Meeting-due to weather rescheduled for January 23, 2013 and this will be held with the developers; RFQ-met with residents (which signed confidentiality agreements) and hope to have it released by February 1 and she explained further the RFQ; Public Hearing scheduled for third week in April with the Commissioner; Scattered Site Program for 30 units—\$2.5 million grant was put in and DECD is looking at 10 housing authorities and we made the first cut and will be interviewed (Ms. Russo said Town Council had issues with this and requested a more specific plan); Relocation resources for the residents; Explained briefly about submitting for predevelopment

funds and we are one of the Housing Authorities on the list to receive some money and will have to meet with DECD to discuss what they want us to do and how much money they will fund us; There was a discussion regarding the real estate agent selected, Silver Pines from Wilton, and the Board wanted to make sure Attorney Alexander reviews any contract that is signed with this agent; Predevelopment Application on Burnside Avenue is on hold to reconstruct this building with our office space and adding 20 units of workforce housing (Ms. Russo said the Town Council had issues in regards to development of Burnside Avenue and wants the Housing Authority to keep them apprised of the process) and Attorney Alexander explained that options can be changed if we are awarded any money and the likelihood of single family housing was very unlikely; Veterans Terrace contract is expiring May 31, 2013 and to renew the contract the following needs to be done: utility study (which is done), a rent comparability study (will be completed in January, 2013), budget (which will be done), a conference call with CHFA to figure out what option for contract renewal best meets the Housing Authority's needs; submit everything to our current contract administrator JEFFCO; REAC inspections are coming up: AMP 100 – January 24, 2013; AMP 200 – February 19, 2013 and AMP 300 – February 20, 2013; Website Development is moving forward –the website company turned it over to the Housing Authority to add some content to it and it is expected to take about a month; the Town CDBG grant is out again and the Housing Authority will be putting in an application – for Emergency preparedness/education for our residents; and Union Negotiations are ongoing on the wage reopener and trying to reopen up the insurance agreement.

8. NEW BUSINESS

a. Review and Approval of Resolution for Business Credit Card Account

Commissioner Yamamoto asked in regards to the company credit cards who would have authorization to use them. Mr. Regan said Ms. Bouchard, Mr. Regan and Ms. Pliszka. She is pleased to see the Housing Authority has been able to work this through because it has been over a year.

The motion was made by Commissioner Yamamoto to approve Resolution No. CT013-90-01-2013 to authorize the Executive Director to apply for a business credit card for the East Hartford Housing Authority. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Commission present.

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

Ms. Bouchard explained this is a new chapter within our Administrative Plan for Section 8. A change to the Administrative Plan needed to be done to put in a new section in regards to project based vouchers. Ms. Bouchard explained HUD allows you to use 20% of our allocation of housing choice vouchers for project basing. To incorporate a scattered site program and to use 30 vouchers out of our allocation to help subsidize those units, we needed to add this chapter. She briefly explained the chapter and stated that this is a HUD requirement.

The motion was made by Commissioner Yamamoto to authorize Resolution No. CT013-91-01-2013 to make a Significant Amendment to the PHA 5 Year Plan and Revision to the Housing Choice Voucher Administrative Plan. Commissioner Patterson seconded the motion; it was carried by the unanimous vote of the Commission.

c. Election of Vice Chairman

Attorney Alexander said this will require a formal nomination for election of a new Vice Chairman.

The motion was made by Commissioner Patterson to nominate Commissioner Prescille Yamamoto as Vice Chairman of the East Hartford Housing Authority. Chairman Keating seconded the motion, it was carried by an unanimous vote of the Commission present with one abstention (Yamamoto).

9. OLD BUSINESS

There was nothing to discuss under this heading.

Commissioner Yamamoto stated she had a question in regards to the Resident Advisory Board minutes for November and December included in our Board package which did not indicate who chaired the meeting nor did they indicate who submitted the minutes. Ms. Bouchard stated that Christine Paisley chaired those two meetings. It was uncertain who was responsible for the submission of the minutes.

10. EXECUTIVE SESSION

a. Discussion of Pending Claims and Litigation (Madigan Matter)

b. Discussion of Strategy and Negotiations Regarding Collective Bargaining Matters

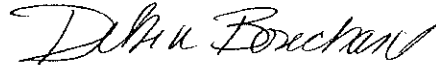
The motion was made by Commissioner Yamamoto to go into Executive Session for the purpose of discussion of pending claims and litigation (Madigan Matter) and discussion of strategy and negotiations regarding collective bargaining matters. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Commission present to go into Executive Session at 5:42 p.m. Also in attendance was Debra Bouchard, Executive Director and Ralph Alexander, Legal Counsel.

A motion made by Commissioner Yamamoto, seconded by Commissioner Patterson, and carried by unanimous vote of the Commissioners present, to come out of Executive Session at 6:45 p.m.

There being no further business before the Board of Commissioners, a motion was made by Commissioner Yamamoto to adjourn the meeting, which motion was seconded by Commissioner Patterson and the motion was carried by the unanimous vote of the Commission. The meeting was then adjourned at 6:46 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on January 16, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Debra M. Bouchard  
Secretary/Executive Director

DMB:bmp

Bank Register Report In Detail  
Showing All Items and Hiding Voids  
From 01/01/2013 to 01/31/2013

900 - Admin - Central Office

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
<b>Accounts Payable</b>				
01/04/2013	113791	20911	A & J Home Improvement Contract	-1,760.00
01/04/2013	113791	20912	Anthem Blue Cross and Blue Shield	-21,863.80
01/04/2013	113791	20913	Anytime Sewer & Drain Service	-445.00
01/04/2013	113791	20914	AT & T	-601.10
01/04/2013	113791	20915	David A. Belcher - Jeffco HAP Requisitions VT	-215.00
01/04/2013	113791	20916	Capital Studio Architects	-4,331.25
01/04/2013	113791	20917	Carquest, Inc	-64.95
01/04/2013	113791	20918	Conn - Nahro	-380.00
01/04/2013	113791	20919	Connecticut - CCSPC	-31.00
01/04/2013	113791	20920	F. W. Webb Company	-422.34
01/04/2013	113791	20921	Hartford Annuity	-1,166.00
01/04/2013	113791	20922	Henry P. Guerrette, State Marshal	-240.00
01/04/2013	113791	20923	Home Depot Credit Services	-41.20
01/04/2013	113791	20924	Lifecare Design Inc	-960.00
01/04/2013	113791	20925	East Hartford Heating & Cooling LL	-133.50
01/04/2013	113791	20926	Main Hardware Supply & Rental Co.	-441.93
01/04/2013	113791	20927	Marcone - Appliance Parts	-120.75
01/04/2013	113791	20928	Martindale & Salisbury Const. Co., I	-16,527.92
01/04/2013	113791	20929	Monaco Ford	-894.18
01/04/2013	113791	20930	Murphy Road Recycling	-322.50
01/04/2013	113791	20931	Norige Oil Company Inc.	-393.57
01/04/2013	113791	20932	Otis Elevator Company	-1,499.00
01/04/2013	113791	20933	Brenda Pliszka - Vehicle Allowance	-100.00
01/04/2013	113791	20934	Quest Pest Control, LLC	-1,540.00
01/04/2013	113791	20935	R. E. Michel Co., Inc.	-578.04
01/04/2013	113791	20936	RANDSTAD, LP	-2,643.90
01/04/2013	113791	20937	Joseph Regan - Reimbursement of Health Insurance	-1,000.00
01/04/2013	113791	20938	SimplexGrinnell LLC	-7,379.25
01/04/2013	113791	20939	Emphasys Software	-4,090.00
01/04/2013	113791	20940	The Standard Insurance Co	-1,187.59
01/04/2013	113791	20941	WB Mason	-788.13
01/04/2013	113791	20942	Yush Sign & Display Company Inc.	-135.00
01/10/2013	113869	20943	Melissa N Bolling - Mileage Reimbursement	-10.55
01/10/2013	113869	20944	Robert Brindamour - Housing Inspector	-487.50
01/10/2013	113869	20945	C & R Automotive Truck Repair, LL	-65.00
01/10/2013	113869	20946	Chase Glass Company	-72.45
01/10/2013	113869	20947	Commercial Heating Supply Co.	-184.71
01/10/2013	113869	20948	Connecticut Light & Power	-35,829.44
01/10/2013	113869	20949	Edward Cova - Mileage Reimbursement	-23.31
01/10/2013	113869	20950	Alexis Aberle - Mileage Reimbursement	-56.22
01/10/2013	113869	20951	Fidelity Security Life Insurance/EyeM	-365.44
01/10/2013	113869	20952	Gelsomino Electric LLC	-356.00
01/10/2013	113869	20953	Hillyard / Rovic	-127.79
01/10/2013	113869	20955	Kasheta Power Equipment	-290.16
01/10/2013	113869	20956	Murphy Road Recycling	-153.50
01/10/2013	113869	20957	Plimpton & Hills Corp.	-1,761.63
01/10/2013	113869	20958	Prime Communications	-793.28



Bank Register Report In Detail  
Showing All Items and Hiding Voids  
From 01/01/2013 to 01/31/2013

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
<b>Accounts Payable</b>				
01/10/2013	113869	20959	RANDSTAD, LP	-260.36
01/10/2013	113869	20960	Rosemary Rogers - <i>Hearing officer</i>	-440.00
01/10/2013	113869	20961	Security First Insurance, Inc.	-7,141.00
01/10/2013	113869	20962	SimplexGrinnell LLC	-1,273.00
01/10/2013	113869	20963	EIMMY SMITH - <i>Per Diem for Training in Boston</i>	305.00
01/10/2013	113869	20964	The Metropolitan District	-12,376.62
01/10/2013	113869	20965	USA Hauling and Recycling	-5,708.27
01/10/2013	113869	20966	Wattsaver Lighting Products	-1,118.06
01/10/2013	113869	20967	Willard & Alexander LLC	-9,787.50
01/16/2013	113909	20968	A & J Home Improvement Contract	-3,500.00
01/16/2013	113909	20969	AFLAC	-1,295.92
01/16/2013	113909	20970	AFSCME Local 1303 of Council 4	-413.76
01/16/2013	113909	20971	AFSCME Local 818 of Council 4	-136.00
01/16/2013	113909	20972	AT & T	-281.55
01/16/2013	113909	20973	Robert Brindamour - <i>Housing Inspector</i>	-900.00
01/16/2013	113909	20974	Capital Burner and Boiler Repair	-1,000.00
01/16/2013	113909	20975	Carquest, Inc	-19.57
01/16/2013	113909	20976	Chase Glass Company	-300.00
01/16/2013	113909	20977	Commercial Heating Supply Co.	-184.71
01/16/2013	113909	20978	Conn - Nahro	-120.00
01/16/2013	113909	20979	Connecticut - CCSPC	-62.00
01/16/2013	113909	20980	CoreLogic SafeRent	-143.50
01/16/2013	113909	20981	CSEA/SEIU	-180.88
01/16/2013	113909	20982	F. W. Webb Company	-223.79
01/16/2013	113909	20983	General Electric Company	-980.00
01/16/2013	113909	20984	Mohawk Cleaning Company	-95.00
01/16/2013	113909	20985	Hartford Annuity	-2,332.00
01/16/2013	113909	20986	TOWN OF EAST HARTFORD	-2,454.99
01/16/2013	113909	20987	Hathaway Landscaping, LLC	-150.00
01/16/2013	113909	20988	Kasheta Power Equipment	-363.27
01/16/2013	113909	20989	Leitao Car Wash, Inc.	-30.00
01/16/2013	113909	20990	Lowe's Commercial Services	-226.20
01/16/2013	113909	20991	Murphy Road Recycling	-248.70
01/16/2013	113909	20992	Nerc / Nahro	-625.00
01/16/2013	113909	20993	Otis Elevator Company	-234.40
01/16/2013	113909	20994	Painting by Ed	-285.00
01/16/2013	113909	20995	R. E. Michel Co., Inc.	-1,569.33
01/16/2013	113909	20996	RANDSTAD, LP	-993.21
01/16/2013	113909	20997	Rexel CLS	-377.50
01/16/2013	113909	20998	Spark Energy Gas, LP	-18,846.40
01/16/2013	113909	20999	Staples, Inc.	-229.99
01/16/2013	113909	21000	TEC Control Systems Inc.	-375.00
01/16/2013	113909	21001	The Metropolitan District	-53,590.60
01/16/2013	113909	21002	Tri-State Industrial Laundries	-113.05
01/16/2013	113909	21003	USI INS SERVICES of CT LLC	-125.92
01/16/2013	113909	21004	Wattsaver Lighting Products	-625.39
01/16/2013	113909	21005	WB Mason	-422.35
01/16/2013	113909	21006	Xerox Corporation	-493.61
01/22/2013	113936	21008	THE R. L. O'NEIL COMPANY	-1,200.00
01/22/2013	113940	21009	GUARDIAN LIFE INSURANCE C	-439.40
01/24/2013	113950	21060	A & J Home Improvement Contract	-480.00
01/24/2013	113950	21061	abc Appliance Service, LLC	-79.95

Bank Register Report In Detail  
Showing All Items and Hiding Voids  
From 01/01/2013 to 01/31/2013

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
<b>Accounts Payable</b>				
01/24/2013	113950	21062	Administrator, Unemployment Comp	-640.44
01/24/2013	113950	21063	AT & T	-1,944.04
01/24/2013	113950	21064	Coffee Break Company	-45.70
01/24/2013	113950	21065	Personnel Concepts	-204.80
01/24/2013	113950	21066	Connecticut - CCSPC	-31.00
01/24/2013	113950	21067	Connecticut Natural Gas Corporation	-2,308.62
01/24/2013	113950	21068	CoreLogic SafeRent	-30.75
01/24/2013	113950	21069	CT Computer Service, Inc.	-677.00
01/24/2013	113950	21070	Andre Dumas - Reimbursement HUD Green Training	-128.13
01/24/2013	113950	21071	Grainger, Inc.	-679.72
01/24/2013	113950	21072	Allen Harrison - Tuition Reimbursement Fall 2012	-473.50
01/24/2013	113950	21073	Hartford Annuity	-1,166.00
01/24/2013	113950	21074	Frank Healy - Mileage Reimbursement	-23.31
01/24/2013	113950	21075	Henry P. Guerrette, State Marshal	-210.00
01/24/2013	113950	21076	Home Depot Supply	-615.70
01/24/2013	113950	21077	Jay's Print & Copy Center	-576.00
01/24/2013	113950	21078	KAINEN ESCALERA AND McHAL	-1,957.50
01/24/2013	113950	21079	L. E. Whitford Co., Inc.	-111.60
01/24/2013	113950	21080	Main Hardware Supply & Rental Co.	-654.92
01/24/2013	113950	21081	Manchester Moving & Storage, Inc	-145.00
01/24/2013	113950	21082	Nerc / Nahro	-99.00
01/24/2013	113950	21083	Plimpton & Hills Corp.	-191.54
01/24/2013	113950	21084	Positive Battery Co	-54.56
01/24/2013	113950	21085	Quest Pest Control, LLC	-1,335.00
01/24/2013	113950	21086	RANDSTAD, LP	-1,321.95
01/24/2013	113950	21087	EIMMY SMITH - Training - Gas & Tolls	-23.96
01/24/2013	113950	21088	Spark Energy Gas, LP	-28,719.88
01/24/2013	113950	21089	State Treasurer for MERF Fund	-17,835.68
01/24/2013	113950	21090	Stirling Benefits	-56,164.30
01/24/2013	113950	21091	The Hartford Courant Co	-47.47
01/24/2013	113950	21092	The Metropolitan District	-29,469.52
01/24/2013	113950	21093	The Standard Insurance Co	-1,187.59
01/24/2013	113950	21094	Verizon Wireless	-931.62
01/24/2013	113950	21095	Wattsaver Lighting Products	-54.00
01/24/2013	113950	21096	Willard & Alexander LLC	-1,645.20
01/24/2013	113950	21097	Yankee Sheet Metal, Inc.	-449.52
01/30/2013	113980	21099	A & J Home Improvement Contract	-4,450.00
01/30/2013	113980	21100	AKZO Nobel Paints LLC	-223.45
01/30/2013	113980	21101	Anytime Sewer & Drain Service	-1,620.00
01/30/2013	113980	21102	Auditory Response Systems Inc.	-348.00
01/30/2013	113980	21103	Barry Associates, Inc.	-2,657.00
01/30/2013	113980	21104	Robert Brindamour - Housing Inspector	-787.50
01/30/2013	113980	21105	C & R Automotive Truck Repair, LL	-65.00
01/30/2013	113980	21106	Capital Burner and Boiler Repair	-450.00
01/30/2013	113980	21107	Carquest, Inc	-27.35
01/30/2013	113980	21108	Connecticut - CCSPC	-31.00
01/30/2013	113980	21109	Connecticut Natural Gas Corporation	-27,927.52
01/30/2013	113980	21110	F. W. Webb Company	-1,308.59
01/30/2013	113980	21111	Gelsomino Electric LLC	-1,013.00
01/30/2013	113980	21112	Hartford Annuity	-1,166.00
01/30/2013	113980	21113	Home Depot Supply	-466.50
01/30/2013	113980	21114	Horizon Services Company	-525.00
01/30/2013	113980	21115	Associated Electronic Systems Inc	-139.50

**Bank Register Report In Detail**  
**Showing All Items and Hiding Voids**  
**From 01/01/2013 to 01/31/2013**

**Outstanding Payments**

<b>Date</b>	<b>Batch #</b>	<b>Check/Dep #</b>	<b>Name</b>	<b>Payments</b>
<b>Accounts Payable</b>				
01/30/2013	113980	21116	Kinsley Power Systems	-265.00
01/30/2013	113980	21117	L. E. Whitford Co., Inc.	-958.66
01/30/2013	113980	21118	Leitao Car Wash, Inc.	-162.31
01/30/2013	113980	21119	Murphy Road Recycling	-722.40
01/30/2013	113980	21120	Norige Oil Company Inc.	-4,972.63
01/30/2013	113980	21121	Otis Elevator Company	-1,499.00
01/30/2013	113980	21122	Painting by Ed	-255.00
01/30/2013	113980	21123	Professional Promotions	-671.17
01/30/2013	113980	21124	RANDSTAD, LP	-1,172.71
01/30/2013	113980	21125	Rite-Way Electric Motors, Inc.	-144.84
01/30/2013	113980	21126	Stericycle Inc.	-1,365.06
01/30/2013	113980	21127	THE COMPUTER COMPANY, IN	-5,400.00
01/30/2013	113980	21128	Integrated Systems Services dba Ton	-1,213.28
01/30/2013	113980	21129	Wattsaver Lighting Products	-487.66
01/30/2013	113980	21130	WB Mason	-107.31
<b>Total Accounts Payable</b>				<b>-462,788.59</b>

