

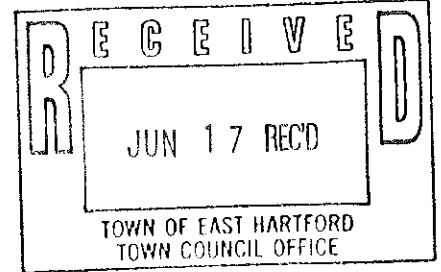
EAST HARTFORD HOUSING AUTHORITY

June 19, 2013

546 Burnside Avenue, East Hartford, CT

5:00 p.m.

AGENDA



1. ROLL CALL

2. Approval of Board Meeting Minutes May 15, 2013

3. Request for Additional Agenda Items

4. **PUBLIC COMMENT**

5. FINANCE REPORTS

- a. Payment Vouchers MAY, 2013
- b. Aged Commitments – AP MAY, 2013
- c. Aged Receivables MAY, 2013
- d. Rent Collection Report MAY, 2013
- e. Monthly Actuals for Period Ending MAY 31, 2013

6. CONSENT AGENDA

- a. Capital Fund & Major Maintenance Report MAY, 2013
- b. Occupancy Report MAY, 2013
- c. Section 8 Housing Voucher MAY, 2013
- d. Attorney's Report JUNE, 2013
- e. Resident Services Coordinator Report MAY, 2013
- f. Unit Turnaround AMP 1, AMP 2, HH, VT MAY, 2013

7. DIRECTOR'S REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

8. NEW BUSINESS

- a. Review and Approval of PHA Annual Plan
- b. Review and Approval of Veteran's Terrace and King Court Management Plans
- c. Discuss of creating a Finance Subcommittee

9. OLD BUSINESS

10. EXECUTIVE SESSION

- a. Discussion of Pending Claims and Litigation - Current Lawsuit
- b. Discussion of Strategy and Negotiations with Respect to Collective-Bargaining Matters
- c. Discussion of Negotiations regarding the Purchase and Sale of Real Estate - King Court
- d. Discussion of Personnel Matters


Debra M. Bouchard, Executive Director

Draft- Subject to Board Approval

COMMISSIONERS' MEETING, MAY 15, 2013

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, May 15, 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 5:06 p.m.

1. **ROLL CALL:** Vice Chairman Prescille Yamamoto arrived at 5:20 p.m.
Commissioner James W. Patterson, Jr.
Commissioner John Carella
Commissioner Hazelann Cook
Chairman Robert Keating

Also present were: Joseph Regan, Finance Director; Linda Russo and Esther Clarke Town Council Liaisons.

2. **Approval of Regular Meeting Minutes, April 17, 2013**

The motion was made by Commissioner Cook to approve the minutes of the Regular Meeting of April 17, 2013 as presented. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners.

3. **REQUEST FOR ADDITIONAL AGENDA ITEMS**

There were no additional agenda items.

4. **PUBLIC COMMENT**

There was no one present from the public to comment.

5. **FINANCE REPORTS**

- a. **Payment Vouchers, April, 2013**

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 Mr. Regan: #21480 The BusBank; #21464 & #21542 Simplex Grinnell LLC; #21417 A & J Home Improvement Contract; #21570 Kainen, Escalera & McHale; #21534 McElroy, Deutsch, Mulvaney & Carp; #21571, #21572, #21573, #21574, #21575 The Metropolitan District.

b. Aged Commitments – AP, April, 2013

There were no comments on the Aged Commitments.

c. Aged Receivables, April, 2013

Commissioner Carella stated that the Housing Authority had AMPs now they have developments. Mr. Regan said that we still have AMPs but this is printed by development.

Commissioner Cook said she went through the Aged Receivable Report and there are 102 names on there that are \$10 or under and over 90 days old. She stated after 90 days could we write off the small balances. Commissioner Patterson asked how does HUD feel about how long we need to carry those balances. Mr. Regan said that HUD does not care how long we carry them it is a Board decision and the Housing Authority has it set to write them off on an annual basis. Mr. Regan said some of the people

have a credit. There was a discussion of what could be done to get these figures off the books. The Commissioners would like to see this report condensed. Mr. Regan discussed ways this could be done and this would remove the names and the Board would only see the dollar amount. The Chairman asked if the balances could be collected at recertification. Mr. Regan said you can ask for it but what we are doing with King Court now is going to cycle through all the developments and people will be required to enter into a repayment agreement at the time of their recertification. Commissioner Cook said she is alright with this as long as she knows they are all active. Ms. Clarke said if you were to issue a check for the credits how much are you looking at. Mr. Regan said he did not believe it would be very much approximately \$5,000. Vice Chairman Yamamoto said she is not sure we need to know everyone's total by name. Mr. Regan said it was discussed that he could print it into a subtotal list per AMP not by individuals. Mr. Regan believes this all started at HUD's direction but agrees the release of all this information is not a good idea. All residents get a monthly report whether they owe us or have a credit. It was discussed that the Aged Receivables will be done by a summary of each AMP and if further information is needed it can be done. The names need to be taken off the report and this question will be asked of the Housing Authority's legal counsel.

Commissioner Carella asked about the Notice to Quit fee. It is \$20 for all developments except for Veterans Terrace which is \$10 and that development has a separate maintenance charge summary as well.

Ms. Clarke asked if it was decided whether to pay off the receivables. Commissioner Cook stated that they should be cleaned up once a year to get them off the books.

d. Rent Collection Report, April, 2013

It was noted the percentages were impressive. Ms. Clarke asked if these numbers are independent of last month's numbers. Mr. Regan said yes it is only the collection for this month.

e. Monthly Actuals for Period Ending April 30, 2013

Vice Chairman Yamamoto said she is still seeing the consolidated water over in the budget by a lot. Mr. Regan said the only thing he can do is revise the budgets.

Commissioner Cook said the time off compensation accrual needs to be carried in the budget and but it is not carried in here. This Housing Authority does a management plan like Commissioner Cook does and they don't require it to be there. Mr. Regan said it is only required be there and adjusted annually. Mr. Regan stated that he already has it accrued. Commissioner Cook thought it needed to be in all the budgets.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (April, 2013); b. Occupancy Report (April 1, 2013 to April 30, 2013); c. Section 8 Housing Voucher (April, 2013); d. Attorney's Report (May, 2013); e. Resident Services Coordinator Report (April, 2013); and f. Vacant Unit Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace. Commissioner Cook seconded the motion; it was carried by the unanimous vote of the Commissioners.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Mr. Regan asked if there were any questions on the report. Vice Chairman Yamamoto asked when will the amount be determined by FEMA. Commissioner Cook stated it takes some time.

8. NEW BUSINESS

Review and Approval of the Painting Contract

The motion was made by Commissioner Patterson to approve Peter J. Sayadoff, Inc. as our primary paint contractor and MJL Home Improvements to be a secondary contractor for the same services at the same price as the low bidder. The contract periods, as listed in the RFP, is for three years with 2 additional 1 year extension possible for a total of five years. Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners.

It was noted that MJL Home Improvements was previously called AJ Home Improvements.

9. OLD BUSINESS

There was nothing to discuss under this heading.

Ms. Clarke stated if the Housing Authority is ever applying for CDBG funds it is not discussed at these meetings. Mr. Regan stated it was noted that the Town put us in for a generator for Veterans Terrace. There was further discussion in regards to the CDBG funds.

10. EXECUTIVE SESSION

There was nothing to discuss under this heading.

There being no further business before the Board of Commissioners, Chairman Keating entertained a motion to adjourn which was made by Vice Chairman Yamamoto and seconded by Commissioner Cook, said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 5:50 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on May 15, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,

Joseph Regan
Finance Director

5A

Bank Register Report In Detail
Showing All Items and Hiding Voids
From 05/01/2013 to 05/31/2013

900 - Admin - Central Office

Account # 3301291312

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
05/01/2013	114749	21614	Anthem Blue Cross and Blue Shield	-4,550.26
05/01/2013	114749	21615	Anytime Sewer & Drain Service	-155.00
05/01/2013	114749	21616	Robert Brindamour - HQS inspection	-1,350.00
05/01/2013	114749	21617	Connecticut - CCSPC	-31.00
05/01/2013	114749	21618	Connecticut - CCSPC	-31.00
05/01/2013	114749	21619	Connecticut Natural Gas Corporation	-13,458.82
05/01/2013	114749	21620	Connecticut Natural Gas Corporation	-1,102.71
05/01/2013	114749	21621	Connecticut Natural Gas Corporation	-3,083.48
05/01/2013	114749	21622	Connecticut Natural Gas Corporation	-10,282.51
05/01/2013	114749	21623	Connecticut Natural Gas Corporation	-5,533.80
05/01/2013	114749	21624	Connecticut Natural Gas Corporation	-750.69
05/01/2013	114749	21625	Connecticut Natural Gas Corporation	-3,159.95
05/01/2013	114749	21626	Connecticut Natural Gas Corporation	-428.83
05/01/2013	114749	21627	Connecticut Natural Gas Corporation	-324.89
05/01/2013	114749	21628	F. W. Webb Company	-505.45
05/01/2013	114749	21629	Glass America	-336.00
05/01/2013	114749	21630	Hartford Annuity	-1,166.00
05/01/2013	114749	21631	Hartford Annuity	-1,166.00
05/01/2013	114749	21632	Hillyard / Rovic	-1,051.58
05/01/2013	114749	21633	Lomac LTD	-427.20
05/01/2013	114749	21634	Main Hardware Supply & Rental Co.	-490.88
05/01/2013	114749	21635	Manchester Moving & Storage, Inc	-510.00
05/01/2013	114749	21636	Marcone - Appliance Parts	-116.26
05/01/2013	114749	21637	Murphy Road Recycling	-989.95
05/01/2013	114749	21639	Olsen Tree Experts, LLC	-1,300.00
05/01/2013	114749	21640	Quest Pest Control, LLC	-1,705.00
05/01/2013	114749	21641	R. E. Michel Co., Inc.	-1,259.60
05/01/2013	114749	21642	RANDSTAD, LP 4/21 temp help	-1,295.30
05/01/2013	114749	21643	RANDSTAD, LP 4/7 temp help	-1,178.04
05/01/2013	114749	21644	RANDSTAD, LP 4/14 temp help	-970.17
05/01/2013	114749	21645	Real Page, Inc.	-1,838.20
05/01/2013	114749	21646	Joseph Regan - insurance	-1,000.00
05/01/2013	114749	21647	Reliable Office Supplies	-111.39
05/01/2013	114749	21648	Rite-Way Electric Motors, Inc.	-72.00
05/01/2013	114749	21649	Staples, Inc.	-82.53
05/01/2013	114749	21650	Wattsaver Lighting Products	-1,357.80
05/01/2013	114749	21651	WB Mason	-420.21
05/01/2013	114749	21652	Z & H Property Services, LLC	-6,781.25

Bank Register Report In Detail
Showing All Items and Hiding Voids
From 05/01/2013 to 05/31/2013

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
05/02/2013	114763	21653	Hartford Annuity	-70.00
05/02/2013	114763	21654	Hartford Annuity	-70.00
05/06/2013	114796	21656	EAST HARTFORD COMMUNITY	-15.00
05/09/2013	114834	21657	A.B. Supply Co., Inc.	-1,830.36
05/09/2013	114834	21658	AKZO Nobel Paints LLC	-140.46
05/09/2013	114834	21659	Debra Bouchard - <i>per diem MOR</i>	-319.00
05/09/2013	114834	21660	Chase Glass Company	-215.00
05/09/2013	114834	21661	Coffee Break Company	-35.60
05/09/2013	114834	21662	Connecticut - CCSPC	-31.00
05/09/2013	114834	21663	Mohawk Cleaning Company	-695.00
05/09/2013	114834	21664	Hartford Annuity	-70.00
05/09/2013	114834	21665	Hartford Annuity	-1,266.00
05/09/2013	114834	21666	L. E. Whitford Co., Inc.	-1,293.71
05/09/2013	114834	21667	Main Hardware Supply & Rental Co.	-706.34
05/09/2013	114834	21668	A. Christine Paisley - <i>per diem MOR</i>	-319.00
05/09/2013	114834	21669	RANDSTAD, LP	-1,057.56
05/09/2013	114834	21670	Reliance Environmental, LLC	-350.00
05/09/2013	114834	21671	WB Mason	-290.16
05/13/2013	114891	21672	AFLAC	-1,446.60
05/13/2013	114891	21673	AFSCME Local 1303 of Council 4	-418.56
05/13/2013	114891	21674	AFSCME Local 818 of Council 4	-137.60
05/13/2013	114891	21675	Anytime Sewer & Drain Service	-560.00
05/13/2013	114891	21676	AT & T	-282.15
05/13/2013	114891	21677	Robert Brindamour - <i>HAS section & inspector</i>	-875.00
05/13/2013	114891	21678	Canterbury Enterprises Inc.	-1,166.40
05/13/2013	114891	21679	Connecticut - CCSPC	-31.00
05/13/2013	114891	21680	CoreLogic SafeRent	-287.00
05/13/2013	114891	21681	CSEA/SEIU	-180.88
05/13/2013	114891	21682	G & K Services	-113.00
05/13/2013	114891	21683	The Hartford Courant Co	-395.06
05/13/2013	114891	21684	Hartford Annuity	-1,166.00
05/13/2013	114891	21685	Hartford Annuity	-966.00
05/13/2013	114891	21686	Kinsley Power Systems	-530.00
05/13/2013	114891	21687	Krystal Kleer	-40.95
05/13/2013	114891	21688	Main Hardware Supply & Rental Co.	-20.40
05/13/2013	114891	21689	The Metropolitan District	-11,571.33
05/13/2013	114891	21690	Prime Communications	-382.96
05/13/2013	114891	21691	Rosemary Rogers - <i>hearing officer</i>	-550.00
05/13/2013	114891	21692	Spark Energy Gas, LP	-1,460.93
05/13/2013	114891	21693	Spark Energy Gas, LP	-9,816.55
05/13/2013	114891	21694	Spark Energy Gas, LP	-1,427.63
05/13/2013	114891	21695	Spark Energy Gas, LP	-87.92
05/13/2013	114891	21696	Spark Energy Gas, LP	-16,592.20
05/13/2013	114891	21697	State Treasurer for MERF Fund	-15,652.59
05/13/2013	114891	21698	TD BANK	-400,000.00
05/13/2013	114891	21699	Verizon Wireless	-937.03
05/21/2013	114921	21701	A & J Home Improvement Contract	-3,120.00
05/21/2013	114921	21702	A.B. Supply Co., Inc.	-4,036.79
05/21/2013	114921	21703	Action Blueprint, LLC	-13.80
05/21/2013	114921	21704	AT & T	-1,141.46

Bank Register Report In Detail
Showing All Items and Hiding Voids
From 05/01/2013 to 05/31/2013

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
Accounts Payable				
05/21/2013	114921	21705	David A. Belcher - VT HAP rebusion	-175.00
05/21/2013	114921	21706	Robert Brindamour - Hqs inspector	-275.00
05/21/2013	114921	21707	Capital Burner and Boiler Repair	-1,475.00
05/21/2013	114921	21708	Capital Studio Architects	-1,780.00
05/21/2013	114921	21709	Capitol Equipment & Marine, Inc.	-475.07
05/21/2013	114921	21710	Chase Glass Company	-39.69
05/21/2013	114921	21711	Coffee Break Company	-38.60
05/21/2013	114921	21713	Conn - Nahro	-110.00
05/21/2013	114921	21714	Connecticut - CCSPC	-31.00
05/21/2013	114921	21715	Connecticut Housing Finance Autho	-650.55
05/21/2013	114921	21716	Connecticut Light & Power	-30,855.54
05/21/2013	114921	21717	Connecticut Light & Power	-992.62
05/21/2013	114921	21718	Connecticut Light & Power	-2,049.38
05/21/2013	114921	21719	Connecticut Light & Power	-999.76
05/21/2013	114921	21720	Connecticut Light & Power	-3,050.02
05/21/2013	114921	21721	F. W. Webb Company	-595.13
05/21/2013	114921	21722	Fidelity Security Life Insurance/EyeA	-308.78
05/21/2013	114921	21723	Gelsomino Electric LLC	-775.50
05/21/2013	114921	21724	Mohawk Cleaning Company	-110.00
05/21/2013	114921	21725	GUARDIAN - ALTERNATE FUN	-1,810.00
05/21/2013	114921	21726	GUARDIAN	-397.15
05/21/2013	114921	21727	Hartford Annuity	-966.00
05/21/2013	114921	21728	TOWN OF EAST HARTFORD April gas	-1,379.29
05/21/2013	114921	21729	Hathaway Landscaping, LLC	-1,995.00
05/21/2013	114921	21730	Hillyard / Rovic	-977.93
05/21/2013	114921	21731	New England Time Solutions, Inc.	-23.23
05/21/2013	114921	21732	KAINEN ESCALERA AND McHAL	-1,192.50
05/21/2013	114921	21733	Leitao Car Wash, Inc.	-1,101.88
05/21/2013	114921	21734	Lowe's Commercial Services	-89.65
05/21/2013	114921	21735	Monaco Ford	-753.34
05/21/2013	114921	21736	Murphy Road Recycling	-829.30
05/21/2013	114921	21737	NAHRO	-1,662.50
05/21/2013	114921	21738	Otis Elevator Company	-1,499.00
05/21/2013	114921	21740	Reliance Environmental, LLC	-500.00
05/21/2013	114921	21741	SimplexGrinnell LLC	-5,608.23
05/21/2013	114921	21742	Staples, Inc.	-122.95
05/21/2013	114921	21743	Stericycle Inc.	-1,365.06
05/21/2013	114921	21744	Stirling Benefits	-54,444.82
05/21/2013	114921	21745	The Standard Insurance Co	-1,215.94
05/21/2013	114921	21746	USA Hauling and Recycling	-5,849.79
05/21/2013	114921	21747	Wattsaver Lighting Products	-77.76
05/21/2013	114921	21748	WB Mason	-290.67
05/21/2013	114921	21749	Willard & Alexander LLC	-10,675.00
05/21/2013	114921	21750	Xerox Corporation	-493.61
05/24/2013	114927	21751	Alexis Aberle - mileage (May)	-130.74
05/30/2013	114961	21754	Anthem Blue Cross and Blue Shield	-4,550.26
05/30/2013	114961	21755	EAST HARTFORD POLICE DEPT - Alarm Registration	-5.00
Total Accounts Payable				-699,348.97

Bank Book

6/3/2013 4:00:06PM

By: Debra Bouchard

56

Aged Commitments

0 - 30 Days Past Due

Payee: R. E. Michel Co., Inc.

