



8. NEW BUSINESS

- a. Review and Approval of the Tenant Accounts Receivable Write-offs
- b. Review and Approval of the Energy Audit Agreement
- c. Review and Approval of the CFP 2013 – Generator Replacement Project at Meadow Hill
- d. Review and Approval of the CFP 2013 – Generator Replacement Project at Miller Gardens
- e. Election of Officers

9. OLD BUSINESS

10. EXECUTIVE SESSION

Discussion of Pending Claims and Litigation – Update on the Terry Madigan Lawsuit

  
Debra M. Bouchard, Executive Director

## SUBJECT TO BOARD APPROVAL

COMMISSIONERS' MEETING, AUGUST 21, 2013

The Commissioners of the East Hartford Housing Authority held its regular meeting on Wednesday, August 21, 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 5:05 p.m.

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

Absent from the meeting was Commissioner Hazelann Cook.

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

2. Approval of Regular Meeting Minutes, July 17, 2013

The motion was made by Vice Chairman Yamamoto to approve the minutes of the Regular Meeting of July 17, 2013 as presented. Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners present.

3. REQUEST FOR ADDITIONAL AGENDA ITEMS

Ms. Bouchard stated that she would like to add three additional items to the agenda under New Business as follows: d) Separation of the Veterans Terrace and King Court ACCs; e) Setting up a Reserve Account for Veterans Terrace and f) Call-In from Auditor to Report on the Current Audit for the Housing Authority.

The motion was made by Vice Chairman Yamamoto to approve the addition of the items to the Agenda. Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners present.

4. PUBLIC COMMENT

Ms. Susan Kniep addressed the Board. She stated that she had directed a couple of letters to the Executive Director as a request under FOI for various pieces of information. Ms. Kniep said she is primarily looking for bills, invoices and any documentation that would lend insight into what East Hartford Housing Authority has requested of Bridgeport Housing Authority. She stated that she has been told different reasons why she was unable to receive this documentation. Subsequently, an investigative piece came out in the Hartford Advocate regarding Housing Authority of New Haven is turning a regional operation into a Housing Empire and she stated she would send an email link to the Board so they could read this article. Ms. Kniep wanted to understand: 1) that all of the Board members of East Hartford Housing Authority including its Attorney have not seen any invoices from Bridgeport, or New Haven, as it relates to any services it has provided indicating what the costs would be etc. 2) No one from the Housing Authority to include its Commissioners, employees and Attorney

have submitted anything in writing to the Bridgeport Housing Authority to generate a service, product, etc. As she reviews the contract with the Bridgeport Housing Authority, it appears that Bridgeport would act on the behalf of East Hartford Housing Authority when they received something from you indicating what the service would be. She explained that she started an inquiry back in April and will follow up with a communication tomorrow to include the link to the Hartford Advocate article and she assumes she will not receive anything from the Housing Authority but she will do what she is required to do and give it four business days before filing with the FOI Commission. Ms. Kniep said on June 21, 2013 she received an email stating that the tracking that has been done in-house is not an official document and when the Housing Authority has received an invoice to the Bridgeport Housing Authority it will be sent to her and as of this date no invoices have been received from them. In April, 2013 Ms. Kniep received an email that states that we have reviewed your request for information regarding the tracking of costs incurred from the Bridgeport Housing Authority and as stated at the March Board meeting the information is not only gathered by myself but other individuals in the Housing Authority and a couple of people have been out but once they return she will collect the information and email it over to you. Ms. Kniep finds it hard to comprehend that after all that East Hartford Housing Authority has been through regardless where your standing is as of today and appreciates having the minutes on the Towns' website and people are asking when the Housing Authority's website will be up. Ms. Kniep also stated that the Housing Authority has awarded King Court to Goodwin College and suggest that she would win in FOI and she said once she requests the information and you release the information she will still ask FOI to continue pursuing this because she believes she has waited long enough. She stated that the Housing Authority has released nothing as it relates to Goodwin College as to what their offer was and the RFQ was very specific as to what was to be required by Goodwin College and others who bid. Even if the Housing Authority were to eliminate some information from the other bidders to not determine who they were and then the general public would be able to see the prices of the offers. Ms. Kniep said that she will be very specific in her request and specific to the request of Freedom of Information and hopefully you will be forthright with the public and that you will let the public know if any service has been provided by the Bridgeport Housing Authority. She would appreciate the information she has requested in regards to the Bridgeport Housing Authority as well as Goodwin College and other proposals that were submitted.