### Aged Commitments

Payee:	Tax ID:				
Description	PO #	Invoice #	Invoice Due Date	Amount	
				<b>Total Payables to</b>	
				<b>Total Payables</b>	
				<b>Total Payables</b>	

\*\*End of Report\*\*

5c

**Aged Receivable Grouped By AR Code**  
 for Active In The Program Only Residents in Summary  
 with End Date of 01/31/2013  
 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	\$160.00	\$0.00	\$320.00
Total by Ford, Patricia M :	\$393.00	\$0.00	\$393.00	\$393.00	\$1,179.00
Total by Jernigan, Cynthia Wanda :	\$164.00	\$0.00	\$164.00	\$164.00	\$492.00
Total by Ortiz, David :	\$161.00	\$0.00	\$0.00	\$0.00	\$161.00
Total by Rosa, Mary Ann :	\$0.00	\$0.00	\$549.00	\$0.00	\$549.00
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	\$0.00	\$0.00	\$0.00	\$94.00
Total by Cruz, Maria Nereida :	\$212.00	\$0.00	\$0.00	\$0.00	\$212.00
Total by Daniels, Sharonda Lynnette :	\$62.00	\$0.00	\$0.00	\$0.00	\$62.00
Total by Fulk, Joanne :	\$32.00	\$0.00	\$0.00	\$0.00	\$32.00
Total by Green, Jennifer :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Leach, Myron T :	\$230.00	\$0.00	\$0.00	\$0.00	\$230.00
Total by Leslie, Semekia Letasha :	\$44.00	\$0.00	\$44.00	\$0.00	\$88.00
Total by Ludvig, Jessica M :	\$0.00	\$0.00	\$0.00	\$90.50	\$90.50
Total by Stellmacher, Lakeysha :	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
Total by Torrence, Zakiya Anita :	\$505.00	\$0.00	\$423.50	\$0.00	\$928.50
Total by Boucher, Gerald R :	\$341.00	\$0.00	\$0.00	\$0.00	\$341.00
Total by Clark, Lisa Ann :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Harrison, Taishima M :	\$42.00	\$0.00	\$0.00	\$0.00	\$42.00
Total by Koehler, Beverly J :	\$322.67	\$0.00	\$0.00	\$0.00	\$322.67
Total by - AR Code: Dwelling Rental	\$3,163.67	\$0.00	\$1,733.50	\$647.50	\$5,544.67
Total by Boyle, Joshua John :	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by Ford, Patricia M :	\$0.00	\$0.00	\$20.00	\$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	\$24.00	\$24.00
Total by Jernigan, Cynthia Wanda :	\$0.00	\$0.00	\$20.00	\$17.00	\$37.00

**Aged Receivable Grouped By AR Code**  
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with End Date of 01/31/2013  
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 Mayuri, Vanessa Lydia :	\$0.00	\$0.00	\$0.00	\$20.00	\$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	\$55.00	\$115.00
Total by Rosa, Mary Ann :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
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 :	\$0.00	\$20.00	\$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 :	\$20.00	\$0.00	\$0.00	\$120.00	\$140.00
Total by Cruz, Maria Nereida :	\$20.00	\$20.00	\$0.00	\$0.00	\$40.00
Total by Daniels, Sharonda Lynnette :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Delgado, Jamayda L :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Dixon, Eboni Shavon :	\$0.00	\$20.00	\$20.00	\$188.00	\$228.00
Total by Espinal, Ramon :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Fulk, Joanne :	\$20.00	\$20.00	\$0.00	\$208.00	\$248.00
Total by Garcia, Melisa Toni :	\$0.00	\$0.00	\$20.00	\$38.00	\$58.00
Total by Green, Jennifer :	\$20.00	\$20.00	\$20.00	\$20.00	\$80.00
Total by Jackson, Cassandra :	\$0.00	\$0.00	\$0.00	\$199.00	\$199.00
Total by Lavoie, Scott B :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Leach, Myron T :	\$20.00	\$0.00	\$0.00	\$40.00	\$60.00
Total by Leslie, Semekia Letasha :	\$0.00	\$20.00	\$0.00	\$40.00	\$60.00
Total by Ludwig, Jessica M :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Mills, Tamirha A :	\$20.00	\$0.00	\$20.00	\$0.00	\$40.00
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

**Aged Receivable Grouped By AR Code**  
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Repayment Agreements are excluded

AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Ortiz, Cherie Candis :	\$0.00	\$0.00	\$0.00	\$11.00	\$11.00
Total by Robinson, Natasha K :	\$0.00	\$0.00	\$20.00	\$60.00	\$80.00
Total by Smith, Lakejsha Marie :	\$0.00	\$20.00	\$0.00	\$138.50	\$158.50
Total by Stellmacher, Lakeysha :	\$20.00	\$0.00	\$0.00	\$240.00	\$260.00
Total by Torrence, Zakiya Anita :	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Total by Vallejo, Chelynette :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Vasquez, Joeline Ann :	\$0.00	\$0.00	\$0.00	\$83.00	\$83.00
Total by Williams, Genisus Denise :	\$0.00	\$0.00	\$0.00	\$23.80	\$23.80
Total by Clark, Lisa Ann :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Harrison, Taishima M :	\$20.00	\$20.00	\$20.00	\$300.00	\$360.00
Total by Jeffery, Larry Francis :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Koehler, Beverly J :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by - AR Code: Late Charge	\$320.00	\$220.00	\$200.00	\$2,299.30	\$3,039.30
Total by Rosa, Mary Ann :	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00
Total by Ludwig, Jessica M :	\$0.00	\$0.00	\$0.00	\$385.00	\$385.00
Total by Torrence, Zakiya Anita :	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Total by - AR Code: Legal Charge	\$550.00	\$550.00	\$0.00	\$385.00	\$1,485.00
Total by Curcio, Gregory John :	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
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 :	\$20.00	\$0.00	\$0.00	\$94.00	\$114.00
Total by Lindsey, Tori Theresa :	\$0.00	\$0.00	\$40.00	\$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	\$0.00	\$80.00	\$80.00
Total by Velazquez, Jose Angel :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Velez, Kimberly Marie :	\$80.00	\$0.00	\$0.00	\$471.20	\$551.20
Total by Vibberts, Stephen :	\$26.00	\$0.00	\$0.00	\$0.00	\$26.00
Total by Alinez, Mayra :	\$0.00	\$0.00	\$0.00	\$59.00	\$59.00

**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 Arzmeni, 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	\$4.00	\$4.00
Total by Broadie, Masheekia M :	\$0.00	\$0.00	\$0.00	\$15.50	\$15.50
Total by Bryant, Joseph D :	\$0.00	\$0.00	\$0.00	\$32.00	\$32.00
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	\$21.30	\$21.30
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 Davis, Barbara :	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00
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	\$20.00	\$20.00
Total by Echevarria, Linda Lee :	\$0.00	\$0.00	\$0.00	\$112.00	\$112.00
Total by Espinal, Ramon :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
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	\$126.00	\$126.00
Total by Jones, Vivian :	\$0.00	\$0.00	\$0.00	\$113.50	\$113.50
Total by Lafountain, Tracey M :	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Total by Lavoie, Scott B :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Leslie, Semekia Letasha :	\$0.00	\$0.00	\$0.00	\$357.00	\$357.00
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	\$55.00	\$55.00
Total by Nieves, Angel Luis :	\$0.00	\$0.00	\$0.00	\$47.00	\$47.00
Total by Ortiz, Cherie Candis :	\$0.00	\$0.00	\$40.00	\$60.00	\$100.00
Total by Robinson, Natasha K :	\$0.00	\$0.00	\$0.00	\$124.00	\$124.00



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	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Rodriguez, Carmen M :	\$0.00	\$0.00	\$0.00	\$2.00	\$2.00
Total by Rodriguez-Robles, Nelson C :	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00
Total by Silvia, Frank M :	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Total by Stellmacher, Lakeysa :	\$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	\$170.00	\$170.00
Total by Vasquez, Joeline Ann :	\$0.00	\$0.00	\$0.00	\$204.00	\$204.00
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	\$92.00	\$92.00
Total by Castillo Vargas, Doris :	\$0.00	\$0.00	\$0.00	\$7.30	\$7.30
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	\$18.00	\$18.00
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
Total by Thibodeau, Steve R :	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
Total by - AR Code: Maintenance Charge	\$341.00	\$0.00	\$80.00	\$6,060.72	\$6,481.72
Total by Taylor, Joseph E :	\$-22.93	\$0.00	\$0.00	\$0.00	\$-22.93
Total by - AR Code: Maintenance Credit	\$-22.93	\$0.00	\$0.00	\$0.00	\$-22.93
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	\$-9.00	\$-9.00
Total by Blair, Shirley :	\$-317.00	\$0.00	\$0.00	\$0.00	\$-317.00
Total by Carrington, Enjoli T A :	\$0.00	\$0.00	\$-1.00	\$0.00	\$-1.00
Total by Esquilin, Sixto :	\$0.00	\$-21.00	\$0.00	\$0.00	\$-21.00
Total by Feliciano, Ada :	\$0.00	\$-2.00	\$0.00	\$0.00	\$-2.00

**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 Lassiter, Samuel :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Mcrae, Marie :	\$0.00	\$0.00	\$0.00	\$-35.00	\$-35.00
Total by Ortiz Diaz, Magdaly :	\$-1.00	\$0.00	\$0.00	\$0.00	\$-1.00
Total by Reyes-Polanco, Maria :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Rodriguez, Carlos Alfredo :	\$0.00	\$0.00	\$0.00	\$-45.00	\$-45.00
Total by Sharp, Rosella Louise :	\$-20.00	\$0.00	\$0.00	\$0.00	\$-20.00
Total by Smith, Termel Terryl :	\$0.00	\$0.00	\$-1.00	\$0.00	\$-1.00
Total by Stanton, Marc Ernest :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Stephens, Kathleen R :	\$0.00	\$0.00	\$0.00	\$-301.03	\$-301.03
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	\$-32.00	\$-32.00
Total by Be Nguyen, Phuong Thi :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Braiewa, Patricia A :	\$0.00	\$0.00	\$0.00	\$-80.00	\$-80.00
Total by Condell, Holeen Antoinette :	\$0.00	\$0.00	\$0.00	\$-3.50	\$-3.50
Total by Dang, Susan X :	\$0.00	\$0.00	\$0.00	\$-18.00	\$-18.00
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 Letourneau, Shannon M :	\$0.00	\$0.00	\$0.00	\$-7.00	\$-7.00
Total by Matthews, Jason :	\$0.00	\$0.00	\$0.00	\$-159.00	\$-159.00
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	\$-75.00	\$-75.00
Total by Perez, Blanca I :	\$0.00	\$0.00	\$0.00	\$-39.00	\$-39.00
Total by Perez, Lycher Meilin :	\$0.00	\$0.00	\$0.00	\$-19.00	\$-19.00

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AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Quirion, Virginia :	\$0.00	\$0.00	\$0.00	\$-27.00	\$-27.00
Total by Roberson, Jacqueline :	\$0.00	\$0.00	\$0.00	\$-27.43	\$-27.43
Total by Sanchez, Brenda Lee :	\$0.00	\$0.00	\$0.00	\$-11.00	\$-11.00
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 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, Sheila M :	\$0.00	\$0.00	\$0.00	\$-13.00	\$-13.00
Total by Carter, Leonora Biete :	\$0.00	\$0.00	\$0.00	\$-404.00	\$-404.00
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	\$-16.00	\$-16.00
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
Total by Jones, Richard G :	\$0.00	\$0.00	\$0.00	\$-50.00	\$-50.00
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 Roy, John :	\$-272.00	\$0.00	\$0.00	\$0.00	\$-272.00
Total by Selby, Sheila D :	\$0.00	\$0.00	\$0.00	\$-7.00	\$-7.00
Total by Slater, Robert Warren :	\$0.00	\$0.00	\$0.00	\$-2.00	\$-2.00
Total by Starks, Alma :	\$0.00	\$0.00	\$0.00	\$-8.00	\$-8.00
Total by Stewart, Mary :	\$0.00	\$0.00	\$0.00	\$-73.00	\$-73.00
Total by Stiff, Priscilla C :	\$0.00	\$0.00	\$0.00	\$-8.00	\$-8.00
Total by Stoltze, Lucy L :	\$0.00	\$0.00	\$0.00	\$-10.00	\$-10.00
Total by Thompson, Titus Paul :	\$0.00	\$0.00	\$0.00	\$-302.00	\$-302.00
Total by Totten, Ronald R :	\$0.00	\$0.00	\$0.00	\$-29.00	\$-29.00
Total by Wiatrzyk, Stella :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00

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AMP: CT013000100P AMP 100 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Prepayment	-5610.00	-523.00	-52.00	-2,430.00	-3,065.00
Total by Vasquez, Joeline Ann :	50.00	50.00	50.00	1,548.76	1,548.76
Total by - AR Code: Repayment Agreement	50.00	50.00	50.00	1,548.76	1,548.76
Total for AMP AMP 100	3,741.74	747.00	2,011.50	8,854.39	15,354.63

AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Anderson, Lashaun M :	5278.00	50.00	5278.00	834.00	1,390.00
Total by Garcia, Elias :	5126.00	50.00	50.00	50.00	5126.00
Total by Hernandez, Luis Angel :	5230.00	50.00	50.00	50.00	5230.00
Total by French, James M :	50.00	50.00	50.00	5555.00	5555.00
Total by Brabham, Willie J :	5157.00	50.00	50.00	50.00	5157.00
Total by Dundin, Ronald L :	50.00	50.00	50.00	59.00	59.00
Total by Maddox, Deborah :	5333.00	50.00	50.00	50.00	5333.00
Total by Mahon, Brian C :	5200.00	50.00	50.00	50.00	5200.00
Total by Munroe, Leonard :	5166.00	50.00	5150.12	50.00	5316.12
Total by O'Brien, Barbara :	5166.00	50.00	5166.00	50.00	5332.00
Total by Smoot, Catherine :	5215.00	50.00	50.00	50.00	5215.00
Total by - AR Code: Dwelling Rental	51,619.00	50.00	5594.12	51,398.00	53,611.12
Total by Anderson, Lashaun M :	50.00	50.00	50.00	520.00	520.00
Total by Bailey, Calvina Marie :	50.00	520.00	50.00	50.00	520.00
Total by Hernandez, Luis Angel :	520.00	50.00	50.00	50.00	520.00
Total by Allen, Dolores :	50.00	50.00	50.00	5102.41	5102.41
Total by Bennett, Myrtice L :	50.00	50.00	50.00	520.00	520.00
Total by Burney, Theresa :	520.00	50.00	50.00	50.00	520.00
Total by Franklin, Darlene Annette :	50.00	50.00	50.00	516.00	516.00
Total by French, James M :	50.00	50.00	50.00	560.00	560.00
Total by Kane, Helen J :	50.00	50.00	50.00	520.00	520.00
Total by Lisboa, Sonia M :	50.00	50.00	50.00	560.00	560.00

**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
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 Nimro, Camille M :	\$0.00	\$0.00	\$0.00	\$60.00	\$60.00
Total by Thomas, Kathryne R :	\$0.00	\$20.00	\$20.00	\$296.00	\$336.00
Total by Trinks, Deborah S :	\$0.00	\$20.00	\$20.00	\$90.00	\$130.00
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	\$16.00	\$16.00
Total by Fabian, Magaly :	\$0.00	\$0.00	\$20.00	\$130.15	\$150.15
Total by Jarrell, Eugenia :	\$0.00	\$0.00	\$0.00	\$129.00	\$129.00
Total by Maddox, Deborah :	\$20.00	\$20.00	\$12.00	\$0.00	\$52.00
Total by Mahon, Brian C :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Munroe, Leonard :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by O'Brien, Barbara :	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by Olmeda, Arcadia :	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by Padilla, Iris M :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Smoot, Catherine :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by - AR Code: Late Charge	\$120.00	\$120.00	\$72.00	\$1,139.56	\$1,451.56
Total by French, James M :	\$0.00	\$385.00	\$0.00	\$0.00	\$385.00
Total by Munroe, Leonard :	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Total by - AR Code: Legal Charge	\$550.00	\$385.00	\$0.00	\$0.00	\$935.00
Total by Alexander, Reggie Lee :	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00
Total by Bailey, Calvina Marie :	\$0.00	\$0.00	\$0.00	\$39.00	\$39.00
Total by Martin, Marjorie :	\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
Total by Nunez, Anthony :	\$40.00	\$0.00	\$0.00	\$38.00	\$78.00
Total by Talley, Ronald :	\$0.00	\$0.00	\$0.00	\$229.00	\$229.00
Total by Allen, Dolores :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Barrett, Geraldine :	\$0.00	\$0.00	\$33.00	\$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	\$54.00	\$54.00

**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 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	\$0.00	\$50.00	\$29.00	\$79.00
Total by Kane, Helen J :	\$0.00	\$0.00	\$0.00	\$26.94	\$26.94
Total by Mcpherson, Cheryl A :	\$40.00	\$0.00	\$0.00	\$123.00	\$163.00
Total by Ramirez, Wilfredo Rondon :	\$85.00	\$0.00	\$0.00	\$0.00	\$85.00
Total by Robinson, Dennis L :	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Total by Thomas, Kathryn 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	\$33.00	\$33.00
Total by Arroyo Rivera, Carmen A :	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00
Total by Bannister, Bruce J :	\$80.00	\$0.00	\$40.00	\$47.00	\$167.00
Total by Brabham, Willie J :	\$0.00	\$0.00	\$0.00	\$86.39	\$86.39
Total by Brashier, Theodore C :	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Total by Brewster, Frances P :	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Total by Brizucla, 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 Chapman, David A :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Eluca, Boniface A :	\$0.00	\$0.00	\$0.00	\$20.00	\$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	\$190.00	\$190.00
Total by Hathaway, William :	\$0.00	\$0.00	\$0.00	\$10.29	\$10.29
Total by Jackson, Joyce D :	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Total by Jarrell, Eugenia :	\$0.00	\$0.00	\$0.00	\$160.00	\$160.00
Total by Le, Nhanh T :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Mahoney, Kelly A :	\$46.00	\$0.00	\$0.00	\$0.00	\$46.00
Total by Martin, Jose :	\$11.00	\$0.00	\$0.00	\$0.00	\$11.00
Total by Newkirk, Beverly :	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00