Tax ID: 52-0577320

Description	PO #	Invoice #	Invoice Due Date	Amount
760-401 WR Flame Sensor	5908	79965501	05/20/2013	\$231.07
VT RETURN WTR HTR NAT GAS		71285000	05/23/2013	\$-334.19
Total Payables to R. E. Michel Co., Inc.				S-103.12
Total Payables 0 - 30 Days Past Due				S-103.12

Total Payables S-103.12

End of Report

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 05/31/2013
Security deposits are excluded

52

AMP: CT013000100P AMP 100

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$5,382.01	\$3,747.00	\$0.00	\$2,725.00	\$11,854.01
Total by - AR Code: Late Charge	\$280.00	\$282.00	\$172.00	\$2,212.50	\$2,946.50
Total by - AR Code: Legal Charge	\$0.00	\$550.00	\$0.00	\$397.90	\$947.90
Total by - AR Code: Maintenance Charge	\$257.57	\$96.00	\$80.00	\$4,708.82	\$5,142.39
Total by - AR Code: NSF Check Fee	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$323.11	\$323.11
Total by - AR Code: Prepayment	-\$1,654.94	-\$20.06	\$0.00	-\$214.21	-\$1,889.21
Total by - AR Code: Rent Credit	\$0.00	\$0.00	\$0.00	-\$193.00	-\$193.00
Total by - AR Code: Repayment Agreement	\$0.00	\$0.00	\$0.00	\$1,548.76	\$1,548.76
Total by - AR Code: Utility Reimbursement	-\$8.00	\$0.00	\$0.00	\$0.00	-\$8.00
Total for AMP AMP 100	\$4,276.64	\$4,654.94	\$252.00	\$11,508.88	\$20,692.46

AMP: CT013000200P AMP 200

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$1,095.00	\$471.00	\$0.00	-\$117.00	\$1,449.00
Total by - AR Code: Late Charge	\$120.00	\$75.00	\$40.20	\$861.56	\$1,096.76
Total by - AR Code: Legal Charge	\$0.00	\$0.00	\$0.00	\$206.12	\$206.12
Total by - AR Code: Maintenance Charge	\$222.09	\$204.00	\$186.00	\$2,039.18	\$2,651.27
Total by - AR Code: Maintenance Credit	\$0.00	\$0.00	\$0.00	-\$0.01	-\$0.01
Total by - AR Code: NSF Check Fee	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$219.75	\$219.75
Total by - AR Code: Prepayment	-\$3,375.20	-\$4.00	\$0.00	-\$527.00	-\$3,906.20
Total by - AR Code: Utility Charge	\$772.00	\$2,704.00	\$66.00	\$735.43	\$4,277.43
Total for AMP AMP 200	-\$1,166.11	\$3,450.00	\$292.20	\$3,438.03	\$6,014.12

Aged Receivable Grouped By AR Code
for Active In The Program Only Residents in Summary
with End Date of 05/31/2013
Security deposits are excluded

AMP: CT013000300P Hutt Heights

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$654.00	\$440.00	\$0.00	\$1,790.00	\$2,884.00
Total by - AR Code: Late Charge	\$40.00	\$0.00	\$0.00	\$20.00	\$60.00
Total by - AR Code: Maintenance Charge	\$40.00	\$0.00	\$0.00	\$146.73	\$186.73
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$10,627.00	\$10,627.00
Total by - AR Code: Prepayment	-\$74.50	\$0.00	\$0.00	\$0.00	-\$74.50
Total by - AR Code: Utility Charge	\$0.00	\$735.75	\$0.00	\$137.00	\$872.75
Total for AMP Hutt Heights	\$659.50	\$1,175.75	\$0.00	\$12,720.73	\$14,555.98

AMP: CT013008 King Court

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$5,347.85	\$0.00	\$0.00	\$0.00	\$5,347.85
Total by - AR Code: Late Charge	\$245.00	\$86.00	\$70.00	\$808.54	\$1,209.54
Total by - AR Code: Maintenance Charge	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
Total by - AR Code: Prepayment	-\$139.72	\$0.00	\$0.00	\$0.00	-\$139.72
Total for AMP King Court	\$5,453.13	\$86.00	\$70.00	\$813.54	\$6,422.67

AMP: CT013010 Veterans Terrace

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$6,046.00	\$197.00	\$0.00	\$955.00	\$7,198.00
Total by - AR Code: Late Charge	\$186.00	\$95.00	\$37.00	\$836.02	\$1,154.02
Total by - AR Code: Legal Charge	\$0.00	\$689.00	\$884.80	\$238.00	\$1,811.80
Total by - AR Code: Maintenance Charge	\$0.00	\$0.00	\$0.00	\$1,467.99	\$1,467.99
Total by - AR Code: Maintenance Credit	\$0.00	\$0.00	\$0.00	-\$0.50	-\$0.50
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$401.78	\$401.78
Total by - AR Code: Prepayment	-\$1,906.76	-\$28.00	\$0.00	-\$1,406.41	-\$3,341.17
Total by - AR Code: Rent Credit	-\$22.00	\$0.00	\$0.00	-\$45.00	-\$67.00
Total by - AR Code: Repayment Agreement	\$0.00	\$0.00	\$0.00	\$891.29	\$891.29
Total for AMP Veterans Terrace	\$4,203.24	\$953.00	\$921.80	\$3,338.17	\$9,516.21

Grand Total for All Properties

\$57,201.44

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Rent Collection Report

May 2013

AMP 100 - 282 units

Total Monthly Rent Charges
Total Other Rent Charges
Total Rent Charge Adjustments
Total Rent Receipts
Total NSF Adjustments
Net Rent Charges

(Hockanum Park, Shea Gardens, Rochambeau, Elms Village)

\$68,926.00
\$2,187.66
\$64,230.84
\$189.00
\$2,696.50

Total Charges & Adjustments
Total Receipts
Collection %

\$66,927.34
\$64,230.84
96.0

AMP 200 - 306 units

Total Monthly Rent Charges
Total Other Rent Charges
Total Rent Charge Adjustments
Total Rent Receipts
Total NSF Adjustments
Net Rent Charges

(Meadow Hill, Highlands, Heritage Gardens, Miller Gardens)

\$81,708.00
\$4,284.20
\$76,491.80
\$932.00

Total Charges & Adjustments
Total Receipts
Collection %

\$77,423.80
\$76,491.80
98.8

Hutt Heights - 29 units

Total Monthly Rent Charges
Total Other Rent Charges
Total Rent Charge Adjustments
Total Rent Receipts
Total NSF Adjustments
Net Rent Charges

Total Charges & Adjustments

\$7,034.00

Total Receipts
Collection %

\$6,550.00
93.1

\$7,196.00
\$162.00
\$6,550.00
\$484.00

King Court - 50 units

Total Monthly Rent Charges	\$26,883.00	Total Charges & Adjustments	\$26,262.28
Total Other Rent Charges		Total Receipts	\$25,828.28
Total Rent Charge Adjustments	\$620.72	Collection %	98.3
Total Rent Receipts	\$25,828.28		
Total NSF Adjustments			
Net Rent Charges	\$434.00		

Veterans Terrace - 150 units

Total Monthly Rent Charges	\$40,495.00	Total Charges & Adjustments	\$38,278.24
Total Other Rent Charges		Total Receipts	\$36,881.24
Total Rent Charge Adjustments	\$2,216.76	Collection %	96.4
Total Rent Receipts	\$36,881.24		
Total NSF Adjustments			
Net Rent Charges	\$1,397.00		

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**EAST HARTFORD HOUSING AUTHORITY
CONSOLIDATED OPERATING STATEMENT**

as of MAY 31, 2013

8 MONTH
ACTUAL
UNDER / (OVER)

FY13 BUDGET		BUDGET to date	ACTUAL to date	
3,641,060	RENTAL INCOME - BASE	2,427,374	2,448,351	(20,977)
91,172	RENTAL INCOME - EXCESS BASE	60,781	68,125	(7,344)
10,000	EXCESS UTILITIES	6,667	1,915	4,752
(173,112)	DWELLING VACANCY LOSS	(115,408)	(100,036)	(15,372)
31,500	NON-DWELLING RENTALS	21,000	18,000	3,000
-	SALES/SERVICE to TENANTS	-	-	-
300	INTEREST INCOME	200	(18)	218
175,358	ANTENNA INCOME	116,906	130,494	(13,588)
-	LAUNDRY INCOME	-	-	-
-	LATE FEE INCOME	-	-	-
-	MAINTENANCE CHARGES	-	-	-
384,123	OTHER INCOME	256,082	123,324	132,758
330,000	SECTION 8 SUBSIDY--ADMIN FEE	220,000	191,664	28,336
2,045,527	FEDERAL SUBSIDY	1,363,685	1,248,235	115,450
622,023	MANAGEMENT FEES	414,682	414,682	0
55,890	BOOKKEEPING FEES	37,260	37,260	-
-	ASSET MANAGEMENT FEES	-	-	-
132,222	TRANSFER from CAPITAL FUNDS	88,148	68,807	19,341
7,346,064	TOTAL INCOME	4,897,376	4,650,803	246,573
997,974	ADMINISTRATION SALARIES	665,316	679,412	(14,096)
-	TIME-OFF COMPENSATION ACCRUAL	-	-	-
206,000	LEGAL EXPENSE	137,333	119,922	17,412
26,000	ACCOUNTING FEES	17,333	-	17,333
21,740	OFFICE SUPPLIES	14,493	14,639	(145)
8,500	TRAVEL	5,667	5,843	(176)
201,354	OTHER OFFICE EXPENSE	134,236	119,078	15,158
1,229,024	PENSIONS AND OTHER	819,349	851,565	(32,216)
29,782	PAYROLL TAXES	19,855	21,018	(1,163)
693,176	MANAGEMENT FEES	462,117	393,994	68,123
55,890	BOOKKEEPING FEES	37,260	37,260	-
-	ASSET MANAGEMENT FEES	-	-	-
14,675	RESIDENT SERVICES	9,783	-	9,783
3,484,115	TOTAL ADMINISTRATIVE EXPENSE	2,322,743	2,242,730	80,013
	UTILITIES			
403,000	WATER	268,667	260,362	8,304
413,000	ELECTRICITY	275,333	279,009	(3,676)
511,750	GAS	341,167	375,879	(34,712)
26,100	FUEL	17,400	14,777	2,623
-	UTILITY LABOR	-	-	-
1,353,850	TOTAL UTILITY EXPENSE	902,567	930,028	(27,461)
	MAINTENANCE			
666,764	MAINTENANCE WAGES	444,509	436,084	8,426
289,000	MATERIALS AND SUPPLIES	192,667	156,414	36,253
297,500	CONTRACTUAL SERVICES	198,333	231,706	(33,372)
1,253,264	TOTAL MAINTENANCE EXPENSE	836,509	824,203	11,306
	OTHER			
96,200	REFUSE REMOVAL	64,133	56,046	8,087
250,315	INSURANCE	166,877	165,758	1,119
-	INTEREST EXPENSE	-	-	-
12,000	OTHER GENERAL	8,000	8,446	(446)
120,000	REPAYMENT TO HCV	80,000	80,000	-
478,515	TOTAL OTHER EXPENSE	319,010	310,250	8,780
6,569,744	TOTAL ACTUAL EXPENSES	4,379,829	4,307,212	72,618
776,320	OPERATING GAIN / (LOSS)	517,547	343,591	173,956
	ACCRUED EXPENSES			
198,207	PILOT	132,138	133,027	A (889)
206,315	PROVISION FOR OPEB	137,543	137,543	B 0
220,883	PROVISION FOR REPAIRS	147,255	147,255	C 0
47,200	PROVISION FOR COLLECTION LOSS	31,467	31,466	D 1
672,605	TOTAL ACCRUED EXPENSES	448,403	449,291	(887)
7,242,349	TOTAL OPERATING EXPENSES	4,828,233	4,756,502	71,731
103,715	NET OPERATING GAIN (LOSS)	69,143	(105,700)	174,843

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

as of MAY 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	21,000	18,000	3,000
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	66,545	44,731	21,813
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	414,682	414,682	0
BOOKKEEPING FEES	37,260	37,260	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	88,148	68,807	19,341
TOTAL INCOME	627,635	583,480	44,155
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	320,061	321,063	(1,002)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	4,000	6,410	(2,410)
ACCOUNTING FEES	3,333	-	3,333
OFFICE SUPPLIES	8,000	7,575	425
TRAVEL	1,000	179	821
OTHER OFFICE EXPENSE	23,333	9,816	13,518
PENSIONS AND OTHER	174,910	194,192	(19,282)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	534,637	539,235	(4,597)
UTILITIES			
WATER	667	142	525
ELECTRICITY	10,000	8,715	1,285
GAS	167	-	167
FUEL	7,333	11,881	(4,548)
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	18,167	20,737	(2,571)
MAINTENANCE			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	667	1,577	(911)
CONTRACTUAL SERVICES	33,333	5,031	28,302
TOTAL MAINTENANCE EXPENSE	34,000	6,608	27,392
OTHER			
REFUSE REMOVAL	1,800	1,853	(53)
INSURANCE	11,075	10,951	124
INTEREST EXPENSE	-	-	-
PRINCIPAL-MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	12,875	12,804	70
TOTAL ACTUAL EXPENSES	599,679	579,384	20,294
OPERATING GAIN / (LOSS)	27,956	4,096	23,860
<u>ACCRUED EXPENSES</u>			
PILOT	-	-	-
PROVISION FOR OPEB	28,664	28,664	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
TOTAL ACCRUED EXPENSES	28,664	28,664	-
TOTAL OPERATING & ACCRUED	628,343	608,048	20,294
NET GAIN (LOSS)	(708)	(24,568)	23,860

EAST HARTFORD HOUSING AUTHORITY

FEDERAL AMP 1

as of MAY 31, 2013

	BUDGET to-date	ACTUAL to-date	ACTUAL UNDER / (OVER)
RENTAL INCOME - BASE	518,633	528,313	(9,680)
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	(1,027)	1,027
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(147)	147
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	38,026	12,474	25,553
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	765,025	645,673	119,352
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	1,321,684	1,185,286	136,398
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	60,239	62,690	(2,450)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	58,667	45,505	11,162
ACCOUNTING FEES	-	-	-
OFFICE SUPPLIES	-	-	-
TRAVEL	1,000	1,382	(382)
OTHER OFFICE EXPENSE	40,000	39,189	811
PENSIONS AND OTHER	171,909	175,049	(3,140)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	166,577	166,577	(0)
BOOKKEEPING FEES	17,100	17,100	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	4,683	-	4,683
TOTAL ADMINISTRATIVE EXPENSE	518,175	507,491	10,685
UTILITIES			
WATER	133,333	127,892	5,441
ELECTRICITY	56,667	58,224	(1,558)
GAS	130,000	136,577	(6,577)
FUEL	5,333	479	4,855
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	325,333	323,172	2,161
MAINTENANCE			
MAINTENANCE WAGES	139,384	116,103	23,281
MATERIALS AND SUPPLIES	60,000	46,177	13,823
CONTRACTUAL SERVICES	50,000	70,015	(20,015)
TOTAL MAINTENANCE EXPENSE	249,384	232,295	17,089
OTHER			
REFUSE REMOVAL	22,000	23,944	(1,944)
INSURANCE	52,173	51,897	276
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	40,000	40,000	-
TOTAL OTHER EXPENSE	114,173	115,841	(1,669)
TOTAL ACTUAL EXPENSES	1,207,065	1,178,799	28,267
OPERATING GAIN / (LOSS)	114,619	6,487	108,131
<u>ACCRUED EXPENSES</u>			
PILOT	19,330	20,411	(1,081)
PROVISION FOR OPEB	28,169	28,169	(0)
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	13,333	13,333	0
TOTAL ACCRUED EXPENSES	60,832	61,913	(1,081)
TOTAL OPERATING & ACCRUED	1,267,897	1,240,712	27,185
NET GAIN (LOSS)	53,787	(55,426)	109,213