5. FINANCE REPORTS

a. Payment Vouchers, July, 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 Ms. Bouchard: #22018 & #22082 L.E. Whitford Co., Inc.; #22028 & #22102 Town of East Hartford.

Commissioner Carella asked if all the expenses were reflected in the monthly statements. Mr. Regan said yes.

Vice Chairman Yamamoto noted that the Bank Register and the Aged Commitment Reports were both run by Debra Bouchard and the Housing Authority has a Finance department and she would like to see

those reports run by the Finance Department. Ms. Bouchard said that will be taken care of for the next Board package.

b. Aged Commitments – AP, July, 2013

Vice Chairman Yamamoto said the report run on July 2, 2013 and the report run on August 14, 2013 are identical except for the date and where in the spectrum are we with this. Mr. Regan said the R. E. Michel Co., Inc. has a credit and they owe us money.

c. Aged Receivables, July, 2013

Commissioner Carella asked for the following definitions: "Prepaid"— they paid more than their rent or paid their rent in advance; "Other Debt" – repayment agreements and the other debt is what was carried over the balance from our previous system when it was changed in 2005 such as maintenance charges but it was not rent.

d. Rent Collection Report, July, 2013

Vice Chairman Yamamoto said AMP 200 looks great. Chairman Keating stated that they all look pretty good.

Commissioner Carella said he is trying to understand all these numbers. He said what he sees is Rent Owed, Rent Collected and Uncollected Rent. Commissioner Carella said the Housing Authority has uncollected rent at King Court \$4,897.00 and the rent charges are \$26,866.00. Mr. Regan said that is for the month of July itself and it is not cumulative. Ms. Bouchard said that the Aged Receivable report is run at the end of the month and the rent collection report is run in the current month.

e. Monthly Actuals for Period Ending July 31, 2013

Vice Chairman Yamamoto said she believes she may have figured out some of her ongoing questions in regards to the water overages. For instance, in the month of June we were over \$608 and for July we are under \$518 and believe it depends when we get the bill and it is posted. She said that Hutt Heights last month it was over \$1,370 and this month it is still \$471 over and that has been consistent and believes there is something going on at Hutt Heights that we are always well over our budgeted amount and would like our maintenance men to check things over there. Commissioner Patterson stated that the residents are excited about watering their plants in front of their units and they have the community garden that is watered on a regular basis.

Ms. Clarke said the PILOT funds that are on the Consolidated Operating Statement are they for the future payment. Mr. Regan said yes and the PILOT has been paid through September, 2012. Ms. Clarke said the other accruals are what is responsible for putting you in a loss. Mr. Regan said yes. Ms. Clarke asked if he was concerned about it and are they true accruals? Mr. Regan said yes. Ms. Clarke said your income will pick up enough to absorb them? Mr. Regan said that he cannot say for sure. Ms. Clarke said you could end up with a minus? Mr. Regan said that is possible but nothing to the magnitude as it was in the past.

6. CONSENT AGENDA

The motion was made by Vice Chairman Yamamoto to approve the Consent Agenda as follows: a. Capital Fund & Major Maintenance Report (July, 2013); b. Occupancy Report (July 1, 2013 to July 31,

2013); c. Section 8 Housing Voucher (July, 2013); d. Attorney's Report (August, 2013); e. Resident Services Coordinator Report (July, 2013); and f. Vacant Unit Turnaround AMP 1, AMP 2, Hutt Heights, Veterans Terrace. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

7. DIRECTORS' REPORT/COMMISSIONERS' COMMENTS

Administrator's Report

Ms. Bouchard reviewed with the Board her administrator's report. The following items were discussed: **King Court Sale and Disposition** – It was explained the groups met to start them talking about an amended resident participation plan for the development; There is still no decision from the Department of Housing and we are past the 90 days and usually make the decision at the end of the month but they're not telling us what month; All files are being made ready for King Court to make an easy transfer; **Veterans Terrace Development** – Received official commitment letter from DOH for the \$150,000 preconstruction grant and explained what needs to be done now and explained we can ask for additional money and we plan to ask them for an additional preconstruction money; **Scattered Site Program** – HTCC application for the \$500,000 we did not receive since we did not score high enough and included in the package was the rating sheet; Met with program manager for the scattered sites for the \$2,000,000 this process is moving slow; There was a question from Ms. Clarke on how the Housing Authority will make up the \$500,000 shortfall and Ms. Bouchard explained what the Housing Authority is planning to do; **Security Grant** – We applied for the HUD Safety and Security \$250,000 grant and passed the first round and then was put into a lottery pool and unfortunately we did not receive the grant but will continue to try any time it comes out; **2012 PHAS Scoring** – The Housing Authority has exited out of troubled status and we are now a standard performer and attached the scoring to the report; Also noted was that we received a little more money in our Capital Funds from last year's \$610,000 and this year we received \$627,000.