**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 Pugh, Frances Levenia :	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Total by Sachetti-Sicuranza, Judith :	\$358.48	\$0.00	\$0.00	\$8.00	\$366.48
Total by Sanchez, Carmen F :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Shepard, Deborah L :	\$20.00	\$0.00	\$0.00	\$36.00	\$56.00
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	\$0.00	\$40.00	\$130.00	\$170.00
Total by Zieky, Martin P :	\$179.24	\$0.00	\$0.00	\$56.05	\$235.29
Total by - AR Code: Maintenance Charge	\$1,239.72	\$0.00	\$203.00	\$1,859.33	\$3,302.05
Total by Terry, Quandu Kaymel :	\$0.00	\$0.00	\$0.00	\$-6.00	\$-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	\$0.00	\$-6.01	\$-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 - AR Code: NSF Check Fee	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00
Total by Pettis, Peter C :	\$-48.00	\$0.00	\$0.00	\$0.00	\$-48.00
Total by - AR Code: Other Credit	\$-48.00	\$0.00	\$0.00	\$0.00	\$-48.00
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	\$0.00	\$90.75	\$0.00	\$90.75
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$90.75	\$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 Dones Cancel, Wilson M :	\$-21.00	\$0.00	\$0.00	\$0.00	\$-21.00

**Aged Receivable Grouped By AR Code**  
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AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
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	\$-49.00	\$-49.00
Total by Moreno, Julio Angel :	\$-200.00	\$0.00	\$0.00	\$0.00	\$-200.00
Total by Smith, Rudolph George :	\$0.00	\$0.00	\$0.00	\$-0.91	\$-0.91
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	\$-1,480.00	\$-1,480.00
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	\$-34.00	\$-34.00
Total by Gonzalez, Angelo L :	\$-20.00	\$0.00	\$0.00	\$0.00	\$-20.00
Total by Johnny, Laurentia :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
Total by Maisonet, Jose Antonio :	\$0.00	\$0.00	\$0.00	\$-47.00	\$-47.00
Total by Mcfarlane, Gloria :	\$0.00	\$0.00	\$0.00	\$-25.00	\$-25.00
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	\$-6.00	\$-6.00
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 Baker, Norwood J :	\$-1.00	\$0.00	\$0.00	\$0.00	\$-1.00
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 Burns, Charles Francis :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Carlow, Brian L :	\$0.00	\$0.00	\$0.00	\$-219.00	\$-219.00



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AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
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	\$-44.00	\$-44.00
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
Total by Figueroa, Hipolito :	\$0.00	\$0.00	\$0.00	\$-42.00	\$-42.00
Total by Freyre, Lourdes M :	\$0.00	\$0.00	\$0.00	\$-204.00	\$-204.00
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 Hailey, 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, Minnie Louise :	\$0.00	\$0.00	\$0.00	\$-61.50	\$-61.50
Total by Jones, Elaine :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
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 Lenetis, Andrew :	\$0.00	\$0.00	\$0.00	\$-293.00	\$-293.00
Total by Letteri, Cynthia R :	\$0.00	\$0.00	\$0.00	\$-3.00	\$-3.00
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 Luna, Milagros Altagracia :	\$-6.00	\$0.00	\$0.00	\$0.00	\$-6.00
Total by Marrero Marrero, Edwin :	\$0.00	\$0.00	\$0.00	\$-105.00	\$-105.00
Total by Matthews, Betty C :	\$0.00	\$0.00	\$0.00	\$-12.00	\$-12.00
Total by Megibbon, Sandra Ann :	\$0.00	\$0.00	\$0.00	\$-3.00	\$-3.00
Total by Mitchell, Marie :	\$0.00	\$0.00	\$0.00	\$-0.11	\$-0.11
Total by Nevue, Marian E :	\$0.00	\$0.00	\$0.00	\$-40.00	\$-40.00
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

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AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

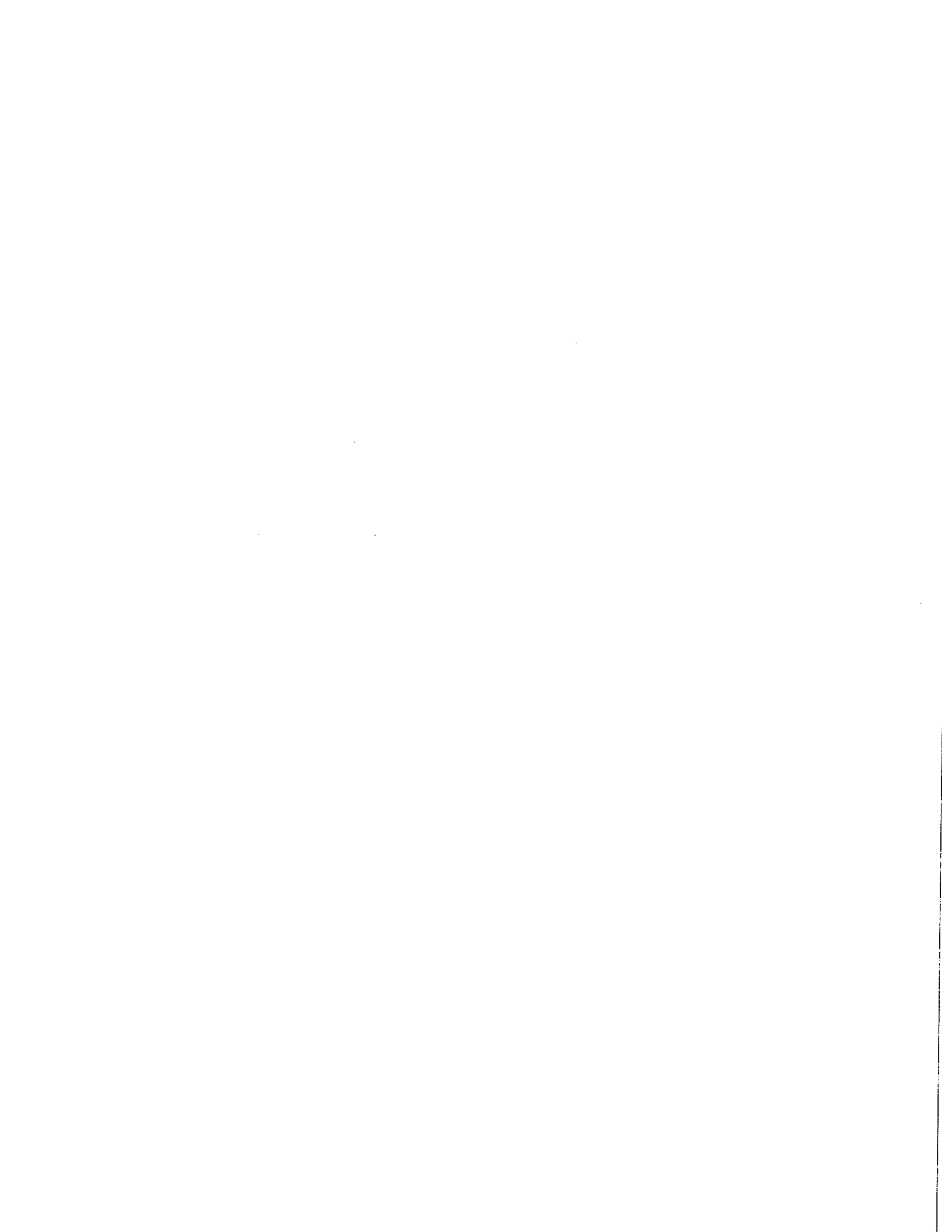
	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Noel, Susan S :	\$0.00	\$0.00	\$0.00	\$-10.00	\$-10.00
Total by Ortiz Valdez, Awilda Maria :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Patel, Jayantibhai R :	\$0.00	\$0.00	\$0.00	\$-121.00	\$-121.00
Total by Pepin, Joanne T :	\$0.00	\$0.00	\$0.00	\$-70.00	\$-70.00
Total by Pittsley, Lewis E :	\$0.00	\$0.00	\$0.00	\$-39.00	\$-39.00
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	\$-212.00	\$-212.00
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	\$-81.00	\$-81.00
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 Simpson, James C :	\$0.00	\$0.00	\$0.00	\$-62.00	\$-62.00
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	\$-483.00	\$-483.00
Total by Wortham, Robert :	\$0.00	\$0.00	\$0.00	\$-33.00	\$-33.00
Total by - AR Code: Prepayment	-\$248.00	\$0.00	\$0.00	-\$5,965.18	-\$6,213.18
Total by Pena, Sandra :	\$0.00	\$-45.00	\$0.00	\$0.00	\$-45.00
Total by - AR Code: Rent Credit	\$0.00	-\$45.00	\$0.00	\$0.00	-\$45.00
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
Total by French, James M :	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00

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AMP: CT013000200P AMP 200 , Manager: DevelopmentManager Not Assigned

	0 - 30	31 - 60	61 - 90	90 +	Total
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 Ramirez, Wilfredo Rondon :	\$0.00	\$0.00	\$0.00	\$12.00	\$12.00
Total by Smithe, Laura K :	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00
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	\$65.00	\$65.00
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	\$12.00	\$12.00
Total by - AR Code: Utility Charge	\$0.00	\$0.00	\$0.00	\$1,101.93	\$1,101.93
Total for AMP AMP 200	\$3,232.72	\$460.00	\$959.87	-\$263.37	\$4,389.22
Total	\$6,974.46	\$1,207.00	\$2,971.37	\$8,591.02	\$19,743.85

\*\*End of Report\*\*



**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
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	\$46.00	\$46.00
Total by Manforte, Francis :	\$440.00	\$0.00	\$440.00	\$0.00	\$880.00
Total by - AR Code: Dwelling Rental	\$440.00	\$0.00	\$440.00	\$46.00	\$926.00
Total by Barnard, Frank H :	\$0.00	\$0.00	\$0.00	\$6.00	\$6.00
Total by Bombard, April L :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Manforte, Francis :	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Total by - AR Code: Late Charge	\$20.00	\$20.00	\$0.00	\$6.00	\$46.00
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 Carrton, Julia Santiago :	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
Total by - AR Code: NSF Check Fee	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
Total by Pedemonti, Theresa A :	\$0.00	\$0.00	\$0.00	\$10,827.00	\$10,827.00
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$10,827.00	\$10,827.00
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	\$-94.00	\$-94.00
Total by Perez, Madeline :	\$0.00	\$0.00	\$0.00	\$-4.00	\$-4.00
Total by Pietruszka, Janet Racheal :	\$0.00	\$0.00	\$0.00	\$-19.00	\$-19.00
Total by Riley, John B :	\$-2.00	\$0.00	\$0.00	\$0.00	\$-2.00
Total by Shabazz, Annette Elaine :	\$0.00	\$0.00	\$0.00	\$-5.25	\$-5.25
Total by Tamiso, William J :	\$0.00	\$0.00	\$0.00	\$-2.50	\$-2.50
Total by - AR Code: Prepayment	\$-2.00	\$0.00	\$0.00	\$-157.75	\$-159.75

**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
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 Echevarria, Ismael :	\$0.00	\$0.00	\$0.00	\$28.00	\$28.00
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	\$179.50	\$179.50
<b>Total for AMP Hutt Heights</b>	<b>\$458.00</b>	<b>\$20.00</b>	<b>\$460.00</b>	<b>\$11,047.48</b>	<b>\$11,985.48</b>
<b>Total</b>	<b>\$458.00</b>	<b>\$20.00</b>	<b>\$460.00</b>	<b>\$11,047.48</b>	<b>\$11,985.48</b>

\*\*End of Report\*\*

**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
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 Goldman, Kimberly Anne :	\$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 Genovese, Melissa A :	\$439.00	\$0.00	\$0.00	\$0.00	\$439.00
Total by Gillespie, Tomia Waynette :	\$394.00	\$0.00	\$0.00	\$0.00	\$394.00
Total by Harris, Shannon K :	\$590.00	\$0.00	\$0.00	\$0.00	\$590.00
Total by Holmes, Mary Elizabeth :	\$0.00	\$0.00	\$0.00	\$177.00	\$177.00
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 :	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00
Total by Ridley, Loretta D :	\$848.85	\$0.00	\$0.00	\$0.00	\$848.85
Total by - AR Code: Dwelling Rental	\$5,031.85	\$0.00	\$0.00	\$177.00	\$5,208.85
Total by Goldman, Kimberly Anne :	\$20.00	\$20.00	\$0.00	\$0.00	\$40.00
Total by Koutsopoulos, Christina L :	\$20.00	\$20.00	\$0.00	\$20.00	\$60.00
Total by Astacio, Barbara :	\$0.00	\$20.00	\$0.00	\$40.00	\$60.00
Total by Daniels, Takeshia L :	\$20.00	\$20.00	\$0.00	\$39.98	\$79.98
Total by Garrison, Megan R :	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00
Total by Gavalo, Margarita M :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Genovese, Melissa A :	\$20.00	\$0.00	\$20.00	\$85.00	\$125.00
Total by Gillespie, Tomia Waynette :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Harris, Shannon K :	\$20.00	\$20.00	\$20.00	\$850.00	\$910.00
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	\$480.00	\$540.00
Total by Jones, Lisa R :	\$20.00	\$9.00	\$0.00	\$0.00	\$29.00
Total by Ridley, Loretta D :	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by Rose, Brenda J :	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
Total by Wilson, Carol :	\$20.00	\$20.00	\$20.00	\$40.00	\$100.00
Total by - AR Code: Late Charge	\$220.00	\$169.00	\$84.00	\$1,784.98	\$2,257.98

**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
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 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 Gavalo, 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 - AR Code: Maintenance Charge	\$0.00	\$0.00	\$0.00	\$256.00	\$256.00
Total by Harris, Shannon K :	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by - AR Code: NSF Check Fee	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by Garrison, Megan R :	\$0.00	\$0.00	\$0.00	\$105.50	\$105.50
Total by Gavalo, Margarita M :	\$0.00	\$0.00	\$0.00	\$36.00	\$36.00
Total by Rose, Brenda J :	\$0.00	\$0.00	\$0.00	\$285.56	\$285.56
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$427.06	\$427.06
Total by Delgado, Ana C :	\$0.00	\$0.00	\$0.00	\$-21.00	\$-21.00
Total by Kellier, Nordia Tnmara :	\$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 Gonzalez, Violet :	\$0.00	\$0.00	\$0.00	\$-0.58	\$-0.58
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	\$-66.72	\$-66.72
Total for AMP King Court	\$5,251.85	\$169.00	\$84.00	\$2,598.32	\$8,103.17
Total	\$5,251.85	\$169.00	\$84.00	\$2,598.32	\$8,103.17

\*\*End of Report\*\*



**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
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 Melendez Luna, Liza Ivette :	\$261.00	\$0.00	\$0.00	\$0.00	\$261.00
Total by Pearl, Tempestt Desirae :	\$96.00	\$0.00	\$96.00	\$96.00	\$288.00
Total by Rodriguez, Chayra Lymarie :	\$558.00	\$0.00	\$0.00	\$0.00	\$558.00
Total by Weatherington, Lawanda :	\$257.00	\$0.00	\$0.00	\$0.00	\$257.00
Total by Ashline, Veronica Marie :	\$169.00	\$0.00	\$0.00	\$0.00	\$169.00
Total by Bolton, Vianese A :	\$843.00	\$0.00	\$0.00	\$0.00	\$843.00
Total by Fountain, Catherine :	\$415.00	\$0.00	\$0.00	\$0.00	\$415.00
Total by Jenkins, Charde Annette :	\$58.00	\$0.00	\$0.00	\$0.00	\$58.00
Total by Ledbetter, Shaunda Renee :	\$778.00	\$0.00	\$0.00	\$0.00	\$778.00
Total by Martinez, Hilda M :	\$288.00	\$0.00	\$0.00	\$0.00	\$288.00
Total by McCogle, Denashia L :	\$285.00	\$0.00	\$0.00	\$0.00	\$285.00
Total by Muhammad, Arnett L :	\$197.00	\$0.00	\$197.00	\$167.00	\$561.00
Total by Rivera, Elizabeth :	\$344.00	\$0.00	\$0.00	\$0.00	\$344.00
Total by Rodriguez, Crystal :	\$473.00	\$0.00	\$0.00	\$0.00	\$473.00
Total by Santana, Rosa M :	\$91.00	\$0.00	\$0.00	\$0.00	\$91.00
Total by Thompson, Laquasha Lashae :	\$0.00	\$0.00	\$302.00	\$257.00	\$559.00
Total by Velazquez, Edith Yolanda :	\$664.00	\$0.00	\$0.00	\$0.00	\$664.00
Total by Westberry, Myles :	\$63.00	\$0.00	\$553.00	\$553.00	\$1,169.00
Total by - AR Code: Dwelling Rental	\$5,840.00	\$0.00	\$1,148.00	\$1,073.00	\$8,061.00
Total by Melendez Luna, Liza Ivette :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Pearl, Tempestt Desirae :	\$0.00	\$0.00	\$10.00	\$15.00	\$25.00
Total by Rodriguez, Chayra Lymarie :	\$10.00	\$0.00	\$10.00	\$46.00	\$66.00
Total by Weatherington, Lawanda :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Ashline, Veronica Marie :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Bolton, Vianese A :	\$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 :	\$8.00	\$0.00	\$0.00	\$0.00	\$8.00