Hockanum Park, Shea Gardens, Rochambeau & Elms Village

EAST HARTFORD HOUSING AUTHORITY

FEDERAL AMP 2

as of MAY 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	637,866	651,302	(13,436)
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	6,667	8,160	(1,493)
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	116,906	130,494	(13,588)
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	82,156	17,169	64,987
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	538,142	550,908	(12,766)
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	1,381,736	1,358,033	23,703
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	72,518	74,666	(2,148)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	40,000	37,361	2,639
ACCOUNTING FEES	3,333	-	3,333
OFFICE SUPPLIES	-	-	-
TRAVEL	1,333	1,053	280
OTHER OFFICE EXPENSE	36,667	32,185	4,481
PENSIONS AND OTHER	213,460	216,808	(3,348)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	178,851	178,851	(0)
BOOKKEEPING FEES	18,360	18,360	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	5,100	-	5,100
TOTAL ADMINISTRATIVE EXPENSE	569,622	559,283	10,339
UTILITIES			
WATER	76,667	84,167	(7,501)
ELECTRICITY	150,000	161,657	(11,657)
GAS	70,000	80,236	(10,236)
FUEL	4,333	2,031	2,302
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	301,000	328,092	(27,092)
MAINTENANCE			
MAINTENANCE WAGES	170,420	182,681	(12,261)
MATERIALS AND SUPPLIES	78,000	42,328	35,672
CONTRACTUAL SERVICES	56,667	82,938	(26,271)
TOTAL MAINTENANCE EXPENSE	305,087	307,947	(2,861)
OTHER			
REFUSE REMOVAL	22,000	24,892	(2,892)
INSURANCE	57,625	57,248	377
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	40,000	40,000	-
TOTAL OTHER EXPENSE	119,625	122,140	(2,516)
TOTAL ACTUAL EXPENSES	1,295,334	1,317,463	(22,129)
OPERATING GAIN / (LOSS)	86,403	40,570	45,832
ACCRUED EXPENSES			
PILOT	33,687	33,137	550
PROVISION FOR OPEB	34,991	34,991	0
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	13,333	13,333	0
TOTAL ACCRUED EXPENSES	82,011	81,461	550
TOTAL OPERATING & ACCRUED	1,377,345	1,398,924	(21,579)
NET GAIN (LOSS)	4,391	(40,891)	45,282

Meadow Hill, Heritage Gardens, Highlands, Miller Gardens

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

as of MAY 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	200	182	18
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	44,870	28,228	16,642
SECTION 8 SUBSIDY--ADMIN FEE	220,000	191,664	28,336
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	265,070	220,074	44,996
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	89,104	92,258	(3,154)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	6,667	5,529	1,138
ACCOUNTING FEES	4,000	-	4,000
OFFICE SUPPLIES	-	-	-
TRAVEL	1,000	1,138	(138)
OTHER OFFICE EXPENSE	20,000	22,810	(2,810)
PENSIONS AND OTHER	65,591	67,818	(2,227)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	51,720	31,032	20,688
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	238,081	220,585	17,497
UTILITIES			
WATER	-	-	-
ELECTRICITY	-	-	-
GAS	-	-	-
FUEL	-	-	-
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	-	-	-
MAINTENANCE			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	667	(16)	683
CONTRACTUAL SERVICES	1,000	47	953
TOTAL MAINTENANCE EXPENSE	1,667	31	1,636
OTHER			
REFUSE REMOVAL	-	-	-
INSURANCE	5,719	5,684	35
INTEREST EXPENSE	-	-	-
OTHER GENERAL	8,000	8,446	(446)
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	13,719	14,130	(411)
TOTAL ACTUAL EXPENSES	253,467	234,746	18,721
OPERATING GAIN / (LOSS)	11,603	(14,672)	26,275
<u>ACCRUED EXPENSES</u>			
PILOT	-	-	-
PROVISION FOR OPEB	10,756	10,756	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
TOTAL ACCRUED EXPENSES	10,756	10,756	-
TOTAL OPERATING & ACCRUED	264,223	245,502	18,721
NET GAIN (LOSS)	847	(25,428)	26,275

EAST HARTFORD HOUSING AUTHORITY

KING COURT

as of MAY 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	247,360	247,360	-
RENTAL INCOME - EXCESS BASE	60,781	68,125	(7,344)
EXCESS UTILITIES	-	-	-
DWELLING VACANCY LOSS	(102,440)	(96,160)	(6,280)
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(112)	112
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	333	4,039	(3,706)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	206,035	223,252	(17,218)
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	33,840	36,065	(2,225)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	8,667	4,723	3,944
ACCOUNTING FEES	1,333	-	1,333
OFFICE SUPPLIES	2,493	1,800	693
TRAVEL	333	97	236
OTHER OFFICE EXPENSE	3,159	2,621	538
PENSIONS AND OTHER	39,891	41,101	(1,211)
PAYROLL TAXES	4,193	4,315	(122)
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	93,910	90,723	3,187
UTILITIES			
WATER	13,333	11,109	2,225
ELECTRICITY	8,667	7,025	1,642
GAS	16,667	18,433	(1,767)
FUEL	67	84	-
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	38,733	36,651	2,100
MAINTENANCE			
MAINTENANCE WAGES	13,914	18,946	(5,032)
MATERIALS AND SUPPLIES	10,000	4,473	5,527
CONTRACTUAL SERVICES	16,667	7,477	9,190
TOTAL MAINTENANCE EXPENSE	40,581	30,896	9,685
OTHER			
REFUSE REMOVAL	4,667	-	4,667
INSURANCE	10,477	10,358	119
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	15,144	10,358	4,786
TOTAL ACTUAL EXPENSES	188,368	168,628	19,758
OPERATING GAIN / (LOSS)	17,667	54,625	36,975
ACCRUED EXPENSES			
PILOT	-	-	-
PROVISION FOR OPEB	7,221	7,221	0
PROVISION FOR REPAIRS	9,645	9,645	0
PROVISION FOR COLLECTION LOSS	800	800	-
TOTAL ACCRUED EXPENSES	17,667	17,666	1
TOTAL OPERATING & ACCRUED	206,035	186,294	19,758
NET GAIN (LOSS)	-	36,959	36,976

EAST HARTFORD HOUSING AUTHORITY

HUTT HEIGHTS

as of MAY 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	61,835	59,696	2,139
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	1,300	(1,300)
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	24,151	8,969	15,182
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	60,518	51,654	8,864
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	146,504	121,619	24,885
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	11,309	11,485	(176)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	5,333	5,960	(626)
ACCOUNTING FEES	667	-	667
OFFICE SUPPLIES	667	-	667
TRAVEL	333	156	177
OTHER OFFICE EXPENSE	3,333	4,243	(910)
PENSIONS AND OTHER	17,427	15,476	1,952
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	17,534	17,534	0
BOOKKEEPING FEES	1,800	1,800	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	58,404	56,654	1,750
UTILITIES			
WATER	13,333	13,630	(297)
ELECTRICITY	16,667	16,567	100
GAS	13,333	16,106	(2,773)
FUEL	67	50	16
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	43,400	46,354	(2,954)
MAINTENANCE			
MAINTENANCE WAGES	10,659	11,336	(677)
MATERIALS AND SUPPLIES	3,333	5,382	(2,049)
CONTRACTUAL SERVICES	4,000	7,473	(3,473)
TOTAL MAINTENANCE EXPENSE	17,992	24,192	(6,200)
OTHER			
REFUSE REMOVAL	5,000	5,356	(356)
INSURANCE	5,511	5,497	14
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	10,511	10,853	(342)
TOTAL ACTUAL EXPENSES	130,307	138,053	(7,746)
OPERATING GAIN / (LOSS)	16,197	(16,433)	32,630
<u>ACCRUED EXPENSES</u>			
PILOT	1,844	1,464	379
PROVISION FOR OPEB	2,861	2,861	(0)
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	667	667	(0)
TOTAL ACCRUED EXPENSES	5,371	4,992	379
TOTAL OPERATING & ACCRUED	135,678	143,045	(7,367)
NET GAIN (LOSS)	10,826	(21,426)	32,252

EAST HARTFORD HOUSING AUTHORITY

VETERAN's TERRACE

as of MAY 31, 2013

	BUDGET to-date	ACTUAL to-date	ACTUAL UNDER / (OVER)
RENTAL INCOME - BASE	961,680	961,680	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	(6,518)	6,518
DWELLING VACANCY LOSS	(12,968)	(3,876)	(9,092)
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	59	(59)
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	-	7,713	(7,713)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
TOTAL INCOME	948,712	959,058	(10,346)
ADMINISTRATIVE EXPENDITURES			
ADMINISTRATION SALARIES	78,245	81,186	(2,941)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	16,000	14,435	1,565
ACCOUNTING FEES	4,667	-	4,667
OFFICE SUPPLIES	3,333	5,264	(1,931)
TRAVEL	667	1,837	(1,170)
OTHER OFFICE EXPENSE	7,743	8,214	(471)
PENSIONS AND OTHER	136,161	141,122	(4,960)
PAYROLL TAXES	15,661	16,703	(1,042)
MANAGEMENT FEES	47,435	-	47,435
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
TOTAL ADMINISTRATIVE EXPENSE	309,913	268,761	41,153
UTILITIES			
WATER	31,333	23,423	7,911
ELECTRICITY	33,333	26,821	6,512
GAS	111,000	124,526	(13,526)
FUEL	267	252	15
UTILITY LABOR	-	-	-
TOTAL UTILITY EXPENSE	175,933	175,022	912
MAINTENANCE			
MAINTENANCE WAGES	110,133	107,017	3,116
MATERIALS AND SUPPLIES	40,000	56,493	(16,493)
CONTRACTUAL SERVICES	36,667	58,724	(22,058)
TOTAL MAINTENANCE EXPENSE	186,799	222,234	(35,435)
OTHER			
REFUSE REMOVAL	8,667	-	8,667
INSURANCE	24,297	24,123	174
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
TOTAL OTHER EXPENSE	32,963	24,123	8,840
TOTAL ACTUAL EXPENSES	705,609	690,140	15,470
OPERATING GAIN / (LOSS)	243,103	268,918	25,815
<u>ACCRUED EXPENSES</u>			
PILOT	77,278	78,014	(736)
PROVISION FOR OPEB	24,881	24,881	0
PROVISION FOR REPAIRS	137,610	137,610	-
PROVISION FOR COLLECTION LOSS	3,333	3,333	0
TOTAL ACCRUED EXPENSES	243,103	243,838	(735)
TOTAL OPERATING & ACCRUED	948,712	933,978	14,734
NET GAIN (LOSS)	-	25,080	25,080

GA

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
- 2-20-13 Board approved for hire Facilities Strategy Group
- 2-22-13 Contract signed
- 2-28-13 Phone conference. Site visits scheduled for March 14 & 15 along with meeting with HUD representatives set for March 14 to review approval process for the RFP seeking an Energy Services Provider for all Federal sites.
- 3-1-13 sent site maps, suggested ECM measures and Capital Improvement list to consultant
- 3-14 & 3-15/13 Completed site visits and met with HUD representatives to review approval process.
- 3-28-13 Draft RFP received and being reviewed by EHHA with minor changes recommended.
- 4-1-13 no change in status
- 5-1-13 HUD review comments incorporated into master document. Awaiting completion of utility spreadsheet information prior to sending to HUD for formal review and approval.
- 5-31-13 Utility spreadsheets completed and submitted to FSG for condensing. Dates established for RFP advertisement pending final HUD review and approval. HUD received RFP for formal review.
- 6-3-13 no change in status

B. Vacant Unit Painting Services Contract

- 3-28-13 An updated Invitation For Bid for vacant unit painting services was prepared. The contracts for this service are up for renewal. The Executive Director reviewed the IFB and approved. An ad for the IFB is scheduled to be in the paper twice on 4-9-13 and 4-16-13 to interested contractors. A site visit for contractors is scheduled for 4-23-13 with a bid due date set for 4-30-13. There will be a bid opening at 2 p.m. on that date. Recommended low bid & qualified contractors will be sent to the Board for approval at their 5-15-13 meeting with an anticipated start date for June 1 for the new contract (s). The IFB calls for a 3 year fixed rate on pricing for the various size apartments with 2 each, one year extensions possible if mutually agreed.
- 4-23-13 met with interested bidders and completed the site tours. Issued a revised bid form to all bidders.
- 4-30-13 painting bids due by 2 p.m. and opened and recorded.
- 5-1-13 Recommendation for hire being prepared after bid evaluation and reference checks are completed with final Board approval expected in mid May. Effective start date to be June 1, 2013.
- 5-15-13 Board approved for hire Sayadoff Painting (primary) and MJL Home Improvements (secondary) and contracts have been signed. This item to be closed out for next report.

13- 1 Hockanum Park

A. No work scheduled

13-2 Shea Gardens

A. No work scheduled

13-3 Rochambeau

A. This property will be surveyed for potential concrete trip hazards on sidewalks and patio areas for either replacement or edge grinding due to comments made by REAC Inspector.

5-1-13 no change in status

6-3-13 no change in status

B. Buildings were surveyed for repairs to gutter/downspout systems and adding gutter guard material and additional downspouts at selected locations. An IFB for this work is being prepared to solicit quotes.

5-1-13 No change in status

5-22-13 contract signed with low bidder, MJL Home Improvements for \$7,600 to check all gutters, clean, re-secure to fascia, add downspout connectors and downspouts at 15 new locations and to add 540 lineal feet for metal mesh gutter guard on buildings next to tree line. Funds for CFP 2012, Management Improvements to pay for this work.

6-3-13 work started on 5/28 and continuing as weather permits

13-4 Meadow Hill

A. This property will be surveyed for potential concrete trip hazards on sidewalks and patio areas for either replacement or edge grinding due to comments made by REAC Inspector. Additional concerns raised were brush and trees in fence line as well as poor condition of fencing and several areas of asphalt paving in parking lots were suggested to be repaired.

5-1-13 An Invitation for Bid is being prepared for the clearing of trees in or along the fence line. Funds are available in CFP 2011, BLI 1450 for this work.

5-12-13 25' of lifted sidewalk found that is a trip hazard due to large tree roots.

5-22-13 Two IFB issued. One for stump grinding/tree & brush removal and one for concrete walk replacement.

5-29-13 Contracted with AA Industries as they were awarded both bids. Stump grinding/tree removal bid was \$1,435 and replace concrete walk cost was \$1,448. CFP 2011 BLI 1450 Site Improvements to pay for this work.

6-3-13 work scheduled to be completed on 6/6 and 6/7 and residents notified

B. Temporary Generator

5-30-13 Kinsley Generator reported late in the day that the generator end (rotor/stator) is not repairable as previously thought. The generator could fail at anytime during start up or operation.

5-31-13 Prepared IFB for temporary 300KW generator to be supplied. Approved to proceed with Kinsley Generator at a monthly rate of \$4,500. Anticipate a 3-4 month minimum process under CFP 2013 budgeting to replace generator. Estimated cost of \$80,000 - \$90,000.

13-5 Elms Village

A. This property will be surveyed for potential concrete or asphalt trip hazards on sidewalks and patio areas for either replacement or edge grinding due to comments made by REAC Inspector. Additional concerns raised were brush and trees in fence line as well as poor condition of fencing and several areas of asphalt paving in parking lots were suggested to be repaired.

5-1-13 No change in status

6-3-13 No change in status

13-6 The Highlands

A. An Invitation For Bid was prepared to complete asbestos abatement to the flooring in unit #5C. Bids are due May 1, 2013 from licensed abatement contractors

5-1-13 -- no change in status

5-2-13 Contracted signed with low bidder, Accurate Insulation Inc., for asbestos floor abatement for \$4,500.

5-15-13 An IFB issued for floor tile installation.

5-17-13 Contract signed with low bidder, MJL Home Improvements for \$1,200 to complete new floor tile and cove base installation.

5-23/5-24/13 Asbestos abatement completed with air clearance testing completed.

6-3-13 All work is now complete. Funds to pay for abatement and new floor to come from CFP 2011, Management Improvements. This project to be closed out for next report.

13-6 Heritage Gardens

A. No other work scheduled

13-7 Miller Gardens

A. No other work scheduled

MR23 King Court

A. This property is in the disposition process and no major repairs are planned at this time.

Hutt Heights / Larson Center

A. This property will be surveyed for potential concrete or asphalt trip hazards on sidewalks and patio areas for either replacement or edge grinding due to comments made by REAC Inspector. Additional concerns raised were the overall poor condition of asphalt paving.

4-10-13 An Invitation For Bid to replace several sections of concrete walkway along Cannon Road and to install a handicap accessible curb cut was issued with a bid due date of 4-17-13

4-19-13 With ED approval, a contract was signed with Hathaway Landscaping to complete the concrete work at a cost of \$1,995.

4-22-13 Asphalt parking lot replacements are targeted to occur under drafted CFP 2013 budget.

5-1-13 Work is scheduled to be completed by May 8.

5-16-13 All work is now complete. This project will be closed out for next month's report.

B. A 2nd concrete repair for improving accessibility at the two dumpster locations and parking lots was started and designed.