8. NEW BUSINESS

a. Review and Approval of 2013 Disposition Auction List

The motion was made by Vice Chairman Yamamoto to approve the 2013 Disposition Auction List. Commissioner Carella seconded the motion and it was carried by the unanimous vote of the Commissioners present.

Vice Chairman Yamamoto said there are a lot of snowblowers on the list can we assume they are dead? Ms. Bouchard said they are and some have been stripped down and parts put in other equipment. The equipment was purchased in 2000. Vice Chairman Yamamoto said at auction what do we expect to get. Ms. Bouchard said it varies. She stated that the Scag Riding Mower will be replaced with the upcoming capital funds and the vehicles on the disposition list are either looking unrepairable or we invested too much money to fix.

b. Review and Approval of the Opening of a Bank Account for East Hartford Housing Authority at Farmington Bank

Chairman Keating asked what is the purpose of opening an account at the Farmington Bank. Ms. Bouchard said that we want to apply for a grant and figure if we give them some business it will help us.

There was a brief discussion of how banks give out grants and who we have applied to for grants.

The motion was made by Vice Chairman Yamamoto to approve resolution CT013-9600802013 to open a new bank account for the East Hartford Housing Authority at Farmington Bank. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

c. Discussion of Interagency Agreement with the City of Bridgeport Housing Authority

Ms. Bouchard explained that the East Hartford Housing Authority entered into an Interagency Agreement with the City of Bridgeport Housing Authority in June, 2012. As of today, Kelly McDermott on our staff whom we hired in August of 2012 has had some mentoring through Peter Hance and has really taken on the responsibilities working with staff in the development of projects for the Housing Authority. Ms. Bouchard stated that we have really gotten away from Bridgeport Housing Authority and have not really been utilizing them. She noted that Peter Hance is no longer with Bridgeport Housing Authority and that is mainly who we were working with. At this time what Ms. Bouchard would like to have with the Board's approval to send the Interim Executive Director, Jim Miller, a letter to terminate the agreement between the two Housing Authorities under Section 3.2 of the agreement. She would also send to the Bridgeport Housing Authority's Board of Commissioners a letter thanking them for the Interagency Agreement and at the end asking them for a billing statement since we have never been provided with any billing since the start of the agreement.

The motion was made by Vice Chairman Yamamoto to approve resolution CT013-97-08-2013 terminating the Interagency Agreement for Program Management Services dated June 2012 by and between the East Hartford Housing Authority and the Housing Authority of the City of Bridgeport. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

d. Separation of the Veterans Terrace and King Court ACCs

Ms. Bouchard stated that Veterans Terrace and King Court were under the same contract. When the contract is renewed with Veterans Terrace and we sell King Court, the Housing Authority needs to separate that ACC. At this time, Ms. Bouchard is looking for approval to allow Mr. Regan on behalf of the East Hartford Housing Authority be able to sign the documentation to separate Veterans Terrace from King Court. Vice Chairman Yamamoto asked what is ACC? Mr. Regan said it is the Annual Contributions Contract with HUD and the two have been together since February, 1950 and it needs to be separated as part of the sale of King Court.

The motion was made by Commissioner Patterson to approve resolution CT013-98-08-2013 authorizing Joe Regan, Finance Director to sign documentation approving the separation of King Court and Veterans

Terrace ACC. Vice Chairman Yamamoto seconded the motion and it was carried by the unanimous vote of the Commissioners present.

e. Setting up a Reserve Account for Veterans Terrace

Mr. Regan said as part of the Housing Authority's 20 year renewal for the Veterans Terrace funding which CHFA will now be the contract administrator and in anticipation for the need for loans, mortgages, grants and so forth for Veterans Terrace going forward every Housing Authority who has a loan or mortgage on their property needs to have a reserve account deposited with CHFA. At this time CHFA is setting up the reserve agreement now in anticipation for the future. Chairman Keating asked how much is the reserve. Mr. Regan said that we need to fill it and the minimum is \$225,000 and he plans to make monthly deposits up to that amount. Mr. Regan said that the Housing Authority has proposed \$350,000 in fiscal year 2014. Commissioner Patterson asked exactly how does this work? Mr. Regan said it is a savings account and they are acting as a bank and will keep the money on file and when money to do repairs is needed the Housing Authority will make a request from them to get the money back. It was asked if the Housing Authority will receive interest on the money. Mr. Regan said there is suppose to be but has not seen the amount yet but this is more like a security deposit on the mortgage.