**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
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 Figueroa-Mercado, Carmen I :	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Total by Fountain, Catherine :	\$10.00	\$10.00	\$0.00	\$30.00	\$50.00
Total by Hopkins, Stacey L :	\$10.00	\$10.00	\$10.00	\$54.00	\$84.00
Total by Jefferson, Paula N :	\$10.00	\$10.00	\$0.00	\$0.00	\$20.00
Total by Jenkins, Charde Annette :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Ledbetter, Shauuda Renee :	\$10.00	\$10.00	\$10.00	\$76.32	\$106.32
Total by Martinez, Hilda M :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by McCogle, Denashia L :	\$10.00	\$10.00	\$10.00	\$80.00	\$110.00
Total by Muhammad, Arnett L :	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
Total by Muhammad, Tonya R :	\$0.00	\$10.00	\$0.00	\$80.00	\$90.00
Total by Ortiz, Jelina :	\$0.00	\$0.00	\$0.00	\$147.00	\$147.00
Total by Rivera, Daisy :	\$0.00	\$10.00	\$0.00	\$18.00	\$28.00
Total by Rivera, Elizabeth :	\$10.00	\$0.00	\$10.00	\$28.69	\$48.69
Total by Rivera-Garcia, Sandra I :	\$0.00	\$0.00	\$10.00	\$65.00	\$75.00
Total by Rodriguez, Crystal :	\$10.00	\$0.00	\$10.00	\$160.00	\$180.00
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	\$324.00	\$354.00
Total by Smith, Tanya L :	\$10.00	\$10.00	\$10.00	\$147.00	\$177.00
Total by Thompson, Laquasha Lashae :	\$0.00	\$0.00	\$10.00	\$19.00	\$29.00
Total by Torres, Yvette M :	\$10.00	\$10.00	\$5.10	\$0.00	\$25.10
Total by Velazquez, Edith Yolanda :	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Total by Weaver-Bey, Parris A :	\$0.00	\$10.00	\$0.00	\$124.01	\$134.01
Total by Westberry, Myles :	\$0.00	\$0.00	\$10.00	\$44.40	\$54.40
Total by White, Natasha Angela :	\$10.00	\$10.00	\$10.00	\$85.00	\$115.00
Total by - AR Code: Late Charge	\$198.00	\$120.00	\$145.10	\$1,609.65	\$2,072.75
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

**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
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 Boomer, Jacqueline :	\$0.00	\$0.00	\$0.00	\$8.41	\$8.41
Total by Cooper, Sasha A :	\$0.00	\$0.00	\$0.00	\$46.00	\$46.00
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 McCogle, 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
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 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	\$254.00	\$254.00
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	\$81.00	\$81.00
Total by - AR Code: Maintenance Charge	\$0.00	\$0.00	\$0.00	\$2,918.05	\$2,918.05
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 Bolling, Jahquan Kahlil :	\$0.00	\$0.00	\$0.00	\$-5.00	\$-5.00
Total by Diaz, Daisy Ramona :	\$0.00	\$0.00	\$0.00	\$-30.00	\$-30.00
Total by Jackson, Tyshawn L :	\$0.00	\$0.00	\$0.00	\$-12.00	\$-12.00

**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
Security deposits are excluded  
Repayment Agreements are excluded

AMP: CT013010 Veterans Terrace , Manager: DevelopmentManager Not Assigned

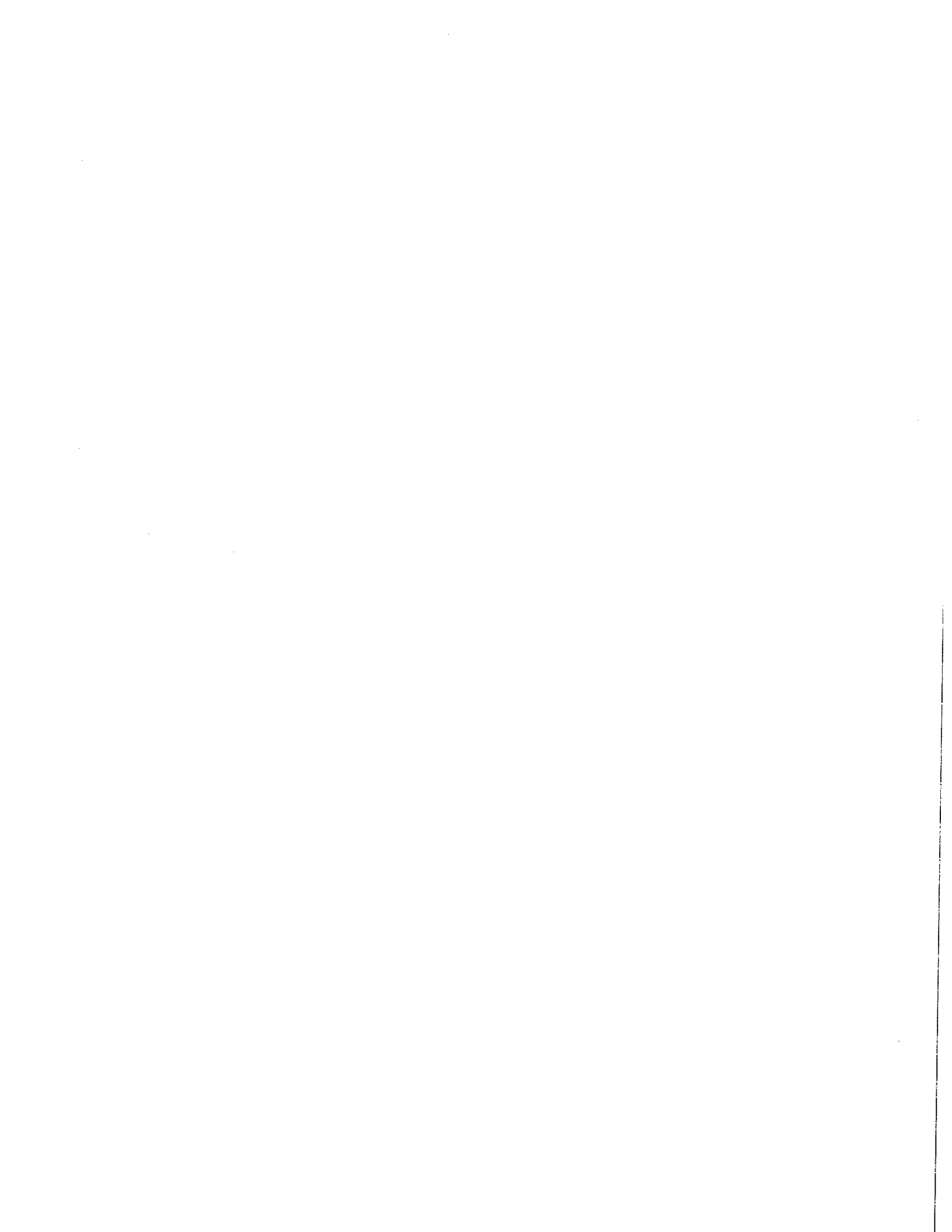
	0 - 30	31 - 60	61 - 90	90 +	Total
Total by Johnson, Bessie May :	\$0.00	\$0.00	\$0.00	\$-21.00	\$-21.00
Total by Melendez-Luna, Lilliam Izzamar :	\$0.00	\$0.00	\$0.00	\$-84.00	\$-84.00
Total by Ortiz, Jennifer A :	\$0.00	\$0.00	\$0.00	\$-85.00	\$-85.00
Total by Ouk, Dynsavada :	\$0.00	\$0.00	\$0.00	\$-24.00	\$-24.00
Total by Perez, Juan R :	\$0.00	\$0.00	\$0.00	\$-6.00	\$-6.00
Total by Pina, Joseph M :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Ramos, Eva B :	\$0.00	\$0.00	\$0.00	\$-2.00	\$-2.00
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
Total by Torres, Elizabeth :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
Total by Treasure, Enelda Lee :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
Total by Vazquez, Santos Torres :	\$0.00	\$0.00	\$-10.00	\$0.00	\$-10.00
Total by Williams, Nahkia Samone :	\$0.00	\$0.00	\$0.00	\$-71.00	\$-71.00
Total by Womack, Mattie Delores :	\$0.00	\$0.00	\$0.00	\$-10.00	\$-10.00
Total by Ashline, Theresa V :	\$0.00	\$0.00	\$0.00	\$-107.25	\$-107.25
Total by Ayala Colon, Hector F :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
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 Claros, Manuel A :	\$0.00	\$0.00	\$0.00	\$-33.00	\$-33.00
Total by Correa, Carmen S :	\$0.00	\$0.00	\$0.00	\$-10.66	\$-10.66
Total by Evans, Torriona :	\$0.00	\$0.00	\$0.00	\$-19.75	\$-19.75
Total by Frazer, Jean A :	\$0.00	\$0.00	\$0.00	\$-1.00	\$-1.00
Total by Huaman, Karla Vanessa :	\$0.00	\$0.00	\$0.00	\$-14.00	\$-14.00
Total by Jackson, Louise :	\$0.00	\$0.00	\$0.00	\$-84.00	\$-84.00
Total by Jernigan, Kamari Karlene :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
Total by Julien, Wendy Ementrude :	\$0.00	\$0.00	\$0.00	\$-19.00	\$-19.00

**Aged Receivable Grouped By AR Code**  
for Active In The Program Only Residents in Summary  
with End Date of 01/31/2013  
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 McNair, Tenechia Charmaine :	\$0.00	\$0.00	\$0.00	\$-22.00	\$-22.00
Total by Mimes, Christine :	\$0.00	\$0.00	\$0.00	\$-50.00	\$-50.00
Total by Morales, Lisandra :	\$0.00	\$0.00	\$0.00	\$-2.00	\$-2.00
Total by Parsons, Sheila :	\$0.00	\$0.00	\$0.00	\$-14.00	\$-14.00
Total by Sanchez, Jessica J :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
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 Violette, David A :	\$0.00	\$0.00	\$0.00	\$-71.50	\$-71.50
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	\$0.00	\$-10.00	\$-2,864.93	\$-2,874.93
Total by Hernandez, Dilcia M :	\$-45.00	\$0.00	\$0.00	\$0.00	\$-45.00
Total by Julien, Wendy Ementrude :	\$0.00	\$0.00	\$0.00	\$-20.00	\$-20.00
Total by - AR Code: Rent Credit	\$-45.00	\$0.00	\$0.00	\$-20.00	\$-65.00
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	\$5,993.00	\$120.00	\$1,283.10	\$4,492.72	\$11,888.82
Total	\$5,993.00	\$120.00	\$1,283.10	\$4,492.72	\$11,888.82

\*\*End of Report\*\*



**Rent Collection Report**      **January 2013**

**AMP 100**

Total Monthly Rent Charges	\$64,802.00	
Total Other Rent Charges	\$317.00	
Total Rent Charge Adjustments	\$2,145.49	
Total Rent Receipts	\$59,850.84	\$62,973.51
Total NSF Adjustments		\$59,850.84
Net Rent Charges	\$3,122.67	<b>95.0</b>

**AMP 200**

Total Monthly Rent Charges	\$82,140.00	
Total Other Rent Charges		
Total Rent Charge Adjustments	\$5,836.18	
Total Rent Receipts	\$74,684.82	\$76,303.82
Total NSF Adjustments		\$74,684.82
Net Rent Charges	\$1,619.00	<b>97.9</b>

**Hutt Heights**

Total Monthly Rent Charges	\$7,881.00	
Total Other Rent Charges		
Total Rent Charge Adjustments	\$140.75	
Total Rent Receipts	\$7,300.25	\$7,740.25
Total NSF Adjustments		\$7,300.25
Net Rent Charges	\$440.00	<b>94.3</b>

**King Court**

Total Monthly Rent Charges	\$27,448.00	Total Charges & Adjustments	\$27,001.86
Total Other Rent Charges		Total Receipts	\$21,970.01
Total Rent Charge Adjustments	\$446.14	<b>Collection %</b>	<b>81.4</b>
Total Rent Receipts	\$21,970.01		
Total NSF Adjustments			
Net Rent Charges	\$5,031.85		

**Veterans Terrace**

Total Monthly Rent Charges	\$39,901.00	Total Charges & Adjustments	\$37,909.32
Total Other Rent Charges		Total Receipts	\$32,176.32
Total Rent Charge Adjustments	\$1,991.68	<b>Collection %</b>	<b>84.9</b>
Total Rent Receipts	\$32,176.32		
Total NSF Adjustments			
Net Rent Charges	\$5,733.00		



**EAST HARTFORD HOUSING AUTHORITY  
CONSOLIDATED OPERATING STATEMENT**

as of **JANUARY 31, 2013**

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>4 MONTH</b>
	<b>to date</b>	<b>to date</b>	<b>ACTUAL</b>
			<b>UNDER / (OVER)</b>
RENTAL INCOME - BASE	1,213,687	1,218,324	(4,637)
RENTAL INCOME - EXCESS BASE	30,391	33,864	(3,473)
EXCESS UTILITIES	3,333	3,173	160
DWELLING VACANCY LOSS	(57,704)	(49,607)	(8,097)
NON-DWELLING RENTALS	10,500	11,040	(540)
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	100	(100)	200
ANTENNA INCOME	58,453	73,570	(15,118)
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	128,041	89,183	38,858
SECTION 8 SUBSIDY--ADMIN FEE	110,000	99,944	10,056
FEDERAL SUBSIDY	681,842	676,389	5,454
MANAGEMENT FEES	207,341	207,341	0
BOOKKEEPING FEES	18,630	18,630	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	44,074	41,962	2,112
<b>TOTAL INCOME</b>	<b>2,448,688</b>	<b>2,423,712</b>	<b>24,976</b>
ADMINISTRATION SALARIES	332,658	336,941	(4,283)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	68,667	67,405	1,262
ACCOUNTING FEES	8,667	-	8,667
OFFICE SUPPLIES	7,247	6,925	322
TRAVEL	2,833	2,732	102
OTHER OFFICE EXPENSE	67,118	71,442	(4,324)
PENSIONS AND OTHER	409,675	452,669	(42,995)
PAYROLL TAXES	9,927	10,946	(1,019)
MANAGEMENT FEES	231,059	202,168	28,891
BOOKKEEPING FEES	18,630	18,630	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	4,892	-	4,892
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>1,161,372</b>	<b>1,169,858</b>	<b>(8,486)</b>
<b>UTILITIES</b>			
WATER	134,333	140,209	(5,876)
ELECTRICITY	137,667	123,146	14,521
GAS	170,583	161,530	9,053
FUEL	8,700	7,913	787
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>451,283</b>	<b>432,798</b>	<b>18,486</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	222,255	232,480	(10,225)
MATERIALS AND SUPPLIES	96,333	79,686	16,647
CONTRACTUAL SERVICES	99,167	115,629	(16,462)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>417,755</b>	<b>427,795</b>	<b>(10,040)</b>
<b>OTHER</b>			
REFUSE REMOVAL	32,067	28,154	3,913
INSURANCE	83,438	82,339	1,099
INTEREST EXPENSE	-	-	-
OTHER GENERAL	4,000	3,789	211
REPAYMENT TO HCV	40,000	40,000	-
<b>TOTAL OTHER EXPENSE</b>	<b>159,506</b>	<b>154,282</b>	<b>5,223</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>2,189,915</b>	<b>2,184,733</b>	<b>5,182</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>258,773</b>	<b>238,979</b>	<b>19,794</b>
<b>ACCRUED EXPENSES</b>			
PILOT	66,069	66,069	A 0
PROVISION FOR OPEB	68,772	68,772	B (0)
PROVISION FOR REPAIRS	73,628	33,628	C 40,000
PROVISION FOR COLLECTION LOSS	15,733	15,734	D (1)
<b>TOTAL ACCRUED EXPENSES</b>	<b>224,202</b>	<b>184,203</b>	<b>39,999</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>2,414,116</b>	<b>2,368,936</b>	<b>45,181</b>
<b>NET OPERATING GAIN (LOSS)</b>	<b>34,572</b>	<b>54,776</b>	<b>20,205</b>

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

as of JANUARY 31, 2013

	BUDGET to-date	ACTUAL to-date	ACTUAL UNDER / (OVER)
RENTAL INCOME - BASE	-	-	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	10,500	11,040	(540)
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	33,272	44,714	(11,442)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	207,341	207,341	0
BOOKKEEPING FEES	18,630	18,630	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	44,074	41,962	2,112
<b>TOTAL INCOME</b>	<b>313,817</b>	<b>323,687</b>	<b>(9,870)</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	160,030	164,552	(4,522)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	2,000	4,143	(2,143)
ACCOUNTING FEES	1,667	-	1,667
OFFICE SUPPLIES	4,000	4,097	(97)
TRAVEL	500	159	341
OTHER OFFICE EXPENSE	11,667	7,403	4,264
PENSIONS AND OTHER	87,455	100,213	(12,758)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>267,319</b>	<b>280,567</b>	<b>(13,248)</b>
<b>UTILITIES</b>			
WATER	333	782	(448)
ELECTRICITY	5,000	4,732	268
GAS	83	-	83
FUEL	3,667	6,397	(2,730)
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>9,083</b>	<b>11,910</b>	<b>(2,827)</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	333	1,271	(937)
CONTRACTUAL SERVICES	16,667	2,675	13,992
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>17,000</b>	<b>3,945</b>	<b>13,055</b>
<b>OTHER</b>			
REFUSE REMOVAL	900	927	(27)
INSURANCE	5,537	5,469	68
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
<b>TOTAL OTHER EXPENSE</b>	<b>6,437</b>	<b>6,396</b>	<b>42</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>299,839</b>	<b>302,818</b>	<b>(2,978)</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>13,978</b>	<b>20,870</b>	<b>6,892</b>
<b><u>ACCRUED EXPENSES</u></b>			
PILOT	-	-	-
PROVISION FOR OPEB	14,332	14,332	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
<b>TOTAL ACCRUED EXPENSES</b>	<b>14,332</b>	<b>14,332</b>	<b>-</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>314,171</b>	<b>317,150</b>	<b>(2,978)</b>
<b>NET GAIN (LOSS)</b>	<b>(354)</b>	<b>6,538</b>	<b>6,892</b>