5-21-13 An IFB for concrete walkway/accessibility improvements issued

6-3-13 Approval received to hire the low bidder, Hathaway Landscaping to complete scope of work for \$8,500. Work to be scheduled for later in June.

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 is 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. 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 to 4-1-13 HES site visit is now scheduled for Thursday, April 4, to determine if any measures are applicable.

5-1-13 After the HES rep site visit, a site map with details of exterior fixture counts provide to HES rep along with boiler & HW heater make and model numbers. Still waiting to schedule blower door tests to determine if any other measures may be qualified for this property.

5-30-13 met with HES rep and technician to review boiler systems.

6-3-13 no change in status

B. Property Improvements – Inspections Corrections.

This property will be surveyed for potential concrete trip hazards on sidewalks and patio areas for either replacement or edge grinding due to comments made by CHFA Inspector. Additional concerns raised were brush and trees in fence line as well as condition of fencing and concrete condition of back door stoops and walkways.

5-1-13 An Invitation For Bid is being prepared for graffiti removal as various locations.

5-7-13 A contract was signed with low bidder, Golato Painting, for graffiti removal at various locations. Cost was \$450.

5-16-13 Work completed. This item to be close out for next report.

5-21-13 An IFB for concrete repairs to sidewalks at various locations, one concrete parking lot apron and 3 back door landings issued. Bids are due 6-5-13.

5-29-13 Site surveyed for gutter repairs and IFB being prepared.

6-3-13 No change in status.



Andre Dumas
Asset Coordinator

(6B)

TO: EHHA BOARD OF COMMISSIONERS

FROM: A. Christine Paisley, Housing Programs Manager

**OCCUPANCY REPORT TOTALS FOR ALL AMPS
FOR THE PERIOD MAY 1, 2013 THROUGH MAY 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 Apr-13
13-1	HOCKANUM PARK	100	99	1	1		1	99
13-2	SHEA GARDENS	47	47	0	0		0	47
13-3	ROCHAMBEAU	50	47	0	2		1	49
13-5	ELMS VILLAGE	85	85	2	1		1	84
13-4	MEADOW HILL	120	119	1	1		1	119
13-6	HERITAGE GARDENS	46	46	1	0		1	45
13-6	THE HIGHLANDS	54	51	0	2	1	0	53
13-7	MILLER GARDENS	86	84	1	1		2	84
E-6	HUTT HEIGHTS	29	29	0	0		0	29
Federal Totals		617	607	6	8	1	7	609
MR23	KING COURT	50	50	1	0		1	49
MR23A & MR58	VETERANS TERRACE AND EXTENSION	150	149	1	1		1	149
TOTALS		817	806	8	9	1	9	807

Total Occupancy Rate 98.78%
Federal Occupancy Rate 98.70%

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

60

TO: EHHA BOARD OF COMMISSIONERS

FROM: A Christine Paisley, Housing Programs Manager

SECTION 8 UTILIZATION REPORT FOR MAY 2013

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

	Total Units Allocated	Total Units Leased	Total HCV & Outgoing Payables
HCV	423	361	
OUTGOING PAYABLES		27	388
TENANT PROTECTION	8	8	
Total	431	396	

PORTABLE ADMINISTERED

Total	81
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VOUCHERS ISSUED

NOT CURRENTLY UNDER CONTRACT - searching	3
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GRAND TOTAL	477
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% HCV Utilized 91.73%	+	% TPV Utilized 100.00%	=	TOTAL % Utilized 91.88%
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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 8 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 June 13, 2013 Accompanying Summary Process Status Report for June 19, 2013 Commissioners Meeting

Ashline, 57 Columbus Circle A-1	169.00
Ford, 68 Silver Lane, Unit 27	357.00
Luna, 48 Columbus Circle B-1	336.00
Manforte, 68-4 Cannon Road	660.00
McCogle, 88 Columbus Street A-1	155.75
Munroe, 101 Connecticut Boulevard 4b	336.00
Pearl, 11 Columbus Circle A-1 (96.00 tendered at EHHA)	312.00
Thompson, 11 Columbus Circle B-1	265.00
Torrence, 43 Hamilton Road B-1	1,109.00
Westberry, 100 Columbus Street A-1	598.00
Alexander, 81 King Court	*780.00
Smith, L, 63 Hamilton Road	*543.00
Rivera, D, 131 Columbus Circle Ext B-2	*740.00
Jenkins, 39 Columbus Circle B-1	*86.00
Weaver-Bey, 126 Columbus Circle Ext B-1	*112.00
Mejia, 53 Mill Road	**202.00
Ledbetter, 20 Columbus Circle B-1	** <u>1,566.00</u>
	\$8,326.75

*These sums were tendered on or before April 15, 2013. **These sums were tendered on or before June 13 2013. Any sums tendered after June 13, 2013 but on or before June 17, 2013 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 JUNE 13, 2013

Matter	Notation	WSC	Def. Mot.	Judg.
ASHLINE 57 Columbus Circle A-1	Stipulated			3/19
BOYLE 34 Mill Road	6/11 Trial- defendant defaulted Failure to Appear			
FORD 68 Silver Lane, Unit 27	Stipulated			4/15
JERNIGAN 68 Silver Lane, Unit 42	6/11 Court Decision in favor of EHHA Final Stay through 9/11			
LUDWIG 33 Hamilton Road		6/12		
LUNA 48 Columbus Circle B-1	Stipulated			3/26
MANFORTE 68-4 Cannon Road	Stipulated Final Stay through 6/30			5/13
McCOGGLE 88 Columbus Street A-1	Stipulated			4/23
MUHAMMAD 26 Columbus Circle A-1	Stipulated			6/11
MUNROE 101 Connecticut Boulevard 4b	Stipulated			1/28

Matter	Notation	WSC	Def. Mot.	Judg.
PEARL 11 Columbus Circle A-1	Stipulated			2/5
RAMIREZ, J 84 Mill Road		6/12		
RAMIREZ, P 452 Main Street, Apt 401	5/22 possession by Execution			
THOMPSON 11 Columbus Circle B-2	Stipulated			3/12
TOOMEY 8 Mill Road		6/12		
TORRENCE 43 Hamilton Road, Apt B-1	5/31 Stipulation met			
WESTBERRY 100 Columbus Street A-1	Stipulated			3/12
ZAREMBA 33 Holmes Street		6/12		
ZIEKY 101 Connecticut Boulevard, Apt 5M		6/12		

CE

East Hartford Housing Authority
Resident Services Coordinator
Monthly Report
May 2013

HOME VISITS

The purpose of home visits include but are not limited to: Application Assistance (DSS, ConnPACE, ADA, Dial-A-Ride, etc), Case Management (short and long term), CHOICES Health Insurance Counseling, Information and Referral and Crisis Intervention.

This month I conducted 10 home visits.

BUILDING EVENTS

This consists of setting up two (2) educational events/presentations in all 8 buildings on a monthly basis. In addition, this may also include assisting residents with annual picnics, Holiday parties and/or other social events.

The Visiting Nurse & Health Services of Connecticut (VN&HS) offers Blood Pressure and Blood Sugar Screenings for all of my buildings. There is no cost for the screenings to the residents and this agency hosts these clinics on a monthly basis. The following lists the number of residents served at their complexes this month: Highlands – 9, Rochambeau – 9, Elms – 5 Shea Gardens – 4, Miller Gardens – 9, Heritage Gardens - 4 and Meadow Hill – 14).

Hartford Orthotics started doing presentations this month. Their company offers a free pair of shoes to anyone who is on Medicare and is a diabetic once a year. In addition, any individual who is only on Medicaid and has foot and/or leg issues can receive up to two (2) pairs of free shoes or sneakers a year. The following lists the number of individuals who attend the presentations from each building: Hutt Heights – 1, Heritage Gardens – 2, The Highlands – 3, Meadow Hill – 1, Rochambeau – 6, Miller Gardens – 5, Elms Village – 8 and Shea Gardens – 4.

CHOICES

This acronym stands for: Connecticut programs for Health insurance assistance, Outreach, Information, Counseling & Eligibility Screening. As a certified CHOICES Counselor through the State of Connecticut Department of Social Services and through the North Central Area Agency on Aging (NCAAA), I counsel clients on health insurance options with Medicare (A,B,C,D), Medigap, Medicaid, ConnPACE, SAGA, Medicare Managed Care, Cobra, Military Benefits, Veterans Benefits, etc.

This month I counseled 19 individuals.

SENIOR SERVICES

Since many of my clients are ages 60 and older, I refer them on a regular basis to Senior Services to utilize their programs such as the annual Flu Clinic, Meal sites, the Golden Ager Newsletter, Senior Center activities, etc.

SOCIAL SERVICES

Since many of my clients are ages 18-59, I refer them on a regular basis to Social Services to utilize their programs such as the Food Bank, Renters Rebate, the Clothing Bank, Energy Assistance, etc.

COMMUNITY RENEWAL TEAM (CRT)

CRT offers a wide variety of programs and services. Most of my referrals are to their Meals on Wheels program, which delivers meals to homebound individuals.

I did not refer any individuals to this program this month.

LEGAL AID

On occasion, clients will call me requesting legal assistance. Generally I refer them to the Greater Hartford Legal Aid and to Statewide Legal Services.

I did not refer any individuals to Legal Aid this month.

GIFT OF SIGHT

This program offers a free eye exam and a pair of glasses to recipients who are uninsured. Referrals require a written letter describing the client's circumstances along with our Tax number. I refer clients to this program as needed.

I referred 5 individuals to this program this month.

DEPARTMENT OF SOCIAL SERVICES (DSS)

The State of Connecticut Department of Social Services offers a wide variety of programs to the general public in East Hartford. I assist clients with applying for these services such as Medicaid, Title 19, Medicare Savings Program (MSP), SAGA, SNAP (formerly known as Food Stamps), transportation, ABI and TBI Waivers, and the redetermination process.

This month I assisted 6 clients with their SNAP, Medicaid and MSP benefits.

FOODSHARE

Many of our tenants utilize Foodshare at various sites in East Hartford. I am listed as a contact person for 211 as a Food Resource for all residents of East Hartford. Several times a month I receive phone calls from individuals who have contacted 211 for food resources. I first ask the individual if they have applied for SNAP benefits (formally known as Foodstamps). I then refer them to East Hartford Social Services so that they may access food pantries. In addition, I mail them dates and times of all Foodshare locations and I also inform them about free dinners and brunch on Sundays at St. John's church located on the corner of Burnside Avenue and Main Street.

ON-SITE OFFICE HOURS

Since many of my clients do not have access to transportation, I have on-site office hours in 6 out of 8 buildings (a flyer is posted at Hutt Heights and Shea Gardens that if anyone needs services, they can call me for an appointment). During these hours I offer Information and Referral, CHOICES Health Insurance Counseling, short and long term case management, crisis intervention, etc. The following is a schedule of my office hours:

Monday: Elms Village – Community Room – 3:00 – 4:00 PM
Wednesday: Rochambeau – Community Room – 3:00 – 4:00 PM
Thursday: Heritage Gardens – Community Room – 1:30 – 2:00 PM
Thursday: Meadow Hill – Community Room – 3:00 – 4:00 PM
Friday: The Highlands – Community Room – 1:30 – 2:30 PM
Friday: Raymond Miller Gardens – Community Room – 3:00 – 4:00 PM

ADA TRANSPORTATION

ADA in-town and out-of-town transportation is offered to individuals 18 and older who have a disability and cannot use the Public City bus. I assist clients with filling out this application.

I assisted 5 individuals this month with either applying or recertifying their ADA.

DIAL – A – RIDE (D-A-R) TRANSPORTATION

Dial – A – Ride is in-town transportation only and is offered to individuals 60 and older and/or to individuals 18 and older with a disability. I assist clients with obtaining this service.

I did not refer any individuals to Dial-A-Ride this month.

CONNECTICUT HOMECARE PROGRAM FOR ELDERS (CHCPE)

This program is designed for individual's ages 65 who want to remain independent in their homes but need assistance. This DSS program provides supportive services to help individuals "age in place" and prevent them from prematurely entering a nursing home. I do referrals on a regular basis.

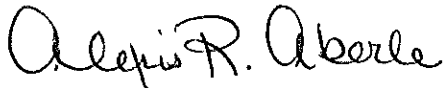
I referred 1 individual to CHCPE this month.

OTHER

Since all the categories do not fit on the spread sheet, I will use this category for other services provided such as; Get Well Cards sent to clients who are ill, assistance to EHHA co-workers with their clients at their sites when needed, Meetings that I attend, Social Security Redeterminations, etc.

This month a Get Well card was mailed to Richard Foss who resides at Rochambeau. Mr. Foss was in the hospital due to illness in May. In addition, an online condolence was submitted to the Sheenhan-Hilborn-Breen Funeral Home to the Reis family for the loss of their mother, Albina, who lived at Rochambeau. Albina had just turned 90 before she passed away.

Respectfully submitted,

A handwritten signature in cursive script that reads "Alexis R. Aberle".

Mrs. Alexis R. Aberle, BSW
Resident Services Coordinator
East Hartford Housing Authority



Free Dental Care!



Webster Bank Arena

600 Main St.

Bridgeport, CT 06604

June 7 - 8, 2013

CONNECTICUT
MISSION of MERCY



Caring for One Another

No Eligibility or Income Requirements

**No Appointments – First come, First Served
Children and Adults**

Services Include:

- Cleanings
- Extractions
- Fillings
- Fluoride Treatments
- Interim Partial Dentures (Limited)
- Root Canals (Limited)
- X-rays

**Doors Open at
6:00 AM**

For more information: Visit our website www.cfdo.org



A Project of the Connecticut Foundation for Dental Outreach



¡Cuidado Dental Gratis!



Webster Bank Arena

600 Main Street

Bridgeport, CT 06604

7 - 8 de junio, 2013

CONNECTICUT
MISSION of MERCY



Caring for One Another

No Requiere ninguna Elegibilidad o Ingreso

No Requiere Cita – Niños y Adultos serán Atendidos

Por orden de llegada

Los Servicios Incluyen:

Empastes

Limpiezas

Extracciones

Dentadura Parcial Provisional (Limitada)

Tratamiento de Canal

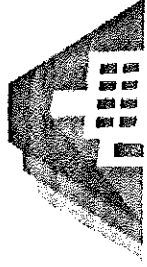
**Las Puertas Abrirán a las
6:00 AM**

Para más información: visite nuestra página Web www.cfdo.org



Un Proyecto de Connecticut Foundation for Dental Outreach

HARTFORD
Behavioral Health
Promoting Health and Wellness



COMMUNITY

HEALTH FAIR

Tuesday, July 30, 2013

Wednesday, July 31, 2013

9:00AM - 3:00PM

2550 Main St, Hartford CT
Parking Lot Area

"Movie Under the Stars" on July 31 at 6:30PM

Hartford Behavioral Health is
hosting a community health event,
including medical screenings,
health and safety information
booths, and entertainment.
We are asking for your support
and participation.

For more info contact:
Michael Smith @ 860-727-8703 x 357
Sheridan Francis @ 860-727-8703 x 336

NO FEE

NO FEE

NO FEE



JobSource: A New Online Portal for Older Adults Seeking Employment

April 9, 2013

NCOA Media Contact:

Paul DelPonte 202-609-6930

paul.delponte@ncoa.org

Washington, DC - The National Council on Aging (NCOA) today launched JobSource, a new online portal to help older adults assess their work skills, identify job training opportunities, and find employment.

Last month, 1.8 million adults aged 55+ were actively seeking employment, according to the Bureau of Labor Statistics. Nearly half of older workers looking for jobs have been without employment for over a year.

“For many older Americans, employment is necessary to remain financially secure, healthy, and independent,” said Nora Dowd Eisenhower, senior vice president of economic security at NCOA. “But as industries and workplaces evolve, it is vital that older adults acquire the skills that can keep them competitive.”

JobSource (www.benefitscheckup.org/jobsource) includes a quick job match system that enables users to assess their work interested and transferable skills. Users can also register on the site to earn job skills certifications and enroll in over 30 free online courses.

The JobSource site is one product of a partnership between NCOA and the Bank of America Charitable Foundation. Additionally, NCOA and the Bank are working with local agencies in New Jersey, New York, San Francisco, and Virginia to assist low-income older adults with accessing holistic services to maximize their economic security.

JobSource is one of a suite of online tools from NCOA that help older adults to improve their economic security. NCOA’s BenefitsCheckUp® (www.BenefitsCheckUp.org) is free online screening service that contains information on thousands of programs available to assist older adults in paying for health care, prescriptions, food, and other necessities. Another tool, Home Equity Advisor (www.HomeEquityAdvisor.org), helps older homeowners to assess when and how they may want to use their home equity to age in place.

<http://www.ncoa.org/press-room/press-release/jobsorce-a-new-online.html?print=t>

East Hartford Health & Social Services

2013 Renters Rebate - Complex Application Schedule

Applications will be accepted in the Social Services Department,
lower level of Town Hall, 740 Main Street, between 9:00-11:00 a.m.
No appointment is necessary if you come in during the time set aside for your complex.

Please bring all of the necessary paperwork with you.

If unable to come in on your scheduled complex date, a family member or a friend
may file for you; have them bring all your paperwork.

You may also call our office at 860-291-7248 to schedule an office
appointment after your complex has been completed.