The motion was made by Vice Chairman Yamamoto to resolution CT013-99-08-2013 approving Joe Regan, Finance Director to sign documentation to setup a reserve agreement with Connecticut Housing Finance Authority for Veterans Terrace. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

f. Call-In from Auditor to Report on the Current Audit for the Housing Authority

There was a phone call-in with the Auditor and a discussion reviewing the audit was held. There was a question and answer period with the auditor and Commissioners.

9. OLD BUSINESS

There was nothing to discuss under this heading.

Ms. Kniep asked if she could address the Board. She said where it states \$2 million of scattered sites program and wondered if these properties are currently taxable and would become untaxable and go under the authority of the Housing Authority. Mr. Regan said no and they would be privately owned by a non-profit. Ms. Kniep said these properties are currently generating taxes it would be possible that \$2 million worth could be coming off the tax rolls under a non-profit. That is a possibility. Ms. Kniep said as it relates to King Court and the vacancies and it shows 50 units with 1 vacancy. Chairman Keating explained that there are only 50 rentable units at King Court and one of those units is currently vacant. It was stated that 30 units were taken offline. Ms. Kniep asked if the resolutions that were approved tonight were going to be put online. It was stated that the specifics of the resolutions are incorporated in the minutes. Ms. Kniep asked if the audit report will be posted online. Ms. Bouchard said that it will not be posted online but it is filed with the Town Clerk.



10. EXECUTIVE SESSION

- a. Discussion of Negotiations with Respect to Collective Bargaining Matters
- b. Discussion of Negotiations regarding the Purchase and Sale of Real Estate – King Court

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of Discussion of Negotiations with Respect to Collective Bargaining Matters and Discussion of Negotiations regarding the Purchase and Sale of Real Estate – King Court. Commissioner Patterson seconded the motion, it was carried by the unanimous vote of the Commissioners present to go into Executive Session at 6:25 p.m. Also in attendance was Debra Bouchard, Executive Director, Joseph Regan, Finance Director and Ralph Alexander, Legal Counsel.

The motion was made by Vice Chairman Yamamoto to come out of Executive Session at 7:15 p.m. Commissioner Carella seconded the motion and it was unanimously voted by the Commissioners present.

The motion was made by Vice Chairman Yamamoto to approve resolution CT013-100-08-2013 ratifying the Settlement Agreement between the East Hartford Housing Authority and Local 818, AFSCME, Council 4, Local 1303-353, AFSCME, Council 4 and Local 2001, CSEA regarding the modification of the health insurance agreement through September 30, 2017 and wage reopener negotiations. Commissioner Patterson seconded the motion and it was carried by the unanimous vote of the Commissioners present.

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 Patterson said motion being carried by the unanimous vote of the commissioners present, and the meeting was adjourned at 7:25 p.m.

I hereby certify that the above is a true and accurate record of the minutes of the meeting held on August 21, 2013 by the Board of Commissioners of the East Hartford Housing Authority.

Respectfully submitted,



Robert N. Keating  
Chairman of the Board

ATTESTED BY:



Debra M. Bouchard  
Secretary/Executive Director

DMB:bmp

Bank Register Report In Detail  
Showing All Items and Hiding Voids  
From 08/01/2013 to 08/31/2013