## EAST HARTFORD HOUSING AUTHORITY

## FEDERAL AMP 1

as of JANUARY 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	259,316	256,683	2,633
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	(470)	470
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(14)	14
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	19,013	9,593	9,420
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	382,512	348,032	34,480
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>660,842</b>	<b>613,824</b>	<b>47,018</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	30,120	29,554	566
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	28,333	28,990	(657)
ACCOUNTING FEES	-	-	-
OFFICE SUPPLIES	-	-	-
TRAVEL	500	666	(166)
OTHER OFFICE EXPENSE	20,000	14,698	5,302
PENSIONS AND OTHER	85,955	86,820	(866)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	83,288	83,288	0
BOOKKEEPING FEES	8,550	8,550	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	2,342	-	2,342
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>259,088</b>	<b>252,566</b>	<b>6,521</b>
<b>UTILITIES</b>			
WATER	66,667	74,444	(7,778)
ELECTRICITY	28,333	26,175	2,158
GAS	65,000	60,999	4,001
FUEL	2,667	-	2,667
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>162,667</b>	<b>161,619</b>	<b>1,048</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	69,692	64,037	5,655
MATERIALS AND SUPPLIES	30,000	24,941	5,059
CONTRACTUAL SERVICES	25,000	28,563	(3,563)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>124,692</b>	<b>117,541</b>	<b>7,151</b>
<b>OTHER</b>			
REFUSE REMOVAL	11,000	11,848	(848)
INSURANCE	26,086	26,041	45
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	20,000	20,000	-
<b>TOTAL OTHER EXPENSE</b>	<b>57,086</b>	<b>57,889</b>	<b>(802)</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>603,533</b>	<b>589,615</b>	<b>13,918</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>57,309</b>	<b>24,209</b>	<b>33,100</b>
<b>ACCRUED EXPENSES</b>			
PILOT	9,665	9,665	(0)
PROVISION FOR OPEB	14,084	14,084	0
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	6,667	6,667	(0)
<b>TOTAL ACCRUED EXPENSES</b>	<b>30,416</b>	<b>30,416</b>	<b>(0)</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>633,949</b>	<b>620,031</b>	<b>13,918</b>
<b>NET GAIN (LOSS)</b>	<b>26,893</b>	<b>(6,207)</b>	<b>33,100</b>

Hockanum Park, Shea Gardens, Rochambeau &amp; Elms Village

**EAST HARTFORD HOUSING AUTHORITY**

**FEDERAL AMP 2**

as of JANUARY 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	318,933	326,236	(7,303)
RENTAL INCOME - EXCESS BASE	-		-
EXCESS UTILITIES	3,333	100	3,233
DWELLING VACANCY LOSS	-		-
NON-DWELLING RENTALS	-		-
SALES/SERVICE to TENANTS	-		-
INTEREST INCOME	-		-
ANTENNA INCOME	58,453	73,570	(15,118)
LAUNDRY INCOME	-		-
LATE FEE INCOME	-		-
MAINTENANCE CHARGES	-		-
OTHER INCOME	41,078	9,233	31,845
SECTION 8 SUBSIDY--ADMIN FEE	-		-
FEDERAL SUBSIDY	269,071	298,368	(29,297)
MANAGEMENT FEES	-		-
BOOKKEEPING FEES	-		-
ASSET MANAGEMENT FEES	-		-
TRANSFER from CAPITAL FUNDS	-		-
<b>TOTAL INCOME</b>	<b>690,868</b>	<b>707,507</b>	<b>(16,639)</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	36,259	35,876	383
TIME-OFF COMPENSATION ACCRUAL	-		-
LEGAL EXPENSE	20,000	17,995	2,005
ACCOUNTING FEES	1,667	-	1,667
OFFICE SUPPLIES	-		-
TRAVEL	667	689	(22)
OTHER OFFICE EXPENSE	18,333	28,690	(10,357)
PENSIONS AND OTHER	106,730	110,655	(3,925)
PAYROLL TAXES	-		-
MANAGEMENT FEES	89,425	89,425	0
BOOKKEEPING FEES	9,180	9,180	-
ASSET MANAGEMENT FEES	-		-
RESIDENT SERVICES	2,550		2,550
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>284,811</b>	<b>292,509</b>	<b>(7,698)</b>
<b>UTILITIES</b>			
WATER	38,333	40,481	(2,148)
ELECTRICITY	75,000	68,979	6,021
GAS	35,000	33,747	1,253
FUEL	2,167	1,516	651
UTILITY LABOR	-		-
<b>TOTAL UTILITY EXPENSE</b>	<b>150,500</b>	<b>144,723</b>	<b>5,777</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	85,210	98,526	(13,316)
MATERIALS AND SUPPLIES	39,000	18,327	20,673
CONTRACTUAL SERVICES	28,333	37,535	(9,202)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>152,543</b>	<b>154,388</b>	<b>(1,844)</b>
<b>OTHER</b>			
REFUSE REMOVAL	11,000	12,701	(1,701)
INSURANCE	28,812	28,742	70
INTEREST EXPENSE	-		-
PRINCIPAL--MORTGAGE	-		-
REPAYMENT TO HCV	20,000	20,000	-
<b>TOTAL OTHER EXPENSE</b>	<b>59,812</b>	<b>61,443</b>	<b>(1,631)</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>647,667</b>	<b>653,064</b>	<b>(5,397)</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>43,201</b>	<b>54,444</b>	<b>11,243</b>
<b><u>ACCRUED EXPENSES</u></b>			
PILOT	16,843	16,843	0
PROVISION FOR OPEB	17,496	17,496	(0)
PROVISION FOR REPAIRS	-		-
PROVISION FOR COLLECTION LOSS	6,667	6,667	(0)
<b>TOTAL ACCRUED EXPENSES</b>	<b>41,006</b>	<b>41,006</b>	<b>(0)</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>688,672</b>	<b>694,070</b>	<b>(5,397)</b>
<b>NET GAIN (LOSS)</b>	<b>2,196</b>	<b>13,438</b>	<b>11,242</b>

Meadow Hill, Heritage Gardens, Highlands, Miller Gardens

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

as of JANUARY 31, 2013

	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	100	48	52
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	22,435	13,398	9,037
SECTION 8 SUBSIDY--ADMIN FEE	110,000	99,944	10,056
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>132,535</b>	<b>113,390</b>	<b>19,145</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	44,552	46,393	(1,841)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	3,333	3,372	(39)
ACCOUNTING FEES	2,000	-	2,000
OFFICE SUPPLIES	-	-	-
TRAVEL	500	569	(69)
OTHER OFFICE EXPENSE	10,000	8,599	1,401
PENSIONS AND OTHER	32,795	34,736	(1,941)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	25,860	20,688	5,172
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>119,041</b>	<b>114,358</b>	<b>4,683</b>
<b>UTILITIES</b>			
WATER	-	-	-
ELECTRICITY	-	-	-
GAS	-	-	-
FUEL	-	-	-
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	333	-	333
CONTRACTUAL SERVICES	500	47	453
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>833</b>	<b>47</b>	<b>786</b>
<b>OTHER</b>			
REFUSE REMOVAL	-	-	-
INSURANCE	2,860	2,167	692
INTEREST EXPENSE	-	-	-
OTHER GENERAL	4,000	3,789	211
REPAYMENT TO HCV	-	-	-
<b>TOTAL OTHER EXPENSE</b>	<b>6,860</b>	<b>5,956</b>	<b>903</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>126,734</b>	<b>120,361</b>	<b>6,373</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>5,802</b>	<b>(6,971)</b>	<b>12,773</b>
<b><u>ACCRUED EXPENSES</u></b>			
PILOT			
PROVISION FOR OPEB	5,378	5,378	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
<b>TOTAL ACCRUED EXPENSES</b>	<b>5,378</b>	<b>5,378</b>	<b>-</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>132,112</b>	<b>125,739</b>	<b>6,373</b>
<b>NET GAIN (LOSS)</b>	<b>424</b>	<b>(12,349)</b>	<b>12,773</b>

## EAST HARTFORD HOUSING AUTHORITY

## KING COURT

as of JANUARY 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	123,680	123,680	-
RENTAL INCOME - EXCESS BASE	30,391	33,864	(3,473)
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	(51,220)	(48,080)	(3,140)
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(16)	16
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	167	3,388	(3,222)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>103,017</b>	<b>112,837</b>	<b>(9,819)</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	16,920	18,238	(1,318)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	4,333	2,598	1,736
ACCOUNTING FEES	667	-	667
OFFICE SUPPLIES	1,247	1,379	(132)
TRAVEL	167	46	120
OTHER OFFICE EXPENSE	1,580	1,284	296
PENSIONS AND OTHER	19,945	22,140	(2,194)
PAYROLL TAXES	2,097	2,190	(93)
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>46,955</b>	<b>47,875</b>	<b>(920)</b>
<b>UTILITIES</b>			
WATER	6,667	4,716	1,950
ELECTRICITY	4,333	3,438	895
GAS	8,333	7,832	501
FUEL	33	-	-
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>19,367</b>	<b>15,987</b>	<b>3,347</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	6,957	9,327	(2,370)
MATERIALS AND SUPPLIES	5,000	2,503	2,497
CONTRACTUAL SERVICES	8,333	1,993	6,340
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>20,290</b>	<b>13,822</b>	<b>6,468</b>
<b>OTHER</b>			
REFUSE REMOVAL	2,333	-	2,333
INSURANCE	5,239	5,187	52
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
<b>TOTAL OTHER EXPENSE</b>	<b>7,572</b>	<b>5,187</b>	<b>2,385</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>94,184</b>	<b>82,871</b>	<b>11,280</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>8,833</b>	<b>29,966</b>	<b>21,099</b>
<b>ACCRUED EXPENSES</b>			
PILOT	-	-	-
PROVISION FOR OPEB	3,611	3,611	(0)
PROVISION FOR REPAIRS	4,823	4,823	(0)
PROVISION FOR COLLECTION LOSS	400	400	-
<b>TOTAL ACCRUED EXPENSES</b>	<b>8,833</b>	<b>8,834</b>	<b>(1)</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>103,017</b>	<b>91,705</b>	<b>11,279</b>
<b>NET GAIN (LOSS)</b>	<b>-</b>	<b>21,132</b>	<b>21,099</b>

## EAST HARTFORD HOUSING AUTHORITY

## HUTT HEIGHTS

as of JANUARY 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	30,918	30,885	33
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	12,076	2,364	9,711
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	30,259	29,989	270
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>73,252</b>	<b>63,238</b>	<b>10,014</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	5,654	5,475	179
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	2,667	2,102	564
ACCOUNTING FEES	333	-	333
OFFICE SUPPLIES	333	-	333
TRAVEL	167	109	58
OTHER OFFICE EXPENSE	1,667	2,590	(924)
PENSIONS AND OTHER	8,714	9,575	(862)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	8,767	8,767	0
BOOKKEEPING FEES	900	900	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>29,202</b>	<b>29,518</b>	<b>(317)</b>
<b>UTILITIES</b>			
WATER	6,667	10,464	(3,798)
ELECTRICITY	8,333	8,464	(131)
GAS	6,667	6,488	179
FUEL	33	-	33
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>21,700</b>	<b>25,416</b>	<b>(3,716)</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	5,329	5,913	(584)
MATERIALS AND SUPPLIES	1,667	2,994	(1,328)
CONTRACTUAL SERVICES	2,000	2,593	(593)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>8,996</b>	<b>11,501</b>	<b>(2,505)</b>
<b>OTHER</b>			
REFUSE REMOVAL	2,500	2,678	(178)
INSURANCE	2,756	2,681	75
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
<b>TOTAL OTHER EXPENSE</b>	<b>5,256</b>	<b>5,359</b>	<b>(104)</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>65,154</b>	<b>71,795</b>	<b>(6,641)</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>8,098</b>	<b>(8,557)</b>	<b>16,655</b>
<b>ACCRUED EXPENSES</b>			
PILOT	922	922	(0)
PROVISION FOR OPEB	1,430	1,430	0
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	333	333	0
<b>TOTAL ACCRUED EXPENSES</b>	<b>2,685</b>	<b>2,685</b>	<b>0</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>67,839</b>	<b>74,480</b>	<b>(6,641)</b>
<b>NET GAIN (LOSS)</b>	<b>5,413</b>	<b>(11,242)</b>	<b>16,655</b>

## EAST HARTFORD HOUSING AUTHORITY

## VETERAN's TERRACE

as of JANUARY 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	480,840	480,840	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	3,543	(3,543)
DWELLING VACANCY LOSS	(6,484)	(1,527)	(4,957)
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(119)	119
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	-	6,491	(6,491)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>474,356</b>	<b>489,229</b>	<b>(14,873)</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	39,123	36,854	2,269
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	8,000	8,204	(204)
ACCOUNTING FEES	2,333	-	2,333
OFFICE SUPPLIES	1,667	1,449	218
TRAVEL	333	494	(161)
OTHER OFFICE EXPENSE	3,872	8,178	(4,306)
PENSIONS AND OTHER	68,081	88,530	(20,449)
PAYROLL TAXES	7,831	8,756	(925)
MANAGEMENT FEES	23,718	-	23,718
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>154,957</b>	<b>152,465</b>	<b>2,492</b>
<b>UTILITIES</b>			
WATER	15,667	9,322	6,345
ELECTRICITY	16,667	11,358	5,309
GAS	55,500	52,464	3,036
FUEL	133	-	133
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>87,967</b>	<b>73,143</b>	<b>14,824</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	55,066	54,677	389
MATERIALS AND SUPPLIES	20,000	29,651	(9,651)
CONTRACTUAL SERVICES	18,333	42,222	(23,889)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>93,400</b>	<b>126,551</b>	<b>(33,151)</b>
<b>OTHER</b>			
REFUSE REMOVAL	4,333	-	4,333
INSURANCE	12,148	12,052	96
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
<b>TOTAL OTHER EXPENSE</b>	<b>16,482</b>	<b>12,052</b>	<b>4,430</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>352,805</b>	<b>364,211</b>	<b>(11,406)</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>121,551</b>	<b>125,018</b>	<b>3,467</b>
<b>ACCRUED EXPENSES</b>			
PILOT	38,639	38,639	-
PROVISION FOR OPEB	12,441	12,441	(0)
PROVISION FOR REPAIRS	68,805	28,805	40,000
PROVISION FOR COLLECTION LOSS	1,667	1,667	(0)
<b>TOTAL ACCRUED EXPENSES</b>	<b>121,551</b>	<b>81,552</b>	<b>39,999</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>474,356</b>	<b>445,763</b>	<b>28,593</b>
<b>NET GAIN (LOSS)</b>	<b>-</b>	<b>43,466</b>	<b>43,466</b>



Central Office

**A. 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.

1-9-13 Evaluation of responses completed. Two finalists selected for interviews.

1-31-13 Two finalists interviewed. GDS Associates & Facilities Strategy Group

2-1-13 A recommendation for hire should be ready for Board approval for Feb. 20 meeting

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.

1-9-13 Replacement boiler installed and final clean up completed on 1-10-13. This project is being closed out.

2-1-13 This project is closed out.

**B. REAC Corrections** – Contracted with low bidder, A&J Home Improvements, to install metal corners guards over damaged brick corners at multiple locations. Additional repairs to siding, overhangs, gutters/downspouts, doors also included. All repairs to be completed prior to REAC inspection scheduled for 1-24-13

1-23-13 All repairs completed. Total cost was \$4,450 and paid from CFP 2011, BLI 1460. This project is complete and will be closed out for next report.

2-1-13 This project is closed out.

**C. 2008 F350 replacement plow**

Based on advice from Kasheta Equipment, we solicited bids for a replacement plow for the 2008 F350 truck used at the Federal sites. Upon approval, ordered a Fisher XBlade SS assembly similar to one provided on new 2013 plow truck. Low bid price from Crowley Ford - \$5,225.52. Funds used to come from CFP 2011, BLI 1475

**D. Replacement lawn tractor/plow blade**

The current Toro tractor/blade in use at Hockanum Park is over 12 years old. Upon approval, solicited quotes for a 2013 Simplicity Prestige 30 HP tractor/snow blade set up. The low bidder was Capitol Equipment & Marine and total cost is \$7,493 with delivery expected at the end of February. Funds from CFP 2011, BLI 1475 to be used for payment.

13-2 Shea Gardens

**A.** No work scheduled

A. Under the WRAP Program, an Addendum to add work on the King Court Agreement is approved. Work 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.

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

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.

1-23-13 Residents notified of installation work for next week.

1-28 & 1-29-13 All fixtures installed and this project will be closed out for next report.

2-1-13 This project is closed out

### **13-4 Meadow Hill**

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.

1-18-13 Met with HES representative and reviewed numbers of interior/exterior fixtures. A Letter of Agreement (LOA) to be prepared and signed to replace all qualified exterior and interior lighting (apartments and common areas)

2-5-13 Received and signed LOA to install lighting measures. Fixtures expected by Feb. 13 and installation work possibly starting by end of February. Total value of measures - \$75,000

**B. REAC Corrections** – 1-25-13 An Invitation For Bid (IFB) prepared for replacement of a damaged fire door in basement, replacing damaged tile in boiler room ceiling and wall and ceiling repair/painting in Maintenance Shop/Garage. All work to be complete before 2-21-13 REAC Inspection.

2-1-13 contract signed with low bidder A&J Home Improvements for \$6,100 and work started on 2-4-13

### **13-5 Elms Village**

A. No other work scheduled

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 2<sup>nd</sup> 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.

2-1-13 All units are now complete with the basic weatherization improvements. This project is in close out process.

**B. Phase 1 Environmental Site Assessment & limited Hazardous Materials testing**

1-24-13 – Contracted with Fuss & O'Neill/Enviroscience to complete Phase 1 Environmental Site Assessment & limited Hazardous Materials testing as part of the RFQ information provided to potential Developers. A firm fixed cost was determined by utilizing the DAS contract pricing.

1-25-13 - Walk through for the Site Assessment completed and environmental testing started.

2-1-13 – The Phase 1 Environmental Site Assessment is completed. Waiting for the limited Hazardous Materials report to be sent. Only one apartment was tested at the site.

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.

2-1-13 HES representative confirmed that this site will be visited and surveyed during February for potential energy saving measures.

**B. CHFA Inspection Corrections** – 1-10-13 Contracted with low bidder, A&J Home Improvements, to install metal corners guards over damaged brick corners and window sills at multiple locations. All repairs to be completed prior by the end of February

2-1-13 Repairs have not started yet.

**C. Replacement lawn tractor/plow blade**

The current Toro tractor/blade in use at Veterans Terrace is over 12 years old. Upon approval, solicited quotes for a 2013 Simplicity Prestige 30 HP tractor/snow blade set up. The low bidder was Capitol Equipment & Marine and total cost is \$7,493 with delivery expected at the end of February.