Complex			Place applications taken	Date: Tuesday	Time
Hartford East	120	886 Main St	Town Hall	May 21 st	9:00-11:30
Meadow Hill	120	101 CT Blvd	Town Hall	May 28 th	9:00-11:30
Hutt Heights	30	Cannon Rd	Town Hall	May 28 th	9:00-11:30
Highlands	50	1403 Main St	Town Hall	June 4 th	9:00-11:30
Heritage Gardens	46	163 School St	Town Hall	June 4 th	9:00-11:30
Miller Gardens	86	452 Main St	Town Hall	June 4 th	9:00-11:30
Elms Village	85	Elms Village Dr	Town Hall	June 11 th	9:00-11:30
Shea Gardens	50	Holmes/Mill Rd	Town Hall	June 11 th	9:00-11:30
Willow Arms	96	446 Main St	Town Hall	June 18 th	9:00-11:30
St. Mary's	55	1451 Main St	Town Hall	June 18 th	9:00-11:30
St. Elizabeth	54	41 Applegate La	Town Hall	June 25 th	9:00-11:30
Rochambeau	59	68 Silver La	Town Hall	June 25 th	9:00-11:30

Applications to be taken for

Renters Rebate

TAX RELIEF PROGRAM FOR ELDERLY AND TOTALLY DISABLED RENTERS
The Office of Policy and Managements, State of Connecticut

Between April 1 & September 13, 2013

The age requirement for applicants;
65 years of age or 100% Disabled 18 and over, as of December 31, 2012

2012 Qualifying Income limit

For a married couple \$40,900 and single \$33,500
The following information is necessary for application:

Total 2012 Income (all sources)

Copy of **2012 Income Tax return**, if filed.
Social Security Income for 2012 (**form 1099**) and SSI (if applicable.)
If Disabled, Form **T P Q Y stating disability & proof of SSI** (if applicable)
Pension benefits, Retirement benefits, Interest and/or dividends from stocks and bonds,
Railroad Retirement, etc.
Any and All income from 2012 taxable or non-taxable

Expenses

Receipts for all rent paid for calendar year **2012** and printout and/or copies
Of all **utility payments made January through December 2012**
(Except telephone & cable)

Senior and Disabled Housing Complexes have scheduled "**walk-in days**", first come, first served.

If you are eligible for this program and unable to attend the scheduled date for your complex,
you may call our office for an appointment after your complex has been completed.

Renters not residing at these complexes who maybe eligible for this program
please call **860-291-7248** to schedule an appointment.

Applications will be taken at the East Hartford Town Hall, 740 Main Street.
Department of Health & Social Services, (Lower level)

East Hartford Salud y Servicios Sociales

2013 Inquilinos Rebate - Programación de Aplicaciones Complejas

Las solicitudes serán aceptadas en el Departamento de Servicios Sociales,
nivel inferior de Ayuntamiento, 740 Main Street, entre las 9:00-11 a.m.
No es necesario hacer cita si viene durante el tiempo destinado a su complejo.

Favor de traer todos los documentos necesarios con usted.

Si no puede venir adentro en la fecha programada complejo, un familiar o un
amigo puede presentar para usted, haga que traer todos sus documentos.

También puede llamar a nuestra oficina al 860-291-7248 para hacer una cita
después que su complejo ha sido completado

Complejo			Lugar Para Completar aplicaciones	Fecha: Martes	Horario
Hartford East	120	886 Main St	Town Hall	May 21 st	9:00- 11:30
Meadow Hill	120	101 CT Blvd	Town Hall	May 28 th	9:00- 11:30
Hutt Heights	30	Cannon Rd	Town Hall	May 28 th	9:00- 11:30
Highlands	50	1403 Main St	Town Hall	June 4 th	9:00- 11:30
Heritage Gardens	46	163 School St	Town Hall	June 4 th	9:00- 11:30
Miller Gardens	86	452 Main St	Town Hall	June 4 th	9:00- 11:30
Elms Village	85	Elms Village Dr	Town Hall	June 11 th	9:00- 11:30
Shea Gardens	50	Holmes/Mill Rd	Town Hall	June 11 th	9:00- 11:30
Willow Arms	96	446 Main St	Town Hall	June 18 th	9:00- 11:30
St. Mary's	55	1451 Main St	Town Hall	June 18 th	9:00- 11:30
St. Elizabeth	54	41 Applegate La	Town Hall	June 25 th	9:00- 11:30
Rochambeau	59	68 Silver La	Town Hall	June 25 th	9:00- 11:30

Las solicitudes que se deben tomar para

Rebate de Renta/Inquilinos

PROGRAMA DE ALIVIO FISCAL PARA INQUILINOS MAYORES Y TOTALMENTE INCAPACITADO
La Oficina de Política y Gestión, Estado de Connecticut

Entre el 15 de mayo y el 14 de septiembre 2013

El requisito de la edad para los solicitantes;
65 años de edad o discapacidad del 100% de 18 años, a partir del 31 de Diciembre 2012

2012 Límite de Ingresos Calificados

Para una pareja casada 40.900 dólares y solo 33,500 dólares
La siguiente información es necesaria para la aplicación

2012 Ingresos totales (todos los recursos/ingresos)

Copia del formulario de impuestos 2012, si completo planillas
Ingreso de Seguro Social para el año 2012 (**forma 1099**) y **SSI** (si aplica).
Si está desactivado, Formulario TPQY indicando **discapacidad** y **prueba de SSI** (si procede)
Los beneficios de pensión, prestaciones de jubilación, los intereses y / o dividendos de
acciones y bonos, Retiro del ferrocarril, etc.

Todas y todos los ingresos a partir de 2012 gravables o no gravables

Gastos

Los recibos de todo el alquiler pagado por el año calendario 2012 y la impresión y / o copias. De todas las utilidades realizadas desde Enero hasta Diciembre de 2012

Complejos de mayores y discapacitados de la vivienda han programado "sin citas", primero en llegar, primero en ser atendido

Si usted es elegible para este programa y no pueden asistir a la fecha prevista para el complejo, puede llamar a nuestra oficina para hacer una cita después de su complejo ha sido completado.
Los inquilinos que no residen en estos complejos que tal vez elegible para este programa por favor llame al 860-291-7248 para hacer una cita.

**Las solicitudes se deben tomar en el East Hartford Ayuntamiento, 740 Main Street,
Departamento de Salud y Servicios Sociales, (nivel inferior)**

POSTED IN ALL... 2013



Introducing Greater Hartford's Freedom Ride!

SERVING:

- Berlin
- Bloomfield
- East Hartford
- East Windsor
- Enfield
- Farmington
- Hartford
- Manchester
- New Britain
- Newington
- Rocky Hill
- Slmsbury
- South Windsor
- Vernon
- West Hartford
- Wethersfield
- Windsor
- Windsor Locks

THE MOBILITY YOU NEED - WHEN YOU NEED IT!



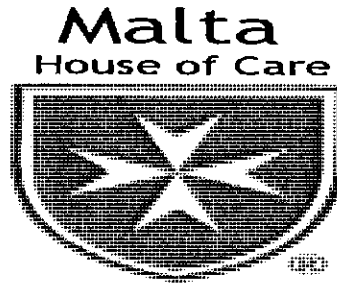
Greater Hartford Transit District

Freedom Ride is a prepaid reduced fare voucher program, which offers a 50% discount from the normal taxicab rate, with a minimum purchase of \$25 initially. It is available to ADA eligible passengers who need transportation beyond the traditional ADA paratransit service area and hours of for same-day service. For more information about the Freedom Ride Taxi Voucher program please visit www.hartfordtransit.org.

Accessible taxis are now available through the Yellow Cab Company. The vehicles will serve the public 24 hours a day seven days a week. Priority will be given to elderly and disabled passengers. The Yellow Cab accessible taxicabs operate similar to any other taxi, Passengers may flag down the vehicle on the street, board at a taxi stand or contact The Yellow Cab Company at 860-666-6666 to schedule a ride.

Funded by FTA New Freedom Program and CONNDOT

To use the new Taxi Voucher Program, each trip that you take must either BEGIN or END in one of the listed towns



Malta House of Care Mobile Health Clinic

The Malta House of Care, Inc. operates a mobile health clinic for the delivery of free, primary health care services to the uninsured of the Greater Hartford community.

Their mission is to provide primary health care to the uninsured without discrimination, delivering care through a mobile health care facility on a fixed schedule at various locations in the City of Hartford.

Every person receives completely free primary health care, including physical examinations, prescription drugs, medical tests, and referrals to other physicians as needed.

The Malta House of Care Clinic is available to the public 4 days a week.

HOURS OF REGISTRATION:

Mondays from 12-4PM

Sacred Heart Church, 49 Winthrop St., corner of Winthrop and Ely, Hartford

Tuesdays from 3-6PM

The Cathedral of Saint Joseph, 134 Farmington Ave, Hartford

Wednesdays from 12-4PM

St. Peter's Church, 160 Main Street, Hartford

Thursdays from 12-4PM

St. Augustine's Church, 10 Campfield Avenue, Hartford

6F

A	B	C	D	E	F	G	H	I	J	K	L	M
Federal Amp 2 - Meadow Hill, The Highlands, Heritage Gardens & Miller Gardens												
Projected												
Property	Apartment No.	Bedrooms	Condition	Date Empt.	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days
3	13-4	1H	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	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	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	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	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	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	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	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	Fair	10/30/2012	11/1/2012	11/1/2012	11/5/2012	11/9/2012	12/4/2012	9	33	24
12	13-6	E3	Poor	11/6/2012	11/9/2012	11/4/2012	11/19/2012	11/21/2012	1/8/2012	14	0	0
13	13-7	108	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	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	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	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	Good	2/7/2013	not needed	1/28/2013	1/31/2013	2/4/2013	2/4/2013	0	0	0
18	13-6	W2-6	Fair	2/11/2013	1/22/2013	1/31/2013	2/7/2013	2/6/2013	2/15/2013	4	12	8
19	13-4	8G	Good	1/10/2013	1/22/2013	1/23/2013	2/1/2013	2/6/2013	2/15/2013	4	12	8
20	13-7	104	Good	1/29/2013	2/4/2013	2/8/2013	1/30/2013	2/4/2013	3/11/2013	24	58	34
21	13-4	8H	Fair	2/2/2013	2/4/2013	2/5/2013	2/14/2013	2/26/2013	3/6/2013	27	34	7
22	13-6	E4	Poor	3/1/2013	2/19/2013	3/5/2013	3/13/2013	3/12/2013	3/28/2013	17	52	35
23	13-6	2H	Fair	2/8/2013	2/20/2013	2/21/2013	3/1/2013	3/5/2013	3/14/2013	10	11	1
24	13-4	3B	Poor	2/19/2013	2/26/2013	3/1/2013	3/20/2013	3/21/2013	4/1/2013	24	50	26
25	13-4	7G	Fair	3/4/2013	3/12/2013	3/13/2013	3/21/2013	3/20/2013	3/28/2013	29	35	6
26	13-6	W2	Fair	3/27/2013	4/1/2013	4/3/2013	4/10/2013	4/8/2013	4/17/2013	11	30	15
27	13-7	201	Good	3/31/2013	4/2/2013	4/3/2013	4/10/2013	4/8/2013	4/17/2013	11	19	8
28	13-6	2D	Poor	4/12/2013	4/14/2013	4/15/2013	4/18/2013	4/18/2013	4/30/2013	4	28	24
29	13-6	W2-11	Fair	4/11/2013	4/15/2013	4/15/2013	4/22/2013	4/18/2013	4/17/2013	5	3	0
30	13-7	401	Good	5/22/2013	5/23/2013	5/22/2013	5/24/2013	5/24/2013		12		
31	13-4	3K	Poor	4/30/2013	5/1/2013	5/1/2013	5/24/2013	5/24/2013		1		
32	13-7	606	Poor	4/22/2013	4/25/2013	4/25/2013	5/8/2013	5/8/2013	5/21/2013	7	19	12
33	13-4	8F	Poor	5/1/2013	5/7/2013	5/9/2013	5/2/2013	5/2/2013	5/13/2013	9	19	10
34	13-7	102	Fair	4/30/2013	5/2/2013	5/3/2013	5/17/2013	5/22/2013		20		
35	13-7	211	Fair	6/21/2013	5/23/2013	5/24/2013	5/10/2013	5/9/2013		8		
36	13-6	1G	Good				6/5/2013	6/5/2013		0		
37	13-6	5C	Fair	6/5/2013	6/3/2013	6/5/2013	6/7/2013	6/11/2013		5		
38												
39												
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48												
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50												
51												
52												
53												
										Averages		
										Days to Turn	Total Days	Lease Days
										9.97	21.54	11.68

* Red Text = Unit Offline

Hutt Heights

761

Apartment No.	Bedrooms	Condition	Date Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days
64-6	0	Good	6/15/2013	6/5/2013	6/7/2013	6/10/2013					

Averages	Days to Turn	Total Days	Lease Days
	0.00	0.00	0.00

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	2/4/2013	26	65	39
30	3	Fair	1/8/2013	1/11/2013	1/15/2013	2/7/2013	2/8/2013	3/4/2013	30	53	23
148A1	2	Fair	3/4/2013	3/18/2013	3/21/2013	4/5/2013	4/2/2013	4/8/2013	28	33	5
34B1	2	Fair	5/7/2013	5/13/2013	5/17/2013	5/24/2013	5/21/2013	13			

Averages Days to Turn 28.14 Total Days 49.33 Lease Days 18.67

(7)

JUNE 19, 2013 BOARD MEETING

TO: BOARD OF COMMISSIONERS
FROM: DEBRA BOUCHARD
DATE: 5/10/2013

EXECUTIVE DIRECTOR REPORT

- King Court Sale and Disposition
 1. Waiting on DECD disposition approval.
 2. Attorney's working on draft Purchase and Sale Agreement
 3. A meeting has been setup with Selection panel committee on June 24th to keep them informed of the process.

- Veteran's Terrace Development
 1. A commitment letter will be forth coming from the DECD in regards to \$150,00 in preconstruction grant awarded to Veteran's Terrace to support the redevelopment activities.

- Veteran's Terrace Contract Renewal
 1. Increasing Federal Project Based Section 8 subsidy- In order to put out bid specification and receive quotes, the East Hartford Housing authority was granted a 3 month extension for the Veteran's Terrace contract renewal in order to support the reserve for replacement budget line item figure of approximately \$360,000 representing work to be done at the property over the next year.

- MOR Training for Veteran's Terrace
 1. Management and Occupancy reviews are performed by our contract administrator as part of an annual assessment of management performance and property compliance with numerous HUD guidelines and regulations.
 2. Christine Paisley and myself attended the Management Occupancy Review Specialist training and took a certification exam as part of our continued effort to increase our understanding of the process, to avoid common errors and misunderstanding in order to achieve higher scores in the future.

- Scatter Site Program
 1. The East Hartford Housing Authority through its non-profit organization, East Hartford Affordable Homes Now, is expecting to receive \$2 million from a DECD program NOFA to purchase and rehabilitate blighted homes within East Hartford; creating 30 units of affordable housing backed with project based section 8 funds. See attached announcement from Governor Malloy.
 2. EHHA submitted a HTCC (Housing Tax Credit Contribution) application through CHFA to additionally fund the project in the amount of \$500,000.
- FEMA- February 2013 Winter Storm Charlotte
 1. EHHA staff had a Kick-off meeting with a FEMA Project Specialist on May 24th which provided additional information to the housing authority in order to compile the necessary data required for the request for assistance.
 2. EHHA put in a request of \$30,000 to FEMA based on a 72 hour time frame.
- Security Grant
 1. The East Hartford Housing Authority will be submitting a HUD Safety and Security grant available to housing authorities up to the maximum amount of \$250,000.
 2. EHHA will be targeting Meadow Hill and Miller Gardens for the installation of IP security cameras to replace old analog systems.
 3. Grant application requirements:
 - a. Crime data and statistics specific to property location/neighborhood
 - b. Statement from law enforcement entity regarding health and safety of residents, crime statistics
 - c. Statement from local officials such as Town Council and/or Mayor
 - d. Narrative Documentation form Resident Advisory Board
 4. EHHA staff has met with the Mayor, Town Council Chairman and has had phone conversations with the Police Chief to support the grant application process.
 5. Deadline for the Grant is June 19, 2013- see attached grant.
- Tenant Commissioner Selection Process Update
 1. Regarding the Tenant Commissioner Selection Process, we were required to postpone implementing that process last fall for several reasons. Initially, and still of concern, are a number language ambiguities in the amendment governing the process, which is further complicated by the need to dovetail the State law with the federal regulations. We had been working on the process throughout last summer and into the early fall. We researched the issues and consulted with the ConnNHRO on them, as well as consulting with the League of Women Voters regarding what resources they might have to aid in the process. We also consulted with the Town about the possibility of utilizing some of their voting equipment to carry out the anticipated election. We received a great deal of help and cooperation from the Town's legal counsel on this. However, moving into the early fall it was clear that our Tenant Commissioner Selection Process would conflict in time with the National, State and local actions. To compound matters, we had geared up the King Court disposition process at that time, which was carried out through the winter and into the spring. The King Court disposition process required a great deal of

effort and input from the residents of the development, and we felt that to attempt to implement the Tenant Commissioner Selection Process during this time would create a great deal of confusion for those residents. That disposition process has now moved forward toward a final purchase and sale agreement, and disposition of King Court. That being the case the Housing Authority is now in a position to move forward with the Tenant Commissioner Selection Process. Therefore, it is our intention to rollout the Tenant Commissioner Selection Process sometime toward the end of July. As the process moves forward we will keep people up to date.