900 - Admin - Central Office

Account # 3301291312

Outstanding Payments

Date	Batch #	Check/Dep #	Name	Payments
<b>Accounts Payable</b>				
08/09/2013	115457	22134	AA Industries	-875.00
08/09/2013	115457	22135	Alexis Aberle - Mileage Reimbursement	-115.15
08/09/2013	115457	22136	AFSCME Local 1303 of Council 4	-479.60
08/09/2013	115457	22137	AFSCME Local 818 of Council 4	-172.00
08/09/2013	115457	22138	David A. Belcher - JED to HAP Requisitions	-215.00
08/09/2013	115457	22139	Connecticut - CCSPC	-31.00
08/09/2013	115457	22140	Connecticut Housing Finance Autho	-650.55
08/09/2013	115457	22141	Connecticut Light & Power	-30,391.78
08/09/2013	115457	22142	CSEA/SEIU	-226.10
08/09/2013	115457	22143	Doug's Appliance	-105.95
08/09/2013	115457	22144	Fidelity Security Life Insurance/EyeM	-318.38
08/09/2013	115457	22145	Hartford Annuity	-966.00
08/09/2013	115457	22146	Henry P. Guerrette, State Marshal	-80.00
08/09/2013	115457	22147	Jay's Print & Copy Center	-60.00
08/09/2013	115457	22148	Krystal Kleer	-40.95
08/09/2013	115457	22149	MJL Home Improvement, LLC	-10,200.00
08/09/2013	115457	22150	Murphy Road Recycling	-427.05
08/09/2013	115457	22151	State of Connecticut, Dept of Labor	-440.03
08/09/2013	115457	22152	Prime Communications	-436.86
08/09/2013	115457	22153	Quest Pest Control, LLC	-4,054.20
08/09/2013	115457	22154	Joseph Regan - Reimbursement for Health Ins.	-1,000.00
08/09/2013	115457	22155	Robert Brindamour - Housing Inspector	-462.50
08/09/2013	115457	22156	Security First Insurance, Inc.	-6,706.00
08/09/2013	115457	22157	STATE OF CONNECTICUT DEPT	-370.00
08/09/2013	115457	22158	State Treasurer for MERF Fund	-16,408.94
08/09/2013	115457	22159	Terry's Energy	-888.90
08/09/2013	115457	22160	TOWN OF MANCHESTER SENI	-25.00
08/09/2013	115457	22161	Willard & Alexander LLC	-457.32
08/09/2013	115457	22162	Xerox Corporation	-498.01
08/15/2013	115514	22164	Action Blueprint, LLC	-26.50
08/15/2013	115514	22165	Anytime Sewer & Drain Service	-155.00
08/15/2013	115514	22166	AT & T	-1,123.49
08/15/2013	115514	22167	Carpets Plus of Connecticut, LLC	-290.10
08/15/2013	115514	22168	Carquest, Inc	-42.01
08/15/2013	115514	22169	Commercial Heating Supply Co.	-3,189.33
08/15/2013	115514	22170	CoreLogic SafeRent	-60.44
08/15/2013	115514	22171	General Electric Company	-850.00
08/15/2013	115514	22172	Mohawk Cleaning Company	-95.00
08/15/2013	115514	22173	Hillyard - Rovie	-251.99
08/15/2013	115514	22174	Home Depot Credit Services	-863.72
08/15/2013	115514	22175	KAINEN ESCALERA AND McHAI	-225.00
08/15/2013	115514	22176	MJL Home Improvement, LLC	-1,515.00
08/15/2013	115514	22177	Otis Elevator Company	-3,371.08
08/15/2013	115514	22178	PETER J. SAYADOFF, INC	-2,575.00
08/15/2013	115514	22179	Robert Brindamour - Housing Inspector	-812.50
08/15/2013	115514	22180	Staples Advantage	-151.57
08/15/2013	115514	22181	Verizon Wireless	-950.71