 2/6/13  
**Andre Dumas**  
**Asset Coordinator**



TO: EHHA BOARD OF COMMISSIONERS

FROM: A. Christine Paisley, Housing Programs Manager

**OCCUPANCY REPORT TOTALS FOR ALL AMPS  
FOR THE PERIOD JANUARY 1, 2013 THROUGH JANUARY 31, 2013**

Project Number	Project Name	Total Units	Last Month	Move Outs	Move Ins	Off Line	Total Vacant Month End	Total Occupied On 1st of Feb-13
13-1	HOCKANUM PARK	100	100	1	0		1	99
13-2	SHEA GARDENS	47	45	1	3		0	47
13-3	ROCHAMBEAU	50	49	0	1		0	50
13-5	ELMS VILLAGE	85	84	1	1		1	84
13-4	MEADOW HILL	120	119	1	1		1	119
13-6	HERITAGE GARDENS	46	46	1	1		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
<b>Federal Totals</b>		<b>617</b>	<b>611</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>613</b>
MR23	KING COURT	50	49	0	1		0	50
MR23A & MR58	VETERANS TERRACE AND EXTENSION	150	148	1	1		2	148
<b>TOTALS</b>		<b>817</b>	<b>808</b>	<b>7</b>	<b>10</b>	<b>0</b>	<b>6</b>	<b>811</b>

**Total Occupancy Rate 99.27%**  
**Federal Occupancy Rate 99.35%**

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



TO: EHHA BOARD OF COMMISSIONERS

FROM: A Christine Paisley, Housing Programs Manager

**SECTION 8 UTILIZATION REPORT FOR JANUARY 2013**

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

	Total Units Allocated	Total Units Leased	Total HCV & Outgoing Payables
HCV	422	374	
OUTGOING PAYABLES		25	399
TENANT PROTECTION	9	9	
<b>Total</b>	<b>431</b>	<b>408</b>	

PORTABLE ADMINISTERED

<b>Total</b>	<b>80</b>
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VOUCHERS ISSUED

NOT CURRENTLY UNDER CONTRACT - searching	1
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<b>GRAND TOTAL</b>	<b>488</b>
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<b>% HCV Utilized 94.55%</b>	+	<b>% TPV Utilized 100.00%</b>	=	<b>TOTAL % Utilized 94.66%</b>
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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.

6d

**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 February 14, 2013 Accompanying Summary Process Status Report for February 20, 2013 Commissioners Meeting

Condell, 55 Hamilton Road	363.00
French, 452 Main Street #309	432.00
Munroe, 101 Connecticut Boulevard 4b (1,016.88 tendered at court)	1,016.88
Pearl, 11 Columbus Circle A-1 (tendered at court)	480.00
Rosa, 35 Holmes Street	1,010.00
Torrence, 43 Hamilton Road B-1 (1,596.50 tendered at court)	2,101.50
Matos, Jr, 25 Holmes Street A-2	*940.00
Womack, 136 Columbus Circle Ext A-2	*656.00
Smith, L, 63 Hamilton Road	*107.00
Garcia, 79 Mill Road	*390.00
Bailey, 452 Main Street, Apt 410	*436.00
Weaver-Bey, 126 Columbus Circle B-1	*120.00
Ortiz, 13 Holmes Street (lock box tender)	**196.00
Stellmacher, 17 Holmes Street (lock box tender)	**380.00
Chappell, 103 Mill Road	**210.00
Daniels, 75 King Court	**760.00
	<u>\$9,598.38</u>

\*These sums were tendered on or before January 15, 2013. \*\*These sums were tendered on or before February 14, 2013. Any sums tendered after February 14, 2013 but on or before February 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 FEBRUARY 14, 2013**

<b>Matter</b>	<b>Notation</b>	<b>WSC</b>	<b>Def. Mot.</b>	<b>Judg.</b>
ANDERSON, 163 School Street, Apt W2	2/11 Trial cancelled due to snow storm Court to reschedule			
BOYLE 34 Mill Road			2/14	
BUSH 101 Connecticut Boulevard 8G	1/10 Possession by Execution			
CONDELL ET AL 55 Hamilton Road	1/28 Stipulation met			
FORD 68 Silver Lane, Unit 27	3/12 Trial set			
FRENCH 452 Main Street, Apt 309	Stipulated			11/6
JERNIGAN 68 Silver Lane, Unit 42	3/12 Trial set			
LESLIE 53 Hamilton Road A-2			2/14	
MANFORTE 68-4 Cannon Road	2/26 Trial set			
MUHAMMAD 26 Columbus Circle A-1	3/19 Trial set			



<u>Matter</u>	<u>Notation</u>	<u>WSC</u>	<u>Def. Mot.</u>	<u>Judg.</u>
MUNROE 101 Connecticut Boulevard 4b	Stipulated			1/28
PEARL 11 Columbus Circle A-1	Stipulated			2/5
ROSA 35 Holmes Street	Stipulated			12/4
SMITH, K. 76 Mill Road, Apt B-2	1/10 Possession by Execution			
THOMPSON 11 Columbus Circle B-2	3/12 Trial set			
TORRENCE 43 Hamilton Road, Apt B-1	Stipulated			1/15
WESTBERRY 100 Columbus Street A-1	3/12 Trial set			



	A	B	C	D	E	F	G	H	I	J	K	L	M	
1														
	Federal Amp 2 - Meadow Hill, The Highlands, Heritage Gardens & Miller Gardens													
	Protected													
2	Property	Apartment No.	Bedrooms	Condition	Date Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days	
3	13-4	1H	1	Fair	10/1/2012	10/3/2012	10/5/2012	10/11/2012	10/10/2012	10/11/2012	8	8	0	
4	13-4	8M	1	Good	10/1/2012	10/5/2012	10/10/2012	10/12/2012	10/12/2012	11/13/2012	10	41	31	
5	13-7	413	1	Good	9/28/2012	10/1/2012	10/1/2012	10/5/2012	10/5/2012	10/23/2012	6	23	17	
6	13-6	W2-5	0	Poor	9/27/2012	10/5/2012	10/10/2012	10/12/2012	10/12/2012	10/15/2012	14	16	2	
7	13-4	4A	1	Good	9/27/2012	10/1/2012	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	9/24/2012	9/28/2012	9/28/2012	10/4/2012	7	12	5	
9	13-4	1B	1	Fair	10/9/2012	10/12/2012	10/15/2012	10/19/2012	10/19/2012	11/15/2012	9	35	26	
10	13-7	601	1	Fair	11/4/2012	11/6/2012	11/5/2012	11/9/2012	11/9/2012	11/26/2012	4	20	16	
11	13-4	3H	1	Fair	10/30/2012	11/1/2012	11/1/2012	11/5/2012	11/5/2012	12/4/2012	9	33	24	
12	13-6	E3	0	Poor	11/6/2012	11/9/2012	11/14/2012	11/19/2012	11/21/2012	1/8/2012	14	0	0	
13	13-7	108	1	Poor	11/13/2012	11/15/2012	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	12/3/2012	12/5/2012	12/4/2012	12/6/2012	0	1	1	
15	13-7	105	1	Poor	12/17/2012	12/18/2012	12/18/2012	12/28/2012	12/31/2012	1/4/2013	13	16	3	
16	13-4	4L	1	Fair	1/3/2013	not needed	1/2/2013	1/3/2013	1/3/2013	1/15/2013	0	10	11	
17	13-6	4J	1	Good	2/7/2013	not needed	1/28/2013	1/31/2013						
18	13-6	W2-5	0	Fair	2/1/2013	1/22/2013	1/31/2013	2/7/2013						
19	13-4	8G	1	Good	1/10/2013	1/22/2013	1/23/2013	1/30/2013						
20	13-7	104	1	Good	1/29/2013	2/4/2013								
21	13-4	8H	1	Fair	2/2/2013	2/4/2013	2/5/2013	2/12/2013						
22														
23														
24														
25														
26														
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53														
											<b>Averages</b>	<b>Days to Turn</b>	<b>Total Days</b>	<b>Lease Days</b>
												<b>7.64</b>	<b>16.64</b>	<b>10.07</b>

\* Red Text = Unit Offline



State AMP - Veterans Terrace

Projected

Apartment No.	Bedrooms	Condition	Date Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days
3A2	2	Poor	8/30/2012	9/13/2012	9/28/2012	10/17/2012	10/16/2012	10/22/2012	46	51	5
50B2	2	Poor	10/4/2012	10/9/2012	10/15/2012	11/9/2012	11/6/2012	11/15/2012	32	40	8
49B1	2	Fair	11/13/2012	11/26/2012	11/26/2012	12/14/2012	12/6/2012	1/8/2013	22	54	32
70A1	2	Poor	11/29/2012	12/12/2012	12/13/2012	12/28/2012	12/26/2012		26		
30	3	Fair	1/8/2013	1/11/2013	1/15/2013	2/7/2013					

**Averages** Days to Turn **31.50** Total Days **48.33** Lease Days **15.00**

FEBRUARY 20, 2013 BOARD MEETING

TO: BOARD OF COMMISSIONERS  
FROM: DEBRA BOUCHARD  
DATE: 2/15/2013

EXECUTIVE DIRECTOR REPORT

- Storm Nemo (Charlotte)
  1. Notices regarding storm activity, EHHA's intentions and how to prepare for the pending storm were delivered on Thursday, February 7<sup>th</sup> to all residents.
  2. Maintenance Staff and Management worked round the clock Friday through Monday clearing snow.
  3. Contractors were brought in to do additional cleanup- bucket loaders to remove snow piles and widen pathways.
  4. All properties had power during the storm
  
- King Court
  5. RFQ was released to the public on February 8, 2013
  6. Pre-bid conference to be held on February 21, 2013
  7. Proposals in by March 8, 2013
  8. Public hearing scheduled for late April or Early May
  
- Scatter Site Program
  1. EHHA went to the DECD on February 4, 2013 for an interview and to give a presentation of the Scattered Site program.
  2. Waiting hear back from DECD
  
- Submitting Predevelopment Application for Burnside Avenue
  1. Received Letter from Nick Lundgren at the DECD stating that our \$250,000 predevelopment application is under review. No updates at this time.
  
- Veteran's Terrace Development
  1. Met with Mike Santoro from the DECD and Lynn Koroser-Crane from CHFA regarding predevelopment funds for Veteran's Terrace.
  2. DECD is willing to give the housing authority \$150,000 in a predevelopment grant to start A & E services, environmental reviews, etc. At this time, I have not received an official letter confirming the grant.
  3. Goal is to be prepared for the CHAMP grant.

- Veteran's Terrace Expiring Contract
  1. Contract renewal was submitted on January 31, 2013 to Jeffco.
  2. EHHA selected option 2 for its contract renewal because our current rents are below comparable fair market rents in the area. Selecting this option would increase revenue.
  3. Status- currently under Jeffco review
  
- Gearing up for potential REAC/MOR inspections
  1. Federal physical assessment scheduled dates:
    - a. Amp 100- Completed- no news on score at this time.
    - b. Amp 200- March 7, 2013 (date has been moved because of the storm)
    - c. Amp300- March 6, 2013 (date has been moved because of the storm)
  2. No information regarding Veteran's Terrace as HUD has not selected a Contract Administration award-Still no update.
  
- Website Development
  1. Still under construction
  
- Town CDBG Grant
  1. Under review
  
- Union Negotiations
  1. Mediation is scheduled for March 13, 2013
  
- SEMAP (Section 8 Management Assessment Program)
  1. HUD has designated our Section 8 department as a **"High Performer"** for fiscal year ending 9/30/12.
  
- PHAS Score
  1. Our Capital Fund Program has scored a 10 out of a possible 10 points for FYE 9/30/12.
  
- HAI Scholarship
  1. Housing Authority Insurance will be awarding 50 \$2500 scholarships for housing authority residents and Section 8 participants.
  2. HAI will be selecting, by lottery, 50 individuals to receive a \$2500 scholarship award.
  3. EHHA has mailed out the information to all our residents and Section 8 participants of the scholarship.
  
- GASB 45
  1. An actuarial study to determine the valuation for active & retired employees who are benefiting under the retiree medical, dental and life insure plans.
  2. EHHA has selected Primoris Benefits Advisors, Inc. to conduct the study.



U.S. Department of Housing and Urban Development

Hartford Field Office  
Office of Public Housing  
20 Church Street, 10<sup>th</sup> Floor  
Hartford, Connecticut 06103-3220  
E-mail Address: Jennifer.R.Gottlieb@hud.gov

Telephone: (860) 240-9757  
Facsimile: (860) 240-4854  
TTY: (860) 240-4665

OCT 30 2012

Ms. Debra Bouchard,  
Executive Director  
East Hartford Housing Authority  
546 Burnside Avenue  
East Hartford, Connecticut 06108

Dear Ms. Bouchard:

The purpose of this letter is to inform you of the East Hartford Housing Authority (EHHA's) overall SEMAP score, overall performance rating (designation) and the rating on each SEMAP indicator. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 Program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The EHHA's overall SEMAP score for the fiscal year ended 9/30/2012 is **97%**. Enclosed please find your score on each indicator and your MTCS Extract Detail Report. Dividing the sum of the indicator ratings by the total possible points derives the overall SEMAP score. The SEMAP scores are rounded off to the nearest possible whole number. As a result of your overall SEMAP score of **97%**, EHHA is designated as a **High Performer**.

We would like to take this opportunity to congratulate the EHHA for your overall rating and hard work. If you have any questions regarding your SEMAP rating, please contact Damaris Reyes-Goodman, Portfolio Management Specialist, at (860) 240-9771.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer R. Gottlieb".

Jennifer R. Gottlieb  
Program Center Coordinator



[Assessment Profile](#) | 
 [Reports](#) | 
 [Submission](#) | 
 [Approval](#)

**Summary**      Certification      Profile      Notifications      Comments  
**1EPH HARTFORD PROGRAM CENTER**  
 CT013 East Hartford Housing Authority  
 9/30/2012

**Field Office:**  
 Housing Agency:  
 PHA Fiscal Year End:

Damaris Reyes-Goodman (H11851)

- [PIC Main](#)
- [SEMAP](#)
- [Risk Assessment](#)
- [Logoff](#)

## Multifamily Tenant Characteristics System

SEMAP Indicators  
 Program type: SEMAP  
 Extract date: 09/30/2012

Reporting Rate	
Percent Reported	100
Percent Late Reexamination	0
Percent of Family Rent Discrepancy	0
HQS - Newly Leased Units(% of Units)	100
Passed Inspection Before Contract Effective	0
Late HQS Inspections	0
Number of Families Enrolled	0
Percent With Escrow Balance	0
Family Self-Sufficiency (FO Input)	0
Number of Mandatory FSS Slots	0
Lease-up (FO Input)	0
Percent Leased	97

Assessment Profile  
 Reports Submission Approval  
 List Summary Certification Profile

Field Office: 1EPH HARTFORD PROGRAM CENTER  
 Housing Agency: CT013 East Hartford Housing Authority  
 PHA Fiscal Year End: 9/30/2012  
 Profile

Damaris Reyes-Goodman (H11851)  
 PIC Main

Profile Number: 1  
 Points Earned: 130  
 Total Possible Points: 135  
 Overall Score(In %): 96

Overall Rating: High  
 Profile Status: Final Rating  
 Profile Type: None Selected

Indicator #	Previous Rating	Current Rating	HUD/FO Rating
1	NA	15	15
2	NA	20	20
3	NA	20	20
4	NA	5	5
5	NA	5	5
6	NA	10	10
7	NA	5	5
8	NA	5	5
9	NA	10	10
10	NA	5	5
11	NA	10	10
12	NA	5	5
13	NA	10	10
14	NA	15	15
Bonus	NA	NA	NA
		0	0

MTCS Extract Details

Create New Profile



**U. S. Department of Housing and Urban Development**  
 OFFICE OF PUBLIC AND INDIAN HOUSING  
 REAL ESTATE ASSESSMENT CENTER

Report Date: 9/30/2012

**Public Housing Assessment System Interim Rule  
 Capital Fund Score Report**

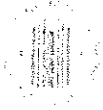
PHA Code:	CT013
PHA Name:	East Hartford Housing Authority
Fiscal Year End:	9/30/2012

**Calculation of Occupancy Rate:**

	Units Occupied by an Assisted Tenant	610	
+	Other Occupied Units	0	
+	Special Use Units	1	
=	<b>Total Occupied Units</b>	<b>611</b>	← Numerator
+	Standing ACC Units	620	
-	Vacant Units Approved for Demo/Disp	0	
=	<b>Total Units Available for Occupancy</b>	<b>620</b>	← Denominator

	Percent	Score
<b>Occupancy Rate</b>	98.5%	5
<b>Timeliness of Fund Obligation Rate<sup>1</sup></b>	90.0%	5
<b>Capital Fund Indicator Score</b>		<u>10</u>

<sup>1</sup> For PHAs with Timeliness of Fund Obligation Rates of less than 90%, this deficient rate is shown. For PHAs with Timeliness of Fund Obligation Rates of greater than or equal to the 90% threshold, a value of 90% is shown here.



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

OFFICE OF PUBLIC AND INDIAN HOUSING

REAL ESTATE ASSESSMENT CENTER

Report Date: 9/30/2012

**Public Housing Assessment System Interim Rule  
Capital Fund Score Report**

**Calculation Methodology:**

**Occupancy Percentage**

$100 \times (\text{Numerator} \div \text{Denominator})$

**Numerator: Total Occupied Units**

Standing ACC Public Housing units occupied by an assisted tenant, police officer, employee, or over-income tenant, and units approved by HUD as special use units. Special use units are units for: Anti-Drug/Crime, Self-Sufficiency Activities, Other Resident Activities, and MTW Neighborhood Services.

**Denominator: Total Units Available for Occupancy**

All standing ACC Public housing units, except those units that are vacant because they are part of an approved demo/dispo application.



*East Hartford Housing Authority*  
*546 Burnside Ave, East Hartford, CT 06108*

(860) 290-8301  
Administration


(860) 290-8300  
Maintenance \ 24 Hour Emergency

(860) 290-8308  
Finance Dept Fax

(860) 289-1688  
Leasing Dept Fax

TDD 1-800-545-1833 ext 216

TO: Housing Authority Residents

FROM: Debra Bouchard, Executive Director 

DATE: February 7, 2013

RE: HAI Group – Resident Scholarship Program

The Housing Authority Insurance, Inc. is sponsoring a Resident Scholarship Program. This scholarship is available to housing authority residents who have resided in housing since at least August 1, 2012. This year, fifty (50) scholarships, worth \$2,500 each will be awarded. All applications and supporting materials must be postmarked by April 30, 2013. Completed applications will be entered into a lottery and scholarship recipients will be notified by US Mail by June 3, 2013.

Attached is a copy of the Scholarship flyer, along with the Resident Scholarship Program 2013 Application and the Guidelines.

If you are interested in applying for this scholarship, please contact my Executive Secretary, Brenda Pliszka, at 860-290-8301 x120 to obtain the Verification of Residency Form which needs to be included in your package.