MEET GOVERNOR MALLOY INVITE GOVERNOR MALLOY PRESS ROOM PRIORITIES FOR RESIDENTS LIEUTENANT GOVERNOR WYMAN

Press Releases
In The News
Speeches
Proclamations
Executive Orders
Official Portraits



STATE OF CONNECTICUT
GOVERNOR DANIEL P. MALLOY

May 21, 2013

GOV. MALLOY: \$13.8 MILLION INVESTMENT WILL STRENGTHEN AFFORDABLE HOUSING AND URBAN REVITALIZATION

(HARTFORD, CT) - Governor Dannel P. Malloy today joined Department of Housing Commissioner Evonne Klein, Mayor John DeStefano Jr., and state and local officials, to announce \$13.8 million in grants to fund 11 affordable housing and neighborhood revitalization programs throughout the state. The projects represent partnerships between state and local government as well as nonprofit groups, and will leverage private and federal funds to rehabilitate blighted housing, construct new units, and make improvements to existing properties.

"Working with our municipal and nonprofit partners, we are building strong neighborhoods that will attract businesses, create jobs, and offer residents an attractive place to work and live," said Governor Malloy. "Over ten years we'll make a \$500 million commitment to housing, and I've proposed an additional \$221 million in capital funds in this biennial budget. These investments will bolster economic development and make Connecticut more a more competitive state."

"Since being elected, Governor Malloy has made an historic investment in the state's affordable housing stock, including over \$250 million for affordable housing for seniors, young professionals, and working families," said Commissioner Klein. "The projects announced today will leverage state resources to expand affordable housing options, help revive our city centers, and contribute to our efforts to end homelessness."

The announcement was made at 494 Quinpiac Avenue in New Haven, the site of a proposed 12-14 single family workforce and affordable housing development. The City of New Haven will receive \$1.5 million to expand its Neighborhood Renewal Program to include transitional neighborhoods—blocks situated between stable neighborhoods and those with greater need. The program will offer workforce housing development subsidies, energy efficiency rehabilitation assistance, and down payment assistance. The program will help stabilize and revitalize the currently underserved transitional neighborhoods, while continuing to address the high-need neighborhoods.

"New Haven has the most densely populated Downtown in New England and the 2010 US Census showed that New Haven had the highest rate of population growth among New England cities," said Mayor John DeStefano, Jr. "In short, there is a very strong demand for housing in New Haven. On behalf of the City, I'd like to thank the state for their support—which will be leveraged with City funding and private investment—of this well-thought out project which will create housing for working and middle class families."

"I am thrilled that New Haven will receive funds to improve our city's livability and reinvigorate neighborhoods throughout our community," said State Representative Roland Lemar (D-New Haven). "Projects like these, which will develop workforce housing, and provide energy efficiency rehabilitation assistance and down payment assistance to home owners, are fundamental to our city's economic and community development needs. With these funds, we will continue to grow New Haven as a vibrant, economically diverse city of thriving neighborhoods."

"Secure housing is the foundation upon which functional communities are built," said State Representative Juan Candelaria (D-New Haven). "I am pleased Governor Malloy is a strong supporter of promoting a healthy housing stock that expands the opportunity for people to have a place they could call home."

The other projects announced today are as follows:

- **Access Community Action Agency** will receive \$1.5 million to establish a revolving loan fund to rehabilitate small rental properties with up to ten units each. Access Agency's efforts will focus on Danielson and the downtown Willimantic.
- **Connecticut Children's Medical Center** will receive \$2 million to remove lead and other health and safety hazards from housing units serving low- and moderate-income families, leverage additional funding for energy efficiency upgrades, and assist families in accessing additional resources to maintain a healthy home. The initiative will target fifteen towns and cities, including Bridgeport, Danbury, East Haven, Hartford, Manchester, Meriden, New Britain, New Haven, Norwalk, Stamford, Torrington, Waterbury, West Haven, and Winchester.
- **The Connecticut Housing Coalition** will receive \$213,000 to help coordinate potential developers, public housing authority residents, and technical consultants to jumpstart new housing or redevelopment

plans.

- **Connecticut Housing Investment Fund** will receive \$1.6 million to establish two urban revitalization programs in East Hartford and Waterbury. The programs will offer low- or interest-free loans that encourage private developers to purchase, rehabilitate, and maintain at-risk properties.
- **The Corporation for Supportive Housing** will receive \$1.3 million to capitalize the Connecticut Supportive Housing Development Fund, which will provide gap financing for eight projects yielding 80-90 supportive housing units. The program will have two distinct components: an initiative to induce larger-scale developers to include new supportive housing, and direct development assistance to new supportive housing developments.
- **The East Hartford Housing Authority** will receive \$2 million to acquire, rehabilitate, and redevelop blighted housing. Once completed, properties will remain in the housing authority portfolio and will be supported by housing authority Section 8 Project Based Vouchers.
- **The City of Hartford** will receive \$1.5 million to expand the city's homeowner rehabilitation program by assisting homeowners prevent blight and stabilize their properties. Homeowners with incomes of up to 100 percent of the area median income are eligible.
- **Housing Development Fund** will receive \$1 million to fund the Landlord Entrepreneur and Affordability Program (LEAP). LEAP combines funds from multiple sources and will provide below market assistance to people who will purchase and rehabilitate owner-occupied small multi-family properties throughout Greater Bridgeport. This grant will also leverage funding specifically targeted for energy-efficiency improvements for these properties.
- **Mutual Housing Association of South Central Connecticut** will receive \$1 million to create an urban revitalization neighborhood program in Waterbury's downtown. The program will redevelop the Gaffney Place neighborhood by acquiring, rehabilitating, and selling several two- and three-family properties to owner-occupants, redesigning the street for traffic and pedestrian safety, and improving façades on non-redeveloped properties. In connection with this program, Webster Bank will offer homebuyer assistance to employees wishing to purchase homes in this area. Proceeds of home sales will be used to fund additional acquisition and rehabilitation of properties in the vicinity.
- **The Women's Institute for Education and Development** will receive \$215,000 to develop a revolving, low-interest loan fund to help qualified homeowners finance the construction of accessory apartments. The program will fulfill an urgent public policy goal in the northwest corner of the state, which has a great need for additional affordable housing but has historically been underserved.

This funding will require State Bond Commission approval.

###

For Immediate Release: May 21, 2013

Contact: Jim Watson

Connecticut Department of Economic and Community Development

Jim.Watson@ct.gov

860-270-8182 (office)

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Twitter: [@GovMalloyOffice](https://twitter.com/GovMalloyOffice)

Facebook: [Office of Governor Dannel P. Malloy](https://www.facebook.com/OfficeofGovernorDannelP.Malloy)

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

Special Attention of: Public
Housing Agency Directors; Public
Housing Field Office Directors

Notice PIH-2013-10 (HA)

Issued: May 3, 2013

Expires: This notice remains in effect until
amended, revoked or superseded

Cross References: Public Law 113-6, Public Law
112-55, Public Law 111-117, 24 C.F.R. 905.10,
Section 9(3) of the United States Housing Act of
1937.

Subject: Emergency Safety and Security Funding as it Relates to the Full-Year Continuing
Appropriations Act, 2013 [Public Law 113-6].

1. **Purpose:** This Notice provides guidance to public housing agencies (PHAs) seeking Emergency Capital Needs funding for safety and security measures utilizing FY 2013 funds. This Notice provides instructions regarding the application and funding process for emergency safety and security funding only. This Notice *does not* apply to funding for unforeseen or unpreventable emergencies or for non-presidentially declared natural disasters. Unforeseeable or unpreventable emergencies and non-presidentially declared natural disasters will be given funding priority on a rolling basis.
 - a. For current information regarding funding for unforeseeable or unpreventable emergencies, please see Chapter 4 (Emergencies and Natural Disasters) of the *Draft Capital Fund Guidebook*, available at <http://www.hud.gov/offices/pih/programs/ph/capfund/cp4end.pdf>.
 - b. For current information regarding non-presidentially declared natural disasters see PIH Notice 2010-14, *HUD Funding for Non-Presidentially Declared Disasters, issued April 28, 2010*, available at <http://www.hud.gov/offices/pih/publications/notices/10/pih2010-14.pdf>.
2. **Background:** Each year, Congress sets aside funds within the Capital Fund appropriation to fund emergencies and natural disasters. This year, Congress appropriated \$20 million in funding to provide assistance to “public housing agencies for emergency capital needs including safety and security measures necessary to address crime and drug-related activity as well as needs resulting from unforeseen or unpreventable emergencies and natural disasters excluding Presidentially declared disasters occurring in fiscal year [2013].” See [Public Law 113-6] (Department of Housing and Urban Development Appropriations Act, 2013).

3. **Availability of Funds:** The Department has the discretion to set aside a portion of the \$20 million specifically for emergency safety and security funding. This amount may be increased or decreased annually at the Department's discretion. For FY 2013, the Department will initially set aside \$3 million for emergency safety and security funding. The Department has the discretion to award funds beyond the initial \$3 million if additional funding becomes available in the future.
4. **Policy:** The Department's policy with respect to safety and security funding is to ensure adequate funding availability for safety and security emergencies meeting the requirements set forth in this Notice. The Department will fund *safety and security emergencies that pose an increased threat to the health and safety of PHA residents on a first come, first serve basis* until the set-aside funding is exhausted. PHAs must describe and explain how they have experienced an increased threat to the health and safety of their public housing residents in order to be considered for this funding. This explanation should be included within the narrative descriptions as requested in Section 10.b.ii.
5. **Statutory Interpretation:** As outlined in this Notice, emergency funding may be available to PHAs that require funding for capital needs related to safety and security measures necessary to address crime and drug-related activity.
6. **Applicability:** This Notice *only* applies to PHAs interested in seeking funding for capital needs related to safety and security measures necessary to address crime and drug-related activity.
7. **Grant Award Limit:** Given the limited availability of funding, HUD will only accept *one emergency safety and security application per PHA, per Federal fiscal year*. Safety and security funding will be limited to \$250,000 per proposal. The \$250,000 award limit is a maximum; a PHA's funding award will be based on a number of factors including the proposal's cost estimate, the number of units identified within the proposal, as well as the description of the identified safety and security need. A PHA may submit an application in which it requests funding for one or more of its developments as long as its total request does not exceed \$250,000. A PHA is ineligible to receive safety and security funding if it has previously received safety and security funding for the same development or developments for which the funds are currently being requested.
8. **Eligible Uses of Safety and Security Funding:** Emergency safety and security grants can only be used to cover eligible expenses as defined in Section 8(a)-(b) below to address threats to resident safety caused by a safety and security emergency. Grants must be used for Capital Fund eligible items that address an emergency capital need. See 24 C.F.R. § 905.10(b), 24 C.F.R. § 905.10(k) (eligible uses of the Capital Fund). The capital need request must address the identified threat that the crime and drug-related activity poses to the health and safety of a PHA's public housing residents. The intent of these grants is to provide *one-time* assistance for safety and security items that could not be absorbed within the PHA's Capital Fund budget.

a. **Examples of Eligible Uses:** Safety and security grant funds may be used to install, repair, or replace *capital needs* items including, but not limited to the following:

- i. Security systems/cameras including digital video recorders;
- ii. Fencing;
- iii. Lighting systems;
- iv. Emergency alarm systems;
- v. Window bars;
- vi. Deadbolt locks; and
- vii. Doors.

Note: Safety and Security eligible items must meet UPCS and local code requirements for egress where necessary.

b. **Examples of Non-Eligible Uses:** This list is not exhaustive. If a PHA is uncertain whether a particular use is eligible or non-eligible, the PHA should contact HUD for clarification. For contact information, please see Section 15 below.

- i. Patrol cars;
- ii. Salaries for PHA staff including security staff;
- iii. Security Contracts or payment to local law enforcement for additional security;
- iv. BLI 1410-Administrative expenses; and
- v. Transferring safety and security funding to the Operating budget line item, BLI 1406.

9. **Application Process for Requesting a Safety and Security Grant:** PHAs seeking safety and security funding must submit a completed application package (see Section 10 b. below for all of the documents and forms) by overnight delivery (Federal Express, UPS Overnight, USPS Express Mail, etc.) unless other prior arrangements are made with HUD (see contact information in Section 15). You must also include all signed forms and required documents on a CD ROM or the application package will be incomplete. Applications must be received by close of business EST on June, 19, 2013. All applications received by close of business on the due date will be reviewed for funding eligibility. If there are more eligible applications than set-aside funding, a lottery will be held to determine which applications are funded. If there is any set-aside money remaining after all on-time eligible applications are awarded, any applications received after the due date will be considered on a first-come, first-serve basis. Eligible applications will be funded until the set aside is exhausted.

10. Definitions and Requirements: A PHA faced with a safety and security emergency may be eligible for funding provided that the PHA meets the requirements set forth below.

- a. **Safety and Security Emergency:** An emergency may arise from an immediate need for funding by the PHA to implement safety and security measures necessary to address crime and drug-related activity. All emergencies must have occurred within the federal fiscal year (October 1 – September 30) in which funds were appropriated. Whether a PHA’s safety and security needs merit safety and security funding, made available through this notice, will be determined by the Department based on requirements listed below.
- b. **Submission Requirements:** Safety and security grant funds are available to address safety and security needs that threaten the health and safety of the public housing residents. The crime or drug-related activity giving rise to the need for safety and security funding must have existed prior to submission of the application. PHAs that apply for safety and security funding are expected to have taken adequate safety and security measures to minimize and avoid costly emergency situations prior to requesting safety and security funds. PHAs must provide a thorough explanation of how the identified crime or drug-related activity has increased the threat to the health and safety of their public housing residents.

Below is a list of the documents that makes up the complete application (there is no separate application form required):

- i. **Form HUD-50075.1, Annual Statement (only Parts I & II):** Please include data specific to the proposed Safety and Security grant. Please do not submit information on the current PHA Annual Statement. The proposed work does not need to be included in the PHA’s 5 year plan. MTW agencies may submit a grant budget in lieu of the HUD-50075.1.
- ii. **Required application documentation, please provide a thorough yet concise description and/or explanation of how the PHA has experienced an increased threat to the health and safety of their public housing residents within the narratives requested below:**
 1. Crime data of the PHA’s locality (i.e., town, city, parish, county, etc.) from a recognized source such as local law enforcement or Uniform Crime Reports;
AND
at least one of the following
 2. Narrative documentation from PHA officials, Resident Advisory Boards or PHA security personnel; OR
 3. Narrative documentation from local Community Policing Organizations; OR

4. Narrative documentation from local officials (e.g. business council executives, city council executives).
- iii. **Documented ability to partially finance the proposed project:**
1. Describe the activities that will be undertaken to correct the emergency and the estimated cost. Include a statement that the PHA has not previously received safety and security funding for the project or projects for which the PHA is currently requesting safety and security funding.
 2. If the cost estimate exceeds the \$250,000 maximum grant size, the PHA must include documents indicating other funds, including Capital Funds, are available to cover the proposal's additional costs. Funds must be from a grant that is currently available to the PHA as of the date of application submission.
- iv. **Form HUD-50071, Certification of Payments to Influence Federal Transactions.**
- v. **Standard Form (SF)-LLL, Disclosure of Lobbying Activities.** Note: This form is available at Forms.gov. PHAs must submit this form even if they have not participated in any lobbying activities, per 24 CFR Part 87.
- vi. **Form HUD-50077, PHA Certifications of Compliance with PHA Plans and Related Regulations.** PHAs may provide a copy of the HUD-50077 from the most recent PHA Plan submission (do not submit entire PHA Plan). MTW agencies may submit a copy of the MTW certifications of compliance submitted with the most recent MTW Agency Plan.

11. Evaluation Criteria: The Department evaluates requests for safety and security funding based on the information provided within the PHA's application as outlined within this Notice (please see section 9 above).

12. What to include in the application: An application for safety and security funding must include documentation addressing each of the submission requirements listed above in Section 10 plus a copy of all signed forms and documents on a CD ROM. Please follow the submission process as outlined in Section 9.

13. Managing Safety and Security Grants: Safety and security grants should be managed in the same manner as grants provided by the Department for unforeseeable or unpreventable emergencies. Please see the *Draft Capital Fund Guidebook*, Chapter 4: Emergencies and Natural Disasters, Section F: Managing natural disaster grants available at <http://www.hud.gov/offices/pih/programs/ph/capfund/cp4end.pdf>.

If the PHA receives funding in excess of the costs incurred to address the safety and security emergency, the PHA must notify the Department and return the excess funds.

14. Paperwork Reduction Act: The information collection requirements contained in this document are approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 2510-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. The OMB control number for the Capital Fund is: 2577-0157.

15. Contact Information: For general questions, please call Tom Shelton at 202-402-4799 or send an email to safetyandsecurityquestions@hud.gov. Please send one original application with applicable documents as listed in paragraph 10 b above to Jeffrey Riddel, Director, Office of Capital Improvements, 451 7th Street SW, Room 4146, Washington, DC 20410.