**Bank Register Report In Detail  
Showing All Items and Hiding Voids  
From 08/01/2013 to 08/31/2013**

**Outstanding Payments**

Date	Batch #	Check/Dep #	Name	Payments
<b>Accounts Payable</b>				
08/15/2013	115514	22182	WB Mason	-114.05
08/21/2013	115543	22184	AKZO Nobel Paints LLC	-184.51
08/21/2013	115543	22185	Anytime Sewer & Drain Service	-155.00
08/21/2013	115543	22186	AT & T	-14.21
08/21/2013	115543	22187	AT & T	-40.21
08/21/2013	115543	22188	AT & T	-40.21
08/21/2013	115543	22189	AT & T	-40.50
08/21/2013	115543	22190	AT & T	-115.21
08/21/2013	115543	22191	AT & T	-40.21
08/21/2013	115543	22192	AT & T	-115.21
08/21/2013	115543	22193	AT & T	-40.21
08/21/2013	115543	22194	AT & T	-115.21
08/21/2013	115543	22195	AT & T	-143.76
08/21/2013	115543	22196	Capital Studio Architects	-3,560.00
08/21/2013	115543	22197	Chase Glass Company	-115.40
08/21/2013	115543	22198	Cofnell's Sport & Power Equipment	-223.80
08/21/2013	115543	22199	Connecticut - CCSPC	-62.00
08/21/2013	115543	22200	Gates Flag & Banner Co., Inc.	-512.00
08/21/2013	115543	22201	GUARDIAN	-388.70
08/21/2013	115543	22202	Hartford Annuity	-1,964.37
08/21/2013	115543	22203	Hillyard / Rovic	-905.66
08/21/2013	115543	22204	Kinsley Power Systems	-4,500.00
08/21/2013	115543	22205	Lowe's Commercial Services	-195.22
08/21/2013	115543	22206	Manchester Moving & Storage, Inc	-217.50
08/21/2013	115543	22207	M/E Design Associates, Inc	-780.00
08/21/2013	115543	22208	Murphy Road Recycling	-175.60
08/21/2013	115543	22209	Plimpton & Hills Corp.	-908.89
08/21/2013	115543	22210	R. E. Michel Co., Inc.	-740.21
08/21/2013	115543	22211	Reliance Environmental, LLC	-735.00
08/21/2013	115543	22212	Staples Advantage	-64.60
08/21/2013	115543	22213	Stirling Benefits	-54,444.82
08/21/2013	115543	22214	Ferry's Energy	-6,078.89
08/21/2013	115543	22215	The Standard Insurance Co	-1,190.56
08/21/2013	115543	22216	Wattsaver Lighting Products	-899.82
08/27/2013	115560	22217	AT & T	-40.21
08/27/2013	115560	22218	AT & T	-40.21
08/27/2013	115560	22219	Connecticut - CCSPC	-31.00
08/27/2013	115560	22220	Connecticut Housing Finance Autho	-650.55
08/27/2013	115560	22221	Connecticut Natural Gas Corporation	-5,212.05
08/27/2013	115560	22222	Connecticut Natural Gas Corporation	-412.87
08/27/2013	115560	22223	Connecticut Natural Gas Corporation	-1,327.96
08/27/2013	115560	22224	Connecticut Natural Gas Corporation	-2,914.83
08/27/2013	115560	22225	Hartford Annuity	-976.79
08/27/2013	115560	22226	The Metropolitan District	-10,768.13
08/27/2013	115560	22227	Protectors of Animals	-50.00
08/27/2013	115560	22228	Robert Brindamour - <i>Housing Inspector</i>	-887.50
08/27/2013	115560	22229	Spark Energy Gas, LP	-6,692.59
08/27/2013	115560	22230	Willard & Alexander LLC	-218.20
<b>Total Accounts Payable</b>				<b>-203,755.17</b>

### Aged Commitments

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

\*\*End of Report\*\*

Aged Receivable Grouped By AR Code  
for Active In The Program Only Residents in Summary  
with End Date of 08/31/2013  
Security deposits are excluded  
Repayment Agreements are excluded

5c

**AMP: CT013000100P AMP 100**

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$4,563.01	\$0.00	\$2,209.00	\$6,395.40	\$13,167.41
Total by - AR Code: Late Charge	\$420.00	\$233.00	\$294.00	\$2,543.50	\$3,490.50
Total by - AR Code: Legal Charge	\$550.00	\$650.00	\$0.00	\$550.00	\$1,750.00
Total by - AR Code: Maintenance Charge	\$115.90	\$237.80	\$110.00	\$4,746.72	\$5,210.42
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	-\$2,093.40	-\$40.00	\$0.00	-\$50.24	-\$2,183.64
Total by - AR Code: Rent Credit	\$0.00	-\$243.00	\$0.00	\$1,036.00	\$793.00
Total by - AR Code: Repayment Agreement	\$0.00	\$0.00	\$0.00	\$1,548.76	\$1,548.76
Total by - AR Code: Utility Reimbursement	-\$3.00	\$0.00	\$0.00	\$0.00	-\$3.00
<b>Total for AMP AMP 100</b>	<b>\$3,572.51</b>	<b>\$837.80</b>	<b>\$2,613.00</b>	<b>\$17,093.25</b>	<b>\$24,116.56</b>

**AMP: CT013000200P AMP 200**

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$1,414.00	\$0.00	(\$19.00)	(\$76.00)	\$1,319.00
Total by - AR Code: Late Charge	\$140.00	\$57.00	\$40.00	\$870.56	\$1,107.56
Total by - AR Code: Legal Charge	\$0.00	\$484.29	\$0.00	\$0.00	\$484.29
Total by - AR Code: Maintenance Charge	\$120.00	\$241.00	\$80.00	\$1,833.89	\$2,274.89
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	\$34.00	\$34.00
Total by - AR Code: Prepayment	(\$5,155.75)	(\$685.00)	(\$72.00)	(\$432.00)	(\$6,344.75)
Total by - AR Code: Rent Credit	(\$30.00)	\$0.00	\$0.00	\$0.00	(\$30.00)
Total by - AR Code: Utility Charge	\$20.00	\$50.00	\$0.00	\$1,793.68	\$1,863.68
<b>Total for AMP AMP 200</b>	<b>\$ (3,491.75)</b>	<b>\$ 147.29</b>	<b>\$ 29.00</b>	<b>\$ 4,044.12</b>	<b>\$ 728.66</b>