ROBERT S. KEATING  
CHAIRMAN

FRESHELIA MAMMIO  
VICE CHAIRMAN

HAZEL ANN B. COOK  
COMMISSIONER

JOHN CARELLA  
COMMISSIONER

JAMES PATTERSON  
COMMISSIONER

DEBRA BOUCHARD  
EXECUTIVE DIRECTOR

RUPHIL ALEXANDER  
LEGAL COUNSEL

Equal Housing Opportunity



Equal Opportunity Employer



*East Hartford Housing Authority*  
*546 Burnside Ave, East Hartford, CT 06108*

(860) 290-8301  
Administration

(860) 290-8300  
Maintenance \ 24 Hour Emergency

(860) 290-8308  
Finance Dept Fax

(860) 289-1688  
Leasing Dept Fax

TDD 1-800-545-1833 ext 216

TO: Section 8 Participants *(DMP)*  
FROM: Debra Bouchard, Executive Director  
DATE: February 28, 2013  
RE: HAI Group – Resident Scholarship Program

The Housing Authority Insurance, Inc. is sponsoring a Resident Scholarship Program. This scholarship is available to Section 8 participants who have resided in Section 8 since at least August 1, 2012. This year, fifty (50) scholarships, worth \$2,500 each will be awarded. All applications and supporting materials must be postmarked by April 30, 2013. Completed applications will be entered into a lottery and scholarship recipients will be notified by US Mail by June 3, 2013.

Attached is a copy of the Scholarship flyer, along with the Resident Scholarship Program 2013 Application and the Guidelines.

If you are interested in applying for this scholarship, please contact my Executive Secretary, Brenda Pliszka, at 860-290-8301 x120 to obtain the Verification of Residency Form which needs to be included in your package.

ROBERT S. KEATING  
CHAIRMAN

PRESCILLE YAMAMOTO  
VICE CHAIRMAN

HAZEL ANN B. COOK  
COMMISSIONER

JOHN CARIELLA  
COMMISSIONER

JAMES PATTERSON  
COMMISSIONER

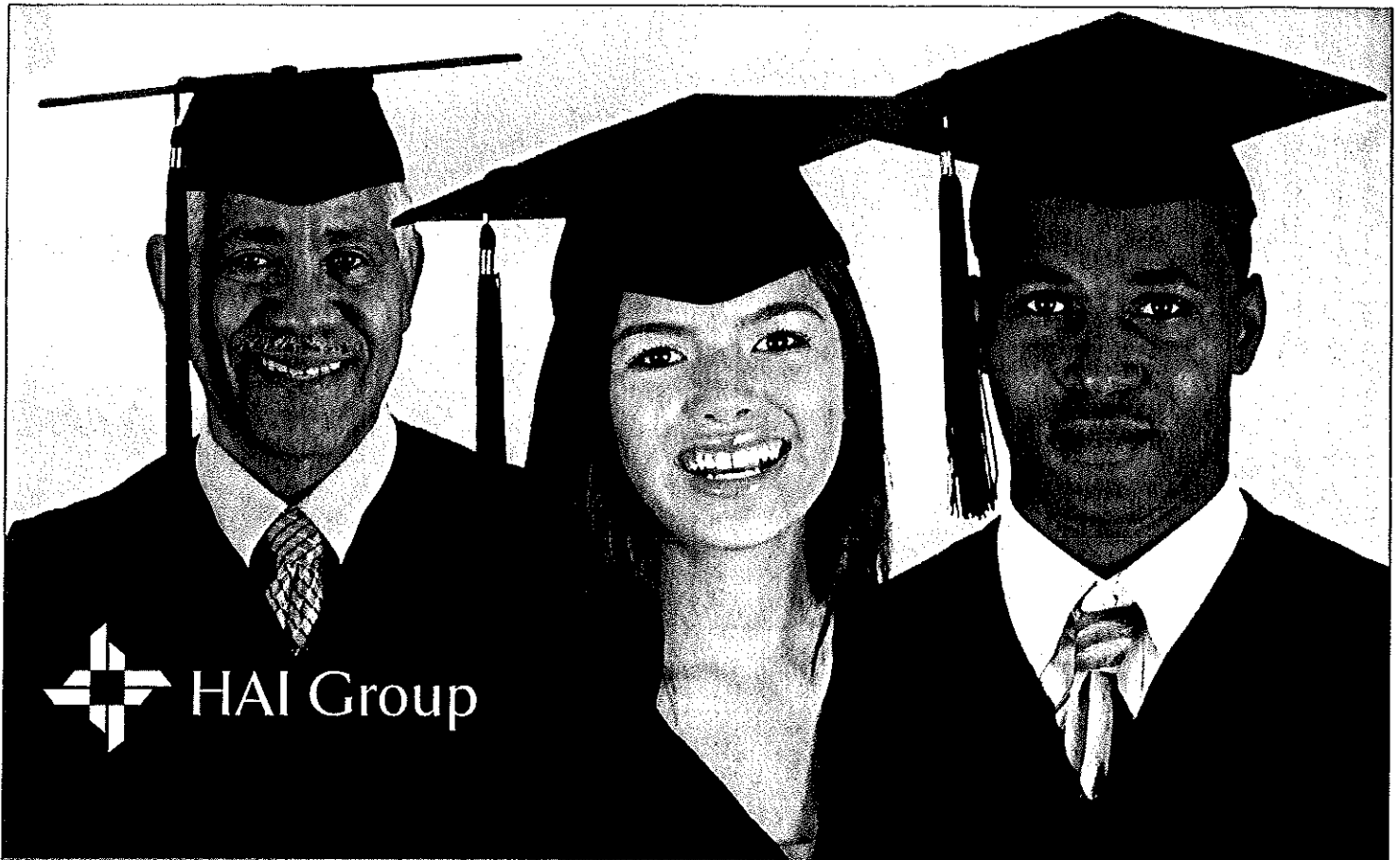
DEBRA BOUCHARD  
EXECUTIVE DIRECTOR

RALPH J. ALEXANDER  
LEGAL COUNSEL

Equal Housing Opportunity



Equal Opportunity Employer



## Get the money YOU need for college!

**T**he Resident Scholarship Program, sponsored by Housing Authority Insurance, Inc., provides residents of Member public housing authorities with scholarships to help them attend college. By completing the application and providing the required supporting materials, current residents who have resided in public or Section 8 housing since at least August 1, 2012, can be entered into a drawing for a chance to be awarded one of 50 scholarships worth \$2,500 each.

### How to qualify?

If you are a high school senior, a current college student, or an adult with a high school diploma or GED, have a GPA of at least 2.0, are a resident of a housing authority that is a Member of Housing Authority Insurance, Inc., and are a US citizen—you may qualify.

---

Act fast—applications must be post-marked to the address on the application by **April 30, 2013**.

---

For more information and a copy of the application, visit us online at [www.housingcenter.com](http://www.housingcenter.com) and click the Resident Scholarship Program link. For questions, call us at 800-873-0242, ext. 639 or e-mail us at [scholarship@housingcenter.com](mailto:scholarship@housingcenter.com).

---

HAI Group® | 189 Commerce Court, Cheshire, CT 06410 | HAI Group is a registered trademark for a family of companies which includes Housing Authority Risk Retention Group, Inc.; Housing Authority Property Insurance, A Mutual Company; Housing Enterprise Insurance Company, Inc.; Housing Insurance Services, Inc. (DBA Housing Insurance Agency Services in NY and MI); Housing Authority Insurance, Inc.; Housing Telecommunications, Inc.; Satellite Telecommunications, Inc.; Housing Investment Group, Inc.; Public and Affordable Housing Research Corporation; and Housing Systems Solutions, Inc.



# Resident Scholarship Program 2013 Application

All fields are mandatory

## 1. PHA INFORMATION

(Name of sponsoring housing authority)

(Is this public housing or Section 8?)

(Length of residency)

## 2. PERSONAL INFORMATION

(Last name)

(First name)

(Middle initial)

(Street address)

(City)

(State and zip)

(Home phone number)

(Cell phone number)

(E-mail address)

(Date of birth)

(Male or Female)

(Are you a US citizen?)

## 3. EDUCATION — HIGH SCHOOL/GED

**Check one:**    High school graduate    High school senior

**Provide a copy of your transcript showing your GPA.**

(Name of high school)

(Cumulative GPA)

(Street address)

(City)

(State and zip)

**GED Recipients: Provide a copy of your GED certificate.**

(Name of GED institution)

## 4. EDUCATION — COLLEGE (If not attending college yet, skip to the signature line)

**Check one:**    Never attended college    Some college    Currently attending college

**Provide a copy of your transcript showing your GPA.**

(Name of college(s) attended)

(Dates attended)

(Hours completed)

(Degree received)

(College ID number)

X

(Signature)

(Date)





## Resident Scholarship Program 2013 Application Guidelines

### APPLICATION CHECKLIST

Before sending in this application, make sure all boxes are checked. **Incomplete applications will not be entered into the drawing.** You will not be contacted if your application is incomplete. Completed applications (can be printed in black and white or color) must be postmarked to the address below by the **April 30, 2013 deadline.**

- Completed and signed Application (all sections)
- High school student graduating in June 2013, current college/university student, GED recipient, or adult returning to school
- Copy of recent transcript (non-certified) showing GPA of at least 2.0 or GED certificate
- Residency verification

### SCHOLARSHIP AWARDS

Awards are \$2,500 each and are issued only to your educational institution before the fall semester of 2013. A total of **50** scholarships will be awarded.

### SCHOLARSHIP PAYMENT

Scholarship payments are made directly to the college, university, or technical school by Housing Authority Insurance, Inc. and are deposited into an F.B.O. (For the Benefit Of) Account. Scholarship award proceeds are to be used only for tuition, books, or school supplies.

Selected recipients must notify Housing Authority Insurance, Inc., by July 1, 2013, providing the name of the institution that they will attend. The check will be sent once verification of the recipient's enrollment for the fall 2013 academic term has been confirmed.

The selected candidate must expend all award proceeds during their chosen institution's 2013 fall academic term. If there are any unused award proceeds after the completion of the 2013 fall academic term, we reserve the right to withdraw those proceeds from the institution.

Should you have questions or need more information, please call us at **800-873-0242, ext. 639** or e-mail us at [scholarship@housingcenter.com](mailto:scholarship@housingcenter.com).

**Mail completed application  
and supporting materials  
in one envelope to:**

Scholarship Program  
HAI Group  
189 Commerce Court  
P.O. Box 189  
Cheshire, CT 06410

**— OR —**

**E-mail [scholarship@housingcenter.com](mailto:scholarship@housingcenter.com)  
and attach the following documents to one e-mail  
(do not send multiple e-mails):**

- Application
- Transcript or GED certificate
- Resident verification (using supplied form  
or housing authority letterhead)

**CORPORATE RESOLUTION**

I, Prescille Yamamoto, Vice Chairman of the East Hartford Housing Authority a corporation organized under the laws of the State of Connecticut, hereby certify that the following is a full and true copy of a resolution adopted at a meeting of the Board of Commissioners of said company, duly held on the 20<sup>th</sup>, day of February, 2013.

RESOLVED that Debra M. Bouchard is hereby authorized to make, execute and approve on behalf of this company, any and all contracts and to execute and approve on behalf of this company, other instruments, a part of or incident to such contracts; effective until otherwise ordered by the Board of Commissioners.

AND I DO FURTHER CERTIFY that the above resolution has not been in any way altered, amended or repealed, and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affix the corporate seal of said East Hartford Housing Authority this 20<sup>th</sup> day of February, 2013

---

Prescille Yamamoto  
Vice Chairman

(Corporate Seal)



**STATE OF CONNECTICUT**  
**NONDISCRIMINATION CERTIFICATION -- Representation By Entity**  
**For Contracts Valued at Less Than \$50,000**

*Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended*

**INSTRUCTIONS:**

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at less than \$50,000 for each year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

**REPRESENTATION OF AN ENTITY:**

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_ East Hartford Housing Authority \_\_\_\_\_,  
Authorized Signatory Title Name of Entity

an entity duly formed and existing under the laws of \_\_\_\_\_ Connecticut \_\_\_\_\_,  
Name of State or Commonwealth

represent that I am authorized to execute and deliver this representation on behalf of

\_\_\_\_\_ East Hartford Housing Authority \_\_\_\_\_ and that \_\_\_\_\_ East Hartford Housing Authority \_\_\_\_\_  
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut  
General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# PERSONAL SERVICE AGREEMENT

(1) Contract Number **UCHC36110572**



Rev. December 15, 2011 (UCHC)

(2) The University of Connecticut Health Center ("UCHC") and the contractor named below ("contractor") hereby enter into this contract subject to the terms and conditions stated herein and/or attached hereto and subject to the provisions of Section 4-98 of the Connecticut General Statutes, as applicable.

(3) Prepare 2 copies for signature.

(4) Acceptance of this contract (signature) or beginning performance hereunder implies agreement with terms and conditions set forth herein.

(5) No work may begin on this contract, and UCHC shall assume no liability for payment for services hereunder, until the contract is fully executed by the parties and approved by the State of Connecticut's Office of the Attorney General (unless exempt from OAG approval).

(6) This contract shall remain in full force and effect for the entire Term stated below unless cancelled in writing by UCHC.

## CONTRACTOR INFORMATION

(7) Contractor Name <b>East Hartford Housing Authority</b>	(9) State Employee (Yes/No) <b>No</b>
(10) Contractor Address <b>546 Burnside Avenue East Hartford, CT 06108</b>	

## UCHC INFORMATION

(11) State of Connecticut Agency Name and Address <b>University of Connecticut Health Center, 263 Farmington Avenue, Farmington, CT 06030</b>	(12) Agency # <b>7302</b>
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(13) Term (From -To) <b>02/01/13 - 01/31/14</b>	(14) Required # of days written notice for UCHC to cancel: <b>30</b>
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## DESCRIPTION OF SERVICES (Attach additional pages if necessary)

(15) Contractor agrees to:

reimburse the Health Center for providing Employee Assistance Program (EAP) services, as delineated on page 7, to the contractor. The Contractor also agrees to those terms and conditions on pages 2 - 6 as they pertain to the services provided in this agreement.

## COST AND PAYMENT SCHEDULE

(16) Payment to be made under the following schedule upon receipt of properly executed and approved invoices:

The Contractor shall pay an annual base fee of \$783.00 based on the employment of 27 persons at a cost of \$2.42 per person per month. Payable upon receipt of invoice.

Total amount payable hereunder shall not exceed: **\$783.00**

## FINANCIAL INFORMATION (for UCHC use only)

(17) Banner Coding (FOAPAL - Include Percentages)  
**Fund - 2020034 Org. - 10152 Acct. - 53002 Prog. - 30 Pct. - 100%**

(18) A Personal Service Agreement with the State of Connecticut is a "work-for-hire" arrangement. As such, the contractor listed above is an independent contractor, and does not satisfy characteristics of an employee under the common law rules for determining the employer/employee relationship of Internal Revenue Code Section 3121(d)(2). Persons performing services as independent contractors are not employees of the State of Connecticut and are responsible themselves for payment of all State and local income taxes and Federal Insurance Contributions Act (FICA) taxes, except for CT non-resident Athlete/Entertainer Tax.

## ACCEPTANCE AND APPROVALS

(19) Signatures (In blue Ink)	(20) Printed Name	(21) Title	(22) Date
Contractor (Owner or Authorized Signatory)			
UCHC (Authorized Signatory)	<b>Jessica Silverman</b>	<b>Director of Contracts</b>	
Attorney General (Approved as to form)			

**EXEMPT**

**EQUAL OPPORTUNITY:** UCHC is an equal opportunity employer. UCHC's Affirmative Action, Non-Discrimination and Equal Opportunity Policy is set forth in UCHC Policy 2002-44, which can be reviewed at [www.policies.uchc.edu/policies/policy\\_2002\\_44.pdf](http://www.policies.uchc.edu/policies/policy_2002_44.pdf). UCHC will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials who discriminates against members of any class protected under sections 4a-60 or 4a-60a of the Connecticut General Statutes.

**NON-DISCRIMINATION:** (a) For purposes of this Section, the following terms are defined as follows: (i) "Commission" means the Commission on Human Rights and Opportunities; (ii) "Contract" and "contract" include any extension or modification of the Contract or contract; (iii) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor; (iv) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose; (v) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; (vi) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements; (vii) "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced; (viii) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders; (ix) "minority business enterprise" means any small contractor or supplier of materials fifty percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and (x) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees. For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-66e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g)(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

**PROTECTION OF CONFIDENTIAL INFORMATION:** For the purposes of this section, "Confidential Information" shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that UCHC classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public. "Confidential Information Breach" shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, UCHC or the State.

Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards. Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of UCHC or the State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following: (1) a security policy for employees related to the storage, access and transportation of data containing Confidential Information; (2) reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept; (3) a process for reviewing policies and security measures at least annually; (4) creating secure access controls to Confidential Information, including but not limited to passwords; and (5) encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically. The Contractor and Contractor Parties shall notify UCHC and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, UCHC and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring

- iii. The University of Connecticut Health Center (hereinafter in this Section of the Contract, "UCHC") is a "covered entity" as that term is defined in 45 C.F.R. §160.103; and
- iv. The Contractor, on behalf of UCHC, performs functions that involve the use or disclosure of "individually identifiable health information," as that term is defined in 45 C.F.R. §160.103; and
- v. The Contractor is a "business associate" of UCHC, as that term is defined in 45 C.F.R. §160.103; and
- vi. The Contractor and UCHC agree to the following in order to secure compliance with HIPAA, the requirements of Subtitle D of the Health Information Technology for Economic and Clinical Health Act (hereinafter the HITECH Act) (Pub. L. 111-5, sections 13400 to 13423), and more specifically with the Privacy and Security Rules at 45 C.F.R. part 160 and part 164, subparts A, C, and E.
- vii. Definitions.
  - A) "Breach" shall have the same meaning as the term is defined in section 13400 of the HITECH Act (42 U.S.C. §17921(1)).
  - B) "Business Associate" shall mean the Contractor.
  - C) "Covered Entity" shall mean the University of Connecticut Health Center.
  - D) "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 C.F.R. §164.501.
  - E) "Electronic Health Record" shall have the same meaning as the term is defined in section 13400 of the HITECH Act (42 U.S.C. §17921(5)).
  - F) "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. §160.103 and shall include a person who qualifies as a personal representative as defined in 45 C.F.R. §164.502(g).
  - G) "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and parts 164, subparts A and E.
  - H) "Protected Health Information" or "PHI" shall have the same meaning as the term "protected health information" in 45 C.F.R. §160.103, limited to information created or received by the Business Associate from or on behalf of the Covered Entity.
  - I) "Required by Law" shall have the same meaning as the term "required by law" in 45 C.F.R. §164.103.
  - J) "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
  - K) "More stringent" shall have the same meaning as the term "more stringent" in 45 C.F.R. §160.202.
  - L) "This Section of the Contract" refers to the HIPAA Provisions stated herein, in their entirety.
  - M) "Security Incident" shall have the same meaning as the term "security incident" in 45 C.F.R. §164.304.
  - N) "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. part 160 and parts 164, subparts A and C.
  - O) "Unsecured protected health information" shall have the same meaning as the term as defined in section 13402(h)(1)(A) of HITECH Act (42 U.S.C. §17932(h)(1)(A)).
- viii. Obligations and Activities of Business Associates.
  - A) Business Associate agrees not to use or disclose PHI other than as permitted or required by this Section of the Contract or as Required by Law.
  - B) Business Associate agrees to use appropriate safeguards to prevent use or disclosure of PHI other than as provided for in this Section of the Contract.
  - C) Business Associate agrees to use administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Covered Entity.
  - D) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by Business Associate in violation of this Section of the Contract.
  - E) Business Associate agrees to report to Covered Entity any use or disclosure of PHI not provided for by this Section of the Contract or any security incident of which it becomes aware.
  - F) Business Associate agrees to insure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate, on behalf of the Covered Entity, agrees to the same restrictions and conditions that apply through this Section of the Contract to Business Associate with respect to such information.
  - G) Business Associate agrees to provide access, at the request of the Covered Entity, and in the time and manner agreed to by the parties, to PHI in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 C.F.R. §164.524.
  - H) Business Associate agrees to make any amendments to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 C.F.R. §164.528 at the request of the Covered Entity, and in the time and manner agreed to by the parties.
  - I) Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by, Business Associate on behalf of Covered Entity, available to Covered Entity or to the Secretary in a time and manner agreed to by the parties or designated by the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.
  - J) Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. §164.528 and section 13405 of the HITECH Act (42 U.S.C. §17935) and any regulations promulgated thereunder.
  - K) Business Associate agrees to provide to Covered Entity, in a time and manner agreed to by the parties, information collected in accordance with clause viii) J) of this Section of the Contract, to permit Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. §164.528 and section 13405 of the HITECH Act (42 U.S.C. §17935) and any regulations promulgated thereunder. Business Associate agrees at the Covered Entity's direction to provide an accounting of disclosures of PHI directly to an individual in accordance with 45 C.F.R. §164.528 and section 13405 of the HITECH Act (42 U.S.C. §17935) and any regulations promulgated thereunder.
  - L) Business Associate agrees to comply with any state or federal law that is more stringent than the Privacy Rule.
  - M) Business Associate agrees to comply with the requirements of the HITECH Act relating to privacy and security that are applicable to the Covered Entity and with the requirements of 45 C.F.R. sections 164.504(e), 164.308, 164.310, 164.312, and 164.316.
  - N) In the event that an individual requests that the Business Associate (a) restrict disclosures of PHI; (b) provide an accounting of disclosures of the individual's PHI; or (c) provide a copy of the individual's PHI in an electronic health record, the Business Associate agrees to notify the covered entity, in writing, within two business days of the request.
  - O) Business Associate agrees that it shall not, directly or indirectly, receive any remuneration in exchange for PHI of an individual without (1) the written approval of the covered entity, unless receipt of remuneration in exchange for PHI is expressly authorized by this Contract and (2) the valid authorization of the individual, except for the purposes provided under section 13405(d)(2) of the HITECH Act (42 U.S.C. §17935(d)(2)) and in any accompanying regulations.
  - P) Obligations in the Event of a Breach.
    - (1) The Business Associate agrees that, following the discovery of a breach of unsecured protected health information, it shall notify the Covered Entity of such breach in accordance with the requirements of section 13402 of HITECH (42 U.S.C. 17932(b)) and the provisions of this Section of the Contract.
    - (2) Such notification shall be provided by the Business Associate to the Covered Entity without unreasonable delay, and in no case later than 30 days after the breach is discovered by the Business Associate, except as otherwise instructed in writing by a law enforcement official pursuant to section 13402(g) of HITECH (42 U.S.C. 17932(g)). A breach is considered discovered as of the first day on which it is, or reasonably should have been, known to the Business Associate. The notification shall include the identification and last known address, phone number and email address of each individual (or the next of kin of the individual if the individual is deceased) whose unsecured protected health information has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, or disclosed during such breach.
    - (3) The Business Associate agrees to include in the notification to the Covered Entity at least the following information:
      - (i) A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known.
      - (ii) A description of the types of unsecured protected health information that were involved in the breach (such as full name, Social Security number, date of birth, home address, account number, or disability code).
      - (iii) The steps the Business Associate recommends that individuals take to protect themselves from potential harm resulting from the breach.
      - (iv) A detailed description of what the Business Associate is doing to investigate the breach, to mitigate losses, and to protect against any further breaches.
      - (v) Whether a law enforcement official has advised either verbally or in writing the Business Associate that he or she has determined that notification or notice to individuals or the posting required under section 13402 of the HITECH Act would impede a criminal investigation or cause damage to national security and; if so, include contact information for said official.
    - (4) Business Associate agrees to provide appropriate staffing and have established procedures to ensure that individuals informed by the Covered Entity of a breach by the Business Associate have the opportunity to ask questions and contact the Business Associate for additional information regarding the breach. Such procedures shall include a toll-free telephone number, an e-mail address, a posting on its Web site and a postal address. Business Associate agrees to include in the notification of a breach by the Business Associate to the Covered Entity, a written description of the procedures that have been established to meet these requirements. Costs of such contact procedures will be borne by the Contractor.
    - (5) Business Associate agrees that, in the event of a breach, it has the burden to demonstrate that it has complied with all notification requirements set forth above, including evidence demonstrating the necessity of a delay in notification to the Covered Entity.

# Employee Assistance Program

Program includes the following services:

The program includes the following services:

1. Sessions for assessment and referral, generally 1-3 per person.
2. Meetings with Human Resources/Senior Management to implement, support and promote the EAP program.
3. Employee Awareness Training.
4. Supervisory Training.
5. Two Informational Workshops per year.
6. Two trauma debriefings per year.
7. Quarterly and annual utilization reports.

The following fees are for services provided in addition to the above:

- |    |  |                |
|----|--|----------------|
| 1. | Work/Life Seminars   | \$130 per hour |
| 2. | Face-to-face consultations with management on EAP issues                     | \$100 per hour |
| 3. | Critical Incident Stress Debriefing programs for Employees exposed to trauma | \$180 per hour |

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East Hartford Housing Authority  
546 Burnside Ave, East Hartford, CT 06108

(860) 290-8301  
Administration

(860) 290-8300  
Maintenance \ 24 Hour Emergency

(860) 290-8308  
Finance Dept Fax

(860) 289-1688  
Leasing Dept Fax

TDD 1-800-545-1833 ext 216

To: Debra Bouchard, Executive Director  
From: Andre Dumas, Asset Coordinator & Joe Regan, Finance Director  
Subject: Recommendation for hire - Energy Consultant Services  
Cooperative Parties  
Date: February 12, 2013

The Cooperative Parties received and opened the original proposals from the RFP for Energy Consultant Services on November 7, 2012. The EHHA requested additional information from all firms and these firms were solicited via email on December 12, 2012 to provide this updated information. A revised scope of work (attached) along with answers to questions was provided and is attached. The solicitation required that the firms reply by January 8, 2013. The proposals received and rating sheet scores for the revised scope of work dated 12/12/12 for the Energy Consultant were forwarded to you with a recommendation to interview our top two candidates: Facilities Strategy Group & GDS Associates. Based on your approval, these interviews were conducted on Thursday, January 31, 2013. Information gleaned during the interview results, the firms experience in developing successful EPC projects and their experience in conforming to HUD protocols, we have selected Facilities Strategy Group (FSG) as the best overall firm.

Based on this selection, we initiated a final call to FSG to review their pricing, their ability to commit to our timeframes and to review any and all items that could affect this Energy Consultant contract.

We are recommending for hire as our Energy Consultant, Facilities Strategy Group. The fee structure as offered is:

- Phase 1 \$5,000
- Phase 2 \$25,000
- Phase 3 \$5,000

As the overall costs will exceed \$25,000, we are seeking Board approval to enter into this contract. Costs for this consultant will be paid out of CFP 2011, BLI 1430, Fees & Costs.

ROBERT N. KEATING  
CHAIRMAN

PREMILLE YAMAMOTO  
VICE CHAIRMAN

HAZELANN R. COOK  
COMMISSIONER

JOHN CARELLA  
COMMISSIONER

JAMES PATTERSON  
COMMISSIONER

DEBRA BOUCHARD  
EXECUTIVE DIRECTOR

RALPH J. ALEXANDER  
LEGAL COUNSEL

Equal Housing Opportunity



Equal Opportunity Employer





*East Hartford Housing Authority*  
 546 Burnside Ave, East Hartford, CT 06108




(860) 290-8301  
 Administration

(860) 290-8300  
 Maintenance \ 24 Hour Emergency

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 Finance Dept Fax

(860) 289-1688  
 Leasing Dept Fax

TDD 1-800-545-1833 ext 216

To: Debra Bouchard, Executive Director  
 From:  Andre Dumas, Asset Coordinator & Joe Regan, Finance Director   
 Subject:  Review and recommendation for finalists of Request for Proposal for Procurement of Energy Consultant Services – Cooperative Parties  
 Date: January 10, 2013

The Cooperative Parties received and opened the original proposals from the RFP for Energy Consultant Services on November 7, 2012. The EHHA requested additional information from all firms and these firms were solicited via email on December 12, 2012 to provide this updated information. A revised scope of work along with answers to questions was provided and is attached. The solicitation required that the firms reply by January 8, 2013. The proposals received and rating sheet scores for the revised scope of work dated 12/12/12 for the Energy Consultant are:

Salamone and Associates, P.C.	59	Total Cost	\$49,800
Celtic Energy	72		\$58,638
Facilities Strategy Group	82		\$35,000
Source One	56		\$81,870
GDS Associates	77		\$26,300
ECG Engineering	65		5% of construction
PS&S	55		\$110,700
Steven Winter Associates	47		\$330,000

I am recommending we interview only the two highest rated and lowest cost firms. These are Facilities Strategy Group (FSG) and GDS Associates. The remaining firms would not be considered at this time.

If agreed, Joe and I would like to schedule these interviews for later this month.

Approved: Debra Bouchard

Date: 1/10/13

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*East Hartford Housing Authority*  
546 Burnside Ave, East Hartford, CT 06108

(860) 290-8301  
Administration

(860) 290-8308  
Finance Dept Fax

TDD 1-800-545-1833 ext 216

(860) 290-8300  
Maintenance \ 24 Hour Emergency

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**East Hartford Housing Authority**

**December 12, 2012**

**Energy Consultant: Revised Scope of Work/Additional Information**

The East Hartford Housing Authority (EHHA) has completed its initial evaluation of all respondents. We are seeking additional information from each respondent and also want to ensure that all parties have equal information in making their proposals. It is expected that the scope of work under any contract awarded pursuant to a selection of our energy consultant will include the services described below.

The selected consultant will be expected to:

**Phase 1** – Conduct and complete site assessments, complete assessment report and prepare and assist in the preparation of the EPC RFP. Review any existing energy audits of the Housing Authority and review actual energy usage as reported to HUD. Assist EHHA in developing and issuing a competitive solicitation to select a qualified energy service company (ESCO) that will make energy conservation improvements and guarantee the resulting savings. Identify equipment and products that will reduce energy and water use and cost that are typically installed as specified in ESCO contracts

**Phase 2** – Attend informational meeting/site tours with RFP respondents and EHHA, EHHA/consultant to review proposals, attend oral interviews with finalists and make ESCO recommendation. Assist EHHA in selecting the ESCO and negotiating the ESCO contract. After ESCO selection, provide overview through completion of ESCO contract and HUD approval process. Provide advice to the Housing Authority with respect to the potential financing of the energy capital improvements. Serve as the technical expert on energy savings, as requested.

**Phase 3** – Provide overview as needed on Measurement and Verifications as provided by ESCO for first year of installed measures. Provide overview and technical assistance with the energy performance contract implementation process, including assisting the EHHA and ESCO in getting approvals from HUD, etc. and verifying the savings for the Housing Authority.

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**Energy Consultant: Revised Scope of Work/Additional Information Page 2**  
**Areas for additional comments:** Please respond to the following:

**A-1** – Provide list of all HUD related work where HUD approval was sought and where respondent served in the role of an Energy Consultant. Include location, overall scope and cost of Energy Cost Measures (ECM) for each project completed and contact name and phone number of prime contact/owner for that work.

**A-2** – Provide a separate statement on company letterhead that affirms that your company is not disbarred from any local, state, federal or HUD funded projects.

**A-3** - Provide copy of certification/license that your firm is licensed to do business in the State of Connecticut.

**A-4** EHHA has attached a sample timeframe and schedule of an EPC implementation from a previous EPC project dated 2007. Please submit your own timeline in a similar format assuming a January 1, 2013 start date.

**A-5** - Re-submit general rate fees for any other work that may be required of the energy consultant that may be in addition to this contract.

**A-6** – EHHA is seeking a firm fixed fee contract for an Energy Consultant. Based on this revised scope of work/additional information and after reviewing the previous Physical Needs Assessments of the affected properties and other documents provided, please re-submit your cost structure for the 3 phases as described.

**Fixed fee for Phase 1** \_\_\_\_\_

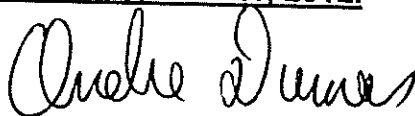
**Fixed fee for Phase 2** \_\_\_\_\_

**Fixed fee for Phase 3** \_\_\_\_\_

Your response is requested to be completed by December 28, 2012 and received no later than 4 p.m. Email responses are acceptable. Send email responses to Andre Dumas: email address: [adumas@ehhousing.org](mailto:adumas@ehhousing.org)

**Please email any requests for additional information no later than Thursday, December 20 by 4 p.m. Answers to any questions received will be shared with all respondents on Friday, Dec. 21, 2012.**

Requested by:



Andre Dumas, Asset Coordinator  
East Hartford Housing Authority

860-290-8301 x101



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**East Hartford Housing Authority – Energy Consultant RFP  
12-21-12 Response to Questions**

1. What ESCO was working with the East Hartford Housing Authority in the previous EPC? Did the project ever move forward?

EHHA worked with Ameresco in its previous attempt at an Energy Performance Contract (EPC). The project made it through the HUD approval stage. At that time, we were not able to secure financing for the project due to findings in previous Financial Audits. The package of ECM improvements at that time was for \$1,529,000.

2. What is the EHHA's estimate of the total current EPC project size?

The EHHA anticipates a project size of \$1.5 to \$4 million

3. Will all 851 units be included in the project?

There are only 617 federal units included in this project.

Hockanum Park – 100

Shea Gardens – 47

Rochambeau – 50

Meadow Hill – 120

Elms Village – 85

The Highlands – 54

Heritage Gardens – 46

Miller Gardens – 86

Hutt Heights - 29

4. Can you provide additional detail on document "HUD 52722, AMP100, 200, 300.PDF"? The Utility Type column headers are blank in this document.

Column headings on the provided HUD 52722 are as follows:

Column C – water/sewer consumption & rates

Column D – electric consumption & rates

Column E – natural gas consumption & rates

5. Is there any chance of postponing the due date of this response until after the holiday?

The Authority is amenable to changing the response due date. The new due date is now Tuesday, January 8 by 4 p.m. There will be no more opportunity for additional questions, however.

Andre Dumas

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## Andre Dumas

---

**From:** Andre Dumas  
**Sent:** Friday, December 21, 2012 9:41 AM  
**To:** 'macciani@psands.com'; 'Jonathan Delgadillo'; 'ces@cesct.com'; 'Luke Christiansen'; 'David Tine'; Halpin, Christopher (chris@celticenergy.com); 'George R. Lawrence'; RVaillencourt@canterburyenergy.com; 'cfuller@swinter.com'; 'Jim Koontz'  
**Cc:** Joseph Regan; Bouchard, Debra; 'MWalsh@easthartfordct.gov'; Menman@easthartfordct.gov  
**Subject:** Energy Consultant - Response to questions  
**Attachments:** Energy Consultant-questions&responses.PDF; 12-12-12 Energy Consultant rev. scope of work.PDF

Attached are the answers to all questions received to date about the request for more information on the revised Energy Consultant RFP for the East Hartford Housing Authority.


I have re-sent the revised scope of work again for those that may missed it.

The due date for all proposals is now changed to Tuesday, January 8, by 4 p.m. As noted in the question response, there will be no more questions responded to in fairness to all parties involved in the bidding process.

Happy Holidays.

Andre Dumas  
Asset Coordinator  
East Hartford Housing Authority  
860-290-8301, x101

8c

TO: Debra Bouchard, Executive Director  
FROM: Joseph Regan, Finance Director   
DATE: February 15, 2013  
RE: Audit Services

As you know, an RFP for audit services was sent out on January 16, 2013 to the following firms/individuals:

Hurley, O'Neill & Company, P.C.  
Whittlesey & Hadley, P.C.  
John E. Ross

From the list above the only firms to submit proposals were Hurley, O'Neill & Company, P.C. and Whittlesey & Hadley, P.C.

The bid proposed by Hurley, O'Neill & Company, P.C. for Audit Fee for each of the years ended September 30, 2012, 2013 and 2014 was \$16,960 per year.

The bid proposed by Whittlesey & Hadley, P.C. for Audit Fee for each of the years ended September 30, 2012, 2013 and 2014 were as follows: year ended September 30, 2012 - \$39,000; year ending September 30, 2013 - \$40,000; and year ending September 30, 2014 - \$41,000. They indicated there may be some fluctuation in the cost depending upon the actual time to complete the assignment.

At this time, I am recommending that Hurley, O'Neill & Company, P.C. be selected to provide the audit services for the East Hartford Housing Authority for years ending September 30, 2012, 2013 and 2014 because of their familiarity with the Authority and the cost of their services.