/s/
Sandra B. Henriquez, Assistant Secretary for
Public and Indian Housing

8A

EAST HARTFORD HOUSING AUTHORITY

RESOLUTION NO. CT013-94-06-2013

A RESOLUTION approving the submittal of the PHA annual plan for Fiscal year 2013.

WHEREAS, the Board of Commissioner (the "Board") of the East Hartford Housing Authority adopted its Resolution No. 94, approving the Agency Plan submittal to the U.S. Department of Housing and Urban Development.

ADOPTED, by the Board of Commissioners of the East Hartford Housing Authority at its regular meeting open to the public on June 19, 2013.

HOUSING AUTHORITY of East Hartford

Chairman, Robert N. Keating

ATTEST:

Secretary, Debra Bouchard

8A

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>East Hartford Housing Authority</u> PHA Code: <u>CT013</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2013</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>617</u> Number of HCV units: <u>431</u>					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the East Hartford Housing Authority (EHHA) is to serve the citizens of East Hartford by providing affordable housing opportunities in a safe environment while revitalizing and maintaining neighborhoods and a strong urban core. EHHA will work with the community by forming effective partnerships to maximize social and economic opportunities for the low-income, very low-income and extremely low-income families in EHHA's jurisdiction. EHHA's mission shall be accomplished by a fiscally responsible, creative organization committed to excellence in public service.					

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

1. Continue to work with HUD on the Recovery Agreement. See attached Recovery Agreement.
2. Work in cooperation with the Board of Commissioners, Town Council, HUD, Residents and other appropriate parties.
3. Promote the overall goal of decent, safe and affordable housing by using the Section 8 Program to house eligible extremely low-income and very low-income families in private rental housing located outside areas of poverty or minority concentration while maintaining their rent payments at an affordable level; therefore, increasing the housing stock available to extremely low and very low income families.
4. Improve East Hartford's housing stock by ensuring that all units, through participation in the Section 8 Program, meet Section 8 Housing Quality Standards, requiring participating landlords to meet such standards for their rental property. Through such enforcement efforts the intent and goals of the Housing and Community Development Act of 1974 will be met. Participation in the Section 8 Program by owner and participants will allow EHHA to preserve and utilize existing housing stock in our community.
5. Promote fair housing and the opportunity for extremely low and very low income families of all ethnic backgrounds to experience freedom of housing choice through compliance in letter and spirit with Title VI of the Civil Rights Act of 1964, and all other applicable federal laws and regulations. This is to insure that admission to and continued occupancy in assisted housing are conducted without regard to race, color, religion, sex, sexual orientation, LGBT, creed, handicap or disability, age, familial or marital status, lawful source of income and national or ethnic origin.
6. Continue to approve EHHA's internal capacity and commitment to our employees and their development. EHHA will meet this goal through ongoing in-house and professional training seminars and active memberships through PHADA, NEMA, NERC, CONN NAHRO for all employees administering its housing programs and fair housing regulations.
7. Maintain a high level of standards and professionalism in our day-to-day management of all program components.
8. Continue to adhere to the EHHA's procurement policy and continue to monitor and guide staff accordingly on the procurement process in order to maintain a centralized procurement system. Adapt procurement policy to meet future changes to procurement process.
9. In order to improve the financial stability of the Housing Authority, EHHA will continue to track expenses, monitor its budgets and rebuild reserves in order to become financially stable.
10. Maintain a partnership with Town of East Hartford Department of Social Services for referral and counseling services for any applicants and residents that have reported and/or filed VAWA Certification with EHHA.
11. EHHA established a partnership with "Interval House", a women's and children's Domestic Violence Shelter and Domestic Violence Community Education Provider. Through our continued partnership with Interval House, EHHA effectively provides education and outreach through referrals to its public housing residents and section 8 participants found to be in crisis.
12. Continue to hold trainings for RAB Board Representatives to improve the ability of its members to effectively communicate the need of the developments they represent for resident input on EHHA's policies and objectives.
13. Continue to promote East Hartford NET, which provides residents with support and guidance during an emergency.
14. Work towards adopting an Emergency Response Plan in partnership with the Town's Emergency Management Department along with CERT training for our residents and employees.
15. Continue to promote an annual educational town wide meeting for Public Housing residents, Section 8 participants and Section 8 owners regarding VAWA. This meeting provides much needed clarification of tenants' rights, owners' responsibilities and outreach to families in crisis.
16. To review and, if applicable, obtain an energy performance contract to improve the cost of utility expenses.
17. Utilize Connecticut Energy Efficiency Fund for applicable CL&P or CNG rebates for energy efficiency improvements installed at properties. Utilize CL&P HES program to install energy efficiency measures such as: interior/exterior lighting replacements, Energy Star refrigerators, insulation improvements and general weatherization if qualified. Utilize Energy Audit information to plan improvements at properties with Capital Fund projects to achieve overall energy usage reduction.
18. Through grant funding and private financing, EHHA plans on procuring thirty scattered site units, to renovate through tax credits our main office and 20 units of family housing. Both projects EHHA plans to utilize 50 vouchers out of its current Housing Choice Voucher ACC to help subsidize the rent.
19. To promote better communications with program participants via a newly created website.
20. Through our repayment agreement policy, EHHA will continue to work with the program participants on outstanding credit balances to bring down our accounts receivable aging.
21. To make asset management more effective, EHHA will be merging AMP "300" with AMP "100" effective October 1, 2013.

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

Continue annual execution of VAWA Lease Addendums. EHHA continues the established partnerships with community agencies regarding the education of Public Housing residents, Section 8 participants and Section 8 owners regarding VAWA.

Created a new website.

Updated Administrative Plan, Maintenance Plan, Repayment Plan, Financial Policies and Procedures, Write-off Policy, Records Retention Policy

Provided information for the "Renters Rebate Program" to assist residents.

Rent Collection Rate greater than 95%.

An Occupancy Rate of 99%.

Vacant Unit Turnaround less than 20 days.

The East Hartford Housing Authority's Section 8 program has been designated (**High Performer**) as of January, 2013.

CFP 2010 - Completed—Two efficiency apartments at Hutt Heights were combined into a one bedroom unit under 504 Compliance Upgrades. Related asbestos removal completed and site upgrades to improve accessibility achieved.

CFP 2011 - Completed

- 6 efficiency units were combined to create 3 one bedroom apartments with 504 Compliance Upgrades to include site accessibility improvements. Asbestos abatement required on removal of flooring and piping.
- Perimeter Fence Replacements at The Highlands, Heritage Gardens and Hutt Heights
- Seal Paving Cracks/Line Striping accomplished at Hockanum Park, Shea Gardens, Rochambeau, Meadow Hill, Elms Village, The Highlands, Heritage Gardens, Miller Gardens and Hutt Heights.
- Miscellaneous repairs to buildings and sites to improve REAC corrections at Meadow Hill, Hockanum Park, The Highlands, Rochambeau, Miller Gardens, Elms Village

CFP 2011 - Repairs completed on fire casualty loss apartment #6F, Meadow Hill

CFP 2011 - Entered into a Cooperative Parties Agreement with the Town of East Hartford to solicit the services of an Energy Consultant. An RFP is being developed for interested Energy Services Providers to propose potential energy savings capital improvements to be financed with Energy Saving under the HUD EPC (Energy Performance Contracting) process.

CFP 2011 - Replaced Hockanum Park plow tractor, purchased generators for use in storm emergencies and purchased new plow truck with sander for PHA wide use.

6.0

CFP 2012 - Completed—Environmental Reviews and Statutory Checklists for Capital fund projects and budgeted line items.

CFP 2012 - A&E Services for design and bid specifications for Miller Gardens Generator Replacement completed. This project is bid ready pending CFP 2013 funding and completion of Environmental Review approval process.

- A&E Services for design and bid specifications for The Highlands EDPM Roof Replacement. This project is bid ready pending CFP 2013 funding and completion of Environmental Review approval process.

CFP 2012 - Hockanum Park Boiler & H/W Heater Replacements completed with new high efficiency Lochinvar boilers installed with indirect hot water storage tanks.

Under the CL&P HES (Home Energy Solutions) program, site pole light fixtures at Rochambeau were replaced with new energy efficient induction pole lights at no cost to the Authority and at Meadow Hill site pole light fixtures, building mounted fixtures and apartment lights were all replaced with new energy efficient fixtures at no cost to the Authority.

CFP 2013 (Proposed)—Budget funds are not available as of 4/15/2013. Budget items include the following:

- AMP 1—Replace Scag riding mower
- AMP 1 & AMP 2—Security systems upgrade
- Hutt Heights—Replace asphalt parking lots
- Rochambeau—Convert one 1 bedroom unit to 504 Compliance Unit
- Meadow Hill—Replace perimeter fence
- The Highlands—Replace EPDM roofing
- Miller Gardens—Replace generator and remove buried oil tank

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

East Hartford Housing Authority
546 Burnside Avenue
East Hartford, CT 06108
860-290-8301

	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>The East Hartford Housing Authority (EHHA), will be working towards implementation of its plan of redevelopment, which includes the following components:</p> <ol style="list-style-type: none"> 1. The substantial rehabilitation of Veterans Terrace and Veterans Terrace Extension. 2. The implementation of a scattered site program which includes the acquisition, rehabilitation and redevelopment of thirty (30) units of affordable housing. 3. And, reinvestment in Burnside Avenue, transforming an underutilized asset into a new affordable housing opportunity; providing twenty (20) new units of affordable housing. <p>The Authority's redevelopment plan seeks to accomplish the following objectives: (1) Leverage public and private funding resources to support the revitalization and stabilization of East Hartford neighborhoods; (2) Preserve and improve the supply of safe, decent and affordable rental housing available in East Hartford for low and moderate income residents; (3) Promote thoughtful and strategic housing development efforts; (4) Diversify housing choice and enhance the financial stability of the East Hartford Housing Authority through the implementation of a project based voucher program; (5) and, establish financial stability for the organization through the use of project based vouchers in the Scattered Site and Burnside Avenue projects. A general summary of each project can be found below.</p> <p><u>Veteran's Terrace Substantial Rehabilitation:</u> The Veterans Terrace development is comprised of two sections, Veterans Terrace (VT) and Veterans Terrace Extension (VTE), which are owned and managed by EHHA. The development is located at Columbus Circle in East Hartford, Connecticut. Built in 1952, VT is a 19 building, 102 unit project based Section 8, state family housing community. VTE, built in 1958, is a 15 building 48 unit project based Section 8 family housing community. EHHA's Capital Needs Assessments and Energy Audit for the Veterans Terrace development identify approximately \$9.1 million in facility improvements. These improvements include boiler upgrades, kitchen and bathroom plumbing and fixture upgrades, window replacements, foundation repairs, general masonry repairs, roof replacements, stairwell improvements, and section 504 compliance renovations in six units. All improvements will result in decreased utility costs, improved reliability of systems and fixtures, reduced maintenance burden for EHHA staff and improve resident safety and quality of life. Additionally, the Energy Audit has demonstrated a first year utility savings of \$89,181 resulting in improved financial sustainability for the development. EHHA will be moving forward with various predevelopment activities including architectural and engineering services, environmental studies, appraisal and market analysis services to enable the Authority to pursue the submission of a Low Income Housing Tax Credit application. EHHA will be receiving \$150,000 in State Bond funds to support these activities.</p> <p><u>Scattered Site Program:</u> The East Hartford Scattered Site program will support the acquisition, rehabilitation and redevelopment of thirty (30) units of affordable housing. The program will focus on one to four family buildings, with Mayberry Village as the target neighborhood. However, East Hartford will not limit its' housing search to this target neighborhood and may acquire and rehabilitate units in areas that promote revitalization and stabilization. EHHA will utilize the project based voucher (PBV) program assistance for the proposed thirty units of rehabilitated housing. Linking PBV assistance to the 30 scattered site units strengthens and guarantees unit cash flow for 10-15 years, through an executed housing assistance payment contract. EHHA's project based voucher program will target very low (50% AMI) and extremely low (30% AMI) income families for assistance and use HUD published income limits to determine eligibility. A funding application has been submitted to the State Department of Economic and Community Development for \$2,500,000, leveraged by a construction/permanent loan of up to \$1,800,000 from TD Bank for the implementation of this program.</p> <p><u>Burnside Avenue Redevelopment:</u> Currently, EHHA headquarters is located at 546 Burnside Avenue. The building has an inefficient lay out and is larger than the needs of the organization. An analysis of the development potential of this site demonstrates that 20.9 units of housing are permitted by zoning and the lot size is sufficient to meet all open space and parking requirements. EHHA is proposing to redevelop Burnside Avenue to provide twenty units of workforce housing for households at or below 80% of area median income, also serving as a relocation resource for King Court residents. Additionally, a smaller headquarters for EHHA will be built on site. In order for EHHA to move forward and secure financing, the agency is in need of pre-development funding to develop a design concept and formal plans and specifications. An application was submitted to the State of Connecticut for \$250,000 to support predevelopment costs including architectural and engineering services.</p>
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

9,0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Housing need in jurisdiction in order of need:</p> <ol style="list-style-type: none"> 1. Affordability – increased costs to owners, raised rents, loss of employment of families 2. Supply – increased rents, recent foreclosures and sales, impact supply 3. Quality of Housing – declining with foreclosures and costs of upkeep 4. Accessibility <p>See Waiting List Statistical Summary Reports for Section 8 and Public Housing as Attachment</p>

Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

Need: Shortage of affordable housing for all eligible population:

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

- a. Employ effective maintenance and management policies to minimize the number of public housing units off-line
- b. Reduce turnover time for vacated public housing units
- c. Reduce time to renovate public housing units
- d. Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- e. Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- f. Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- g. Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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

- a. Apply for additional Section 8 units should they become available
- b. Leverage affordable housing resources in the community through the creation of mixed – finance housing
- c. Pursue housing resources other than public housing or Section 8 tenant-based assistance
- d. Coordinate more broadly with the local CDBG Office for the purpose of securing HOME Funds or other available resources
- e. Petition to fund Section 8 Program at the current level of expense
- f. To utilize the housing choice voucher program for project based vouchers

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

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

- a. Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- b. Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 assistance

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

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

Employ admissions preference aimed at families who are working

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- a. Obtained designation of public housing for the elderly
- b. Apply for special-purpose vouchers targeted to the elderly, should they become available

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities

- a. Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- b. Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- c. Affirmatively market to local non-profit agencies that assist families with disabilities

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

Strategy 1. Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively market to races/ethnicities shown to have disproportionate housing needs

Strategy 2. Conduct activities to affirmatively further fair housing

- a. Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- b. Market for Section 8 program to owners outside of areas of poverty/minority concentration
- c. Provide fair housing regulation training to staff and Section 8 landlords
- d. Updated Affirmative Fair Housing Marketing Plan

Reason for Selecting Strategies

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

9.1

Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) **Progress in Meeting Mission and Goals.** Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

1. Through Capital Fund, upgrades and major repairs and replacements are completed to EHHA properties to keep housing in decent and safe condition, thereby preserving housing stock and revitalizing
2. Continue to promote the Section 8 Program to local Owners by educating Owners about the Section 8 Program
3. Continue to promote Fair Housing training to staff
4. Upgrade Personnel Policies, Ethics Policies, etc. in order to maintain a high level of standards and professionalism
5. Working towards high-performer status for public housing and maintain high-performer status for Section 8 program.
6. Maintain and encourage participation in the Resident Advisory Board and community organization to better serve our residents by meeting and forming partnerships with local organizations listed below. These organizations help to maximize social and economic opportunities and assist our families in becoming self-sufficient.

<p> ADA Transportatoin Agape Fellowship Church of the Living God American Red Cross Asian Family Services Aurora Senior Living of East Hartford Board of Education Services for the Blind (BESB) Bureau of Rehabilitation Services Child Plan Comfort Footwear etc. Community Emergency Response Team (CERT) of East Hartford Community Renewal Team Inc. (CRT) East Hartford Shelter/Supportive Housing Community Renewal Team (CRT) Meals on Wheels Companions and Homemakers Connecticut Agriculture Experiment Station – Dr. Gale Ridge Connecticut Community Care, Incorporated Connecticut Homecare Program for Elders Connecticut Housing Coalition Connecticut VNA Co-opportunity, Inc. Crossroads Community Cathedral Department of Agriculture – Farmer Market Coupons D'Esopo Funeral Home Dial-A-Ride Transportation of East Hartford East Hartford Dialysis Easter Seals Eastern Connecticut State University (ECSU) East Hartford Community Resource Center East Hartford Fire Department East Hartford Health Department East Hartford Police Department East Hartford Senior Services East Hartford Social Services Every Smile Counts – CT Oral Health Initiative First Choice Health Center of East Hartford Foodshare Greater Hartford Legal Aid Hartford East (Private subsidized apartments) of East Hartford Hartford Hospital Hartford Orthotics Hearing Wellness Center </p>	<p> Hebert T. Clarke House Housing Education Resource Center (HERC) I Smile Health Center of East Hartford Infoline Intercommunity Interfaith Ministries Interim Healthcare Larrabee Fund of Hartford Latino Community Services Lenscrafter – Gift of sight program MACC Charities Malta House of Care Foundation Manchester Memorial Hospital Masonicare Partners National Alliance for Mental Illness (NAMI) CT Chapter Newkirk & Whitney Funeral Home North Central Area Agency on Aging Nursing Services Incorporated Protective Services of the Elderly Public Housing Resident Network (PHRN) Riverside Health and Rehabilitation Saint Joseph University Senior Care Adult Day Care Saint Francis Hospital Saint Elizabeth Manor (Private subsidized Apartments) of East Hartford Salvation Army Social Security of East Hartford St. Mary's Housing (Private subsidized Apartments) of East Hartford State of Connecticut Department of Social Services Ste. Marie Optician The Retreat – Assisted Living University of Connecticut Health Center Visiting Nurse and Health Services of Connecticut Vitas of Glastonbury Willow Arms (Private subsidized apartments) Of East Hartford Walgreens WellCare YMCA </p>
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10.0

(b) **Significant Amendment and Substantial Deviation/Modification.** Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

A Significant Amendment is a critical change in policies, or occupancy rules needed to address changing population in Town.