**AMP: CT013000300P Hutt Heights**

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$618.00	\$0.00	\$206.00	\$15.00	\$839.00
Total by - AR Code: Late Charge	\$40.00	\$20.00	\$6.00	\$0.00	\$66.00
Total by - AR Code: Maintenance Charge	\$0.00	\$0.00	\$0.00	\$118.73	\$118.73
Total by - AR Code: NSF Check Fee	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Total by - AR Code: Other Debt	\$0.00	\$0.00	\$0.00	\$10,527.00	\$10,527.00
Total by - AR Code: Prepayment	-\$59.75	\$0.00	\$0.00	\$0.00	-\$59.75
Total by - AR Code: Utility Charge	\$0.00	\$147.45	\$0.00	\$124.00	\$271.45
<b>Total for AMP Hutt Heights</b>	<b>\$658.25</b>	<b>\$167.45</b>	<b>\$212.00</b>	<b>\$10,784.73</b>	<b>\$11,822.43</b>

Aged Receivable Grouped By AR Code  
for Active In The Program Only Residents in Summary  
with End Date of 08/31/2013  
Security deposits are excluded  
Repayment Agreements are excluded

**AMP: CT013008 King Court**

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$4,998.85	\$0.00	\$380.00	\$760.00	\$6,138.85
Total by - AR Code: Late Charge	\$167.00	\$48.00	\$0.00	\$159.98	\$374.98
Total by - AR Code: Legal Charge	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00
Total by - AR Code: Maintenance Charge	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
Total by - AR Code: Prepayment	-\$239.68	\$0.00	\$0.00	\$0.00	-\$239.68
<b>Total for AMP King Court</b>	<b>\$4,926.17</b>	<b>\$598.00</b>	<b>\$430.00</b>	<b>\$919.98</b>	<b>\$6,874.15</b>

**AMP: CT013010 Veterans Terrace**

	0 - 30	31 - 60	61 - 90	90 +	Total
Total by - AR Code: Dwelling Rental	\$9,013.50	\$0.00	-\$24.00	\$29.00	\$9,018.50
Total by - AR Code: Late Charge	\$299.00	\$110.00	\$134.00	\$858.02	\$1,401.02
Total by - AR Code: Legal Charge	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00
Total by - AR Code: Maintenance Charge	\$0.00	\$0.00	\$0.00	\$1,422.99	\$1,422.99
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	-\$1,726.46	-\$114.00	-\$541.00	-\$323.41	-\$2,704.87
Total by - AR Code: Rent Credit	\$0.00	\$0.00	-\$68.00	-\$45.00	-\$113.00
Total by - AR Code: Repayment Agreement	\$0.00	\$0.00	\$0.00	\$885.29	\$885.29
<b>Total for AMP Veterans Terrace</b>	<b>\$7,586.04</b>	<b>-\$4.00</b>	<b>\$51.00</b>	<b>\$3,228.17</b>	<b>\$10,861.21</b>

**Grand Total**

<b>\$ 13,251.22</b>	<b>\$ 1,746.54</b>	<b>\$ 3,335.00</b>	<b>\$ 36,070.25</b>	<b>\$ 54,403.01</b>
---------------------	--------------------	--------------------	---------------------	---------------------

**Rent Collection Report August 2013**

<b>AMP 100 - 282 units</b>	<b>(Hockanum Park, Shea Gardens, Rochambeau, Elms Village)</b>
Total Monthly Rent Charges	\$68,291.00
Total Other Rent Charges	\$0.00
Total Rent Charge Adjustments	\$2,854.49
Total Rent Receipts	\$63,657.50
Total NSF Adjustments	\$22.00
Net Rent Charges	\$1,801.01
	Total Charges & Adjustments
	\$65,458.51
	Total Receipts
	\$63,657.50
	<b>Collection %</b>
	<b>97.2</b>

<b>AMP 200 - 306 units</b>	<b>(Meadow Hill, Highlands, Heritage Gardens, Miller Gardens)</b>
Total Monthly Rent Charges	\$83,983.00
Total Other Rent Charges	
Total Rent Charge Adjustments	\$6,595.75
Total Rent Receipts	\$77,256.25
Total NSF Adjustments	\$313.00
Net Rent Charges	\$444.00
	Total Charges & Adjustments
	\$77,700.25
	Total Receipts
	\$77,256.25
	<b>Collection %</b>
	<b>99.4</b>