A Substantial Deviation is a change or exception to adopt rules necessitated by emergency needs of local population.

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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none">(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.(g) Challenged Elements(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hopc6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.

8.B

EAST HARTFORD HOUSING AUTHORITY

RESOLUTION NO. CT013-95-06-2013

A RESOLUTION approving the attached Management Plans for the State Housing Developments – Veterans Terrace & Extension and King Court.

WHEREAS, the Board of Commissioner (the "Board") of the East Hartford Housing Authority adopted its Resolution No. 95, for the Management Plans Board Resolution.

ADOPTED, by the Board of Commissioners of the East Hartford Housing Authority at its regular meeting open to the public on June 19, 2013.

HOUSING AUTHORITY of East Hartford

Chairman, Robert N. Keating

ATTEST:

Secretary, Debra Bouchard

HOUSING AUTHORITY - MANAGEMENT PLAN
 Estimate of Average Annual Income and Expense

8b
 Connecticut Housing Finance Authority
 State Housing Portfolio - Multifamily Housing

SHP Form 6-12HA
 Rev. 08/08

PROJECT		PROJECT NO. MR-23A & 58		
VETERAN's TERRACE & EXTENSION		CHFA LOAN NO.		
AUTHORITY/SPONSOR	NO. OF UNITS		UNIT MONTHS	
EAST HARTFORD HOUSING AUTHORITY	150		1800	
		Total Per Year	Average per Unit Months	

3100	Rental Income - Base	<u>\$1,442,520</u>	<u>801.40</u>
3100.1	Excess of Base	<u> </u>	<u> </u>
3120	Surcharges and Excess Utilities	<u> </u>	<u> </u>
	TOTAL RENTAL INCOME	<u>\$1,442,520</u>	<u>801.40</u>
3210	Less: Dwelling Vacancy Loss	<u>19,452</u>	<u>10.81</u>
	NET RENTAL INCOME	<u>\$1,423,068</u>	<u>790.59</u>
3620	Other Income	<u> </u>	<u> </u>
	TOTAL INCOME	<u>\$1,423,068</u>	<u>\$790.59</u>
4100	Administrative	<u>482,598</u>	<u>268.11</u>
4300	Utilities	<u>263,900</u>	<u>146.61</u>
4400	Maintenance	<u>267,210</u>	<u>148.45</u>
4710	Refuse Removal	<u>13,000</u>	<u>7.22</u>
4711	Insurance	<u>38,200</u>	<u>21.22</u>
4715	Payment in Lieu of Taxes (or Ad Valorem Taxes, if Applicable)	<u>115,917</u>	<u> </u>
4716	State Service Charge	<u>9,000</u>	<u>5.00</u>
4717	Interest Expense	<u> </u>	<u> </u>
	TOTAL OPERATING EXPENSES	<u>\$1,189,825</u>	<u>661.01</u>
4810	Provision for Repairs, Maintenance and Replacements	<u>228,243</u>	<u>126.80</u>
4820	Provision for Collection Losses	<u>5,000</u>	<u>2.78</u>
4910	Principal Payment - Mortgage	<u> </u>	<u> </u>
4920	Principal Payment - Rehabilitation Loan	<u> </u>	<u> </u>
	TOTAL EXPENSES, PROVISIONS and PRINCIPAL	<u>\$1,423,068</u>	<u>790.59</u>
	NET RESULT OF OPERATIONS	<u> </u>	<u> </u>

3000 INCOME

3100 RENTAL INCOME - BASE

Unit Size	Monthly Rent	No. Units		Total Rent Per Year
0BR			x 12	
1BR			x 12	
2BR	778	96	x 12	896,256
3BR	843	54	x 12	546,264
2BR			x 12	
3BR			x 12	

TOTAL DWELLING RENTAL SCHEDULE \$1,442,520

3100	Rental Income - Tenant Payments	<u>1,442,520</u>	
2811	Rental Income - State Subsidy (RAP)		
3100.1	Rental Income - Excess of Base		
3110	Excess Utilities (From Separate Schedule)		
3120	Surcharges (From Separate Schedule)		
	TOTAL RENTAL INCOME		<u>\$1,442,520</u>
3210	Less: Dwelling Vacancy Loss	<u>19,452</u>	
	NET RENTAL INCOME		<u>\$1,423,068</u>
3300	Non-Dwelling Rentals		
3510	Sales/Services to Tenants (including Cable TV fees)		
3610	Interest Earned		
3620	Other Income		
	TOTAL OTHER INCOME		
	TOTAL INCOME		<u>\$1,423,068</u>

NOTE: CLICK RED LINK AT END OF LINE - It will bring you to Page 4 - Insert the necessary itemized information **Go to Page 3**

4000 EXPENSE

4100	ADMINISTRATIVE		
4120	Salaries - Office (See Page 4)	<u>118,896</u>	
4120.1	Compensated Absences - Administrative Salaries	<u>1,200</u>	
4130	Other Outside Services (See Page 4)	<u>12,000</u>	
4130.1	Less: Legal Costs to Tenants		
4131	Fiscal and Other Fees (See Page 4)	<u>7,000</u>	
4132	Management Fees	<u>71,153</u>	
4151	Office Supplies	<u>5,000</u>	
4152	Rents		
4153	Travel	<u>1,000</u>	
4159	Other Office Expense (See Page 4)	<u>11,000</u>	
4160	Pensions & Other Funds	<u>231,857</u>	
4161	Payroll Taxes	<u>23,492</u>	
	TOTAL ADMINISTRATIVE		<u>\$482,598</u>
4300	UTILITIES		
4310	Water	<u>47,000</u>	
4320	Electricity	<u>50,000</u>	
4330	Gas	<u>166,900</u>	
4340	Fuel		
4350	Cable Television		
4360	Sewer		
	TOTAL UTILITIES		<u>263,900</u>

4400	MAINTENANCE EXPENSE		
4410	Personal Services (See Page 4)	<u>167,210</u>	
4410.1	Compensated Absences - Maintenance Wages		
4420	Materials and Supplies	<u>50,000</u>	
4430	Contractual Services (See Page 4)	<u>50,000</u>	
4440	Maintenance Shop and Equipment Expense		
	TOTAL MAINTENANCE EXPENSE		<u>267,210</u>
4700	OTHER EXPENSES		
4710	Refuse Removal	<u>13,000</u>	
4711	Insurance (See Page 3)	<u>38,200</u>	
4715	Taxes		
	Direct Pay	_____	(if paying other than PILOT, please enter the actual amount)
	PILOT		
	Rental Income	<u>1,442,520</u>	
	Less: Total Utilities & Vacancy	<u>283,352</u>	
	Total Shelter Rent	<u>1,159,168</u>	
	<u>10.0</u> Percent of Shelter Rent		(if paying PILOT, please enter the percentage amount)
	PILOT Pay	<u>115,917 *</u>	
	Tax Payment to Municipality	<u>115,917</u>	
4716	State Service Charge	<u>9,000</u>	
4717	Interest Expense		
	TOTAL OPERATING EXPENSES		<u>1,189,825</u>
4800	RESERVE PROVISIONS		
4810	Provision for Repairs, Maintenance & Replacements	<u>228,243</u>	
4820	Provision for Collection Losses	<u>5,000</u>	
4910	Principal Payment - Mortgage		
4920	Principal Payment - Rehabilitation Loan		
	TOTAL PROVISIONS AND PRINCIPAL		<u>233,243</u>
	NET RESULT OF OPERATIONS		<u>\$1,423,068</u>

4711 INSURANCE

Public Liability (Incl. Fire)	<u>6,308</u>	
Fire and Extended Coverage		
Workmen's Compensation	<u>17,244</u>	
Burglary and Robbery/Fidelity		
Auto. Public Liability and Property Damage	<u>14,648</u>	
Fidelity Bond		
Boiler Insurance (If Central Heating Plant)		
Umbrella Policy		
Miscellaneous (Director's & Officer's)		
Other(identify) _____		
Other(identify) _____		
TOTAL INSURANCE		<u>\$38,200</u>

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HOUSING AUTHORITY - MANAGEMENT PLAN
Estimate of Average Annual Income and Expense

Connecticut Housing Finance Authority
State Housing Portfolio - Multifamily Housing

SHP Form 6-12HA
Rev. 08/08

PROJECT		PROJECT NO. MR - 23	
KING COURT		CHFA LOAN NO.	
AUTHORITY/SPONSOR	NO. OF UNITS		UNIT MONTHS
EAST HARTFORD HOUSING AUTHORITY	80		960

		Total Per Year	Average per Unit Months
3100	Rental Income - Base	\$375,840	391.50
3100.1	Excess of Base	91,172	94.97
3120	Surcharges and Excess Utilities	_____	_____
	TOTAL RENTAL INCOME	\$467,012	486.47
3210	Less: Dwelling Vacancy Loss	144,240	150.25
	NET RENTAL INCOME	\$322,772	336.22
3620	Other Income	500	0.52
	TOTAL INCOME	\$323,272	\$336.74
4100	Administrative	141,331	147.22
4300	Utilities	49,520	51.58
4400	Maintenance	60,546	63.07
4710	Refuse Removal	7,000	7.29
4711	Insurance	16,325	17.01
4715	Payment in Lieu of Taxes (or Ad Valorem Taxes, if Applicable)	_____	_____
4716	State Service Charge	_____	_____
4717	Interest Expense	2,507	2.61
	TOTAL OPERATING EXPENSES	\$277,229	288.78
4810	Provision for Repairs, Maintenance and Replacements	38,883	40.50
4820	Provision for Collection Losses	2,000	2.08
4910	Principal Payment - Mortgage	5,160	5.38
4920	Principal Payment - Rehabilitation Loan	_____	_____
	TOTAL EXPENSES, PROVISIONS and PRINCIPAL	\$323,272	336.74
	NET RESULT OF OPERATIONS	_____	_____

*

3000 INCOME

3100 RENTAL INCOME - BASE

Unit Size	Monthly Rent	No. Units		Total Rent Per Year
0BR			x 12	
1BR			x 12	
2BR	380	34	x 12	155,040
2BR DPLX	400	20	x 12	96,000
3BR DPLX	400	26	x 12	124,800
			x 12	

TOTAL DWELLING RENTAL SCHEDULE \$375,840

3100	Rental Income - Tenant Payments	<u>375,840</u>	
2811	Rental Income - State Subsidy (RAP)		
3100.1	Rental Income - Excess of Base		<u>\$91,172</u>
3110	Excess Utilities (From Separate Schedule)		
3120	Surcharges (From Separate Schedule)		
	TOTAL RENTAL INCOME		<u>\$467,012</u>
3210	Less: Dwelling Vacancy Loss	<u>144,240</u>	
	NET RENTAL INCOME		<u>\$322,772</u>
3300	Non-Dwelling Rentals		
3510	Sales/Services to Tenants (including Cable TV fees)		
3610	Interest Earned		
3620	Other Income	<u>500</u>	

TOTAL OTHER INCOME \$500

TOTAL INCOME \$323,272

NOTE: CLICK RED LINK AT END OF LINE - It will bring you to Page 4 - Insert the necessary itemized information **Go to Page 3**

4000 EXPENSE

4100	ADMINISTRATIVE		
4120	Salaries - Office (See Page 4)	<u>51,426</u>	
4120.1	Compensated Absences - Administrative Salaries	<u>600</u>	
4130	Other Outside Services (See Page 4)	<u>10,000</u>	
4130.1	Less: Legal Costs to Tenants		
4131	Fiscal and Other Fees (See Page 4)	<u>3,000</u>	
4132	Management Fees		
4151	Office Supplies	<u>3,740</u>	
4152	Rents		
4153	Travel	<u>500</u>	
4159	Other Office Expense (See Page 4)	<u>3,700</u>	
4160	Pensions & Other Funds	<u>62,075</u>	
4161	Payroll Taxes	<u>6,290</u>	
	TOTAL ADMINISTRATIVE		<u>\$141,331</u>
4300	UTILITIES		
4310	Water	<u>21,000</u>	
4320	Electricity	<u>10,500</u>	
4330	Gas	<u>18,020</u>	
4340	Fuel		
4350	Cable Television		
4360	Sewer		
	TOTAL UTILITIES		<u>49,520</u>

4400	MAINTENANCE EXPENSE		
4410	Personal Services (See Page 4)		21,163
4410.1	Compensated Absences - Maintenance Wages		
4420	Materials and Supplies		15,000
4430	Contractual Services (See Page 4)		24,383
4440	Maintenance Shop and Equipment Expense		

TOTAL MAINTENANCE EXPENSE 60,546

4700	OTHER EXPENSES		
4710	Refuse Removal		7,000
4711	Insurance (See Page 3)		16,325
4715	Taxes		

Direct Pay _____ (if paying other than PILOT, please enter the actual amount)

PILOT	
Rental Income	467,012
Less: Total Utilities & Vacancy	193,760
Total Shelter Rent	273,252

____ Percent of Shelter Rent (if paying PILOT, please enter the percentage amount)

PILOT Pay _____ *

Tax Payment to Municipality _____

4716	State Service Charge		
4717	Interest Expense		2,507

TOTAL OPERATING EXPENSES 277,229

4800	RESERVE PROVISIONS		
4810	Provision for Repairs, Maintenance & Replacements		38,883
4820	Provision for Collection Losses		2,000
4910	Principal Payment - Mortgage		5,160
4920	Principal Payment - Rehabilitation Loan		

TOTAL PROVISIONS AND PRINCIPAL 46,043

NET RESULT OF OPERATIONS \$323,272

4711 INSURANCE

Public Liability (Incl. Fire)	8,254
Fire and Extended Coverage	
Workmen's Compensation	3,763
Burglary and Robbery/Fidelity	
Auto. Public Liability and Property Damage	4,308
Fidelity Bond	
Boiler Insurance (If Central Heating Plant)	
Umbrella Policy	
Miscellaneous (Director's & Officer's)	
Other(identify) _____	
Other(identify) _____	

TOTAL INSURANCE \$16,325

4120 SALARIES - OFFICE

Position	No. Positions	Annual Salary	Total Salaries	% Charged
SEE ATTACHED	1.00	1,012,077	51,426	5.08%

Total Salaries \$51,426.00

TOTAL SALARIES - CENTRAL OFFICE

\$51,426

4130 OTHER OUTSIDE SERVICES

Legal 10,000
 Other(identify) GENERAL COUNSEL

TOTAL OTHER OUTSIDE SERVICES

\$10,000

4131 FISCAL & OTHER FEES

Accounting 1,500
 Annual Audit 1,500
 Other(identify)

TOTAL FISCAL AND OTHER FEES

\$3,000

4159 OTHER OFFICE EXPENSES

Advertising
 Computer & Software Expense 500
 Telephone / Cell Phones / Pagers / Answering Service / Internet 2,000
 Copier / Fax Service 600
 Credit / Criminal History Reports
 Meetings & Conferences 500
 Membership Fees (ConnNAHRO, NAHRO, PHADA, IREM, etc.) 100
 Misc.(identify)
 Misc.(identify)

TOTAL OTHER OFFICE EXPENSES

\$3,700

4410 PERSONAL SERVICES:

Position	No. Positions	Annual Salary	Total Salaries	% Charged
SEE ATTACHED	1.00	662,911	21,163	3.19%

Total Salaries \$21,163.00

TOTAL SALARIES - Maintenance

\$21,163

4430 CONTRACTUAL SERVICES

Elevator
 Exterminating
 Fire Alarm & Sprinkler (service, tests & phones)
 Heating System
 Landscaping
 Misc. Electrical, Plumbing & Other 14,383
 Painting 10,000
 Snow Removal
 Other(identify)
 Other(identify)

TOTAL CONTRACTUAL SERVICES

\$24,383

AUTHORITY/SPONSOR'S CONSTRUCTION AND MANAGEMENT ACTIVITIES

Name of Project	Project No.	Owned or Acting as Agent	Base Rent Range	No. of Rooms	No. of Units
FEDERAL	13-1	Owned	30% of Adjusted Income	2254	621
	to 13-8				
KING COURT	MR-23	Owned		386	80
VETERAN'S TERRACE	MR-23A			729	150
	& 58				
HOUSING CHOICE					440
VOUCHER PROGRAM					
Total of All Rooms and Units Managed by Sponsor/Authority				3369	1291
Total Number of Rooms for This Management Plan			386		
Percent of Total for This Management Plan				11.46%	6.20%
(Note: This Percent is to be applied to shared expenses based room count only.)					