<b>Hutt Heights - 29 units</b>	
Total Monthly Rent Charges	\$6,785.00
Total Other Rent Charges	
Total Rent Charge Adjustments	\$44.50
Total Rent Receipts	\$6,946.50
Total NSF Adjustments	\$412.00
Net Rent Charges	\$206.00
	Total Charges & Adjustments
	\$7,152.50
	Total Receipts
	\$6,946.50
	<b>Collection %</b>
	<b>97.1</b>

**King Court - 50 units**

Total Monthly Rent Charges	\$26,866.00	Total Charges & Adjustments	\$26,650.28
Total Other Rent Charges		Total Receipts	\$26,650.28
Total Rent Charge Adjustments	\$215.72	<b>Collection %</b>	<b>100.0</b>
Total Rent Receipts	\$26,650.28		
Total NSF Adjustments			
Net Rent Charges	\$0.00		

**Veterans Terrace - 150 units**

Total Monthly Rent Charges	\$40,507.00	Total Charges & Adjustments	\$38,426.04
Total Other Rent Charges	\$67.00	Total Receipts	\$36,836.04
Total Rent Charge Adjustments	\$2,147.96	<b>Collection %</b>	<b>95.9</b>
Total Rent Receipts	\$36,836.04		
Total NSF Adjustments			
Net Rent Charges	\$1,590.00		



**EAST HARTFORD HOUSING AUTHORITY  
CONSOLIDATED OPERATING STATEMENT**

**5 E**

5e

as of AUGUST 31, 2013

11 MONTH  
ACTUAL  
UNDER / (OVER)

FY13 BUDGET		BUDGET to date	ACTUAL to date	
3,641,060	RENTAL INCOME - BASE	3,337,639	3,377,953	(40,314)
91,172	RENTAL INCOME - EXCESS BASE	83,574	91,950	(8,376)
10,000	EXCESS UTILITIES	9,167	17,028	(7,861)
(173,112)	DWELLING VACANCY LOSS	(158,686)	(140,917)	(17,769)
31,500	NON-DWELLING RENTALS	28,875	20,000	8,875
-	SALES/SERVICE to TENANTS	-	-	-
300	INTEREST INCOME	275	(115)	390
175,358	ANTENNA INCOME	160,745	180,652	(19,907)
-	LAUNDRY INCOME	-	-	-
-	LATE FEE INCOME	-	-	-
-	MAINTENANCE CHARGES	-	-	-
384,123	OTHER INCOME	352,113	196,480	155,633
330,000	SECTION 8 SUBSIDY--ADMIN FEE	302,500	264,121	38,379
2,045,527	FEDERAL SUBSIDY	1,875,067	1,657,875	217,192
622,023	MANAGEMENT FEES	570,188	570,188	(0)
55,890	BOOKKEEPING FEES	51,233	51,233	(1)
-	ASSET MANAGEMENT FEES	-	-	-
132,222	TRANSFER from CAPITAL FUNDS	121,204	68,807	52,397
<b>7,346,064</b>	<b>TOTAL INCOME</b>	<b>6,733,892</b>	<b>6,355,255</b>	<b>378,637</b>
997,974	ADMINISTRATION SALARIES	914,810	916,511	(1,702)
-	TIME-OFF COMPENSATION ACCRUAL	-	-	-
206,000	LEGAL EXPENSE	188,833	134,002	54,832
26,000	ACCOUNTING FEES	23,833	19,063	4,770
20,740	OFFICE SUPPLIES	19,012	14,773	4,239
8,500	TRAVEL	7,792	9,560	(1,768)
202,354	OTHER OFFICE EXPENSE	185,491	161,786	23,705
1,229,024	PENSIONS AND OTHER	1,126,605	1,109,863	16,743
29,782	PAYROLL TAXES	27,300	24,942	2,358
693,176	MANAGEMENT FEES	635,411	541,742	93,669
55,890	BOOKKEEPING FEES	51,233	51,233	(1)
-	ASSET MANAGEMENT FEES	-	-	-
14,675	RESIDENT SERVICES	13,452	-	13,452
<b>3,484,115</b>	<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>3,193,772</b>	<b>2,983,474</b>	<b>210,298</b>
	<b>UTILITIES</b>			
403,000	WATER	369,417	375,233	(5,816)
413,000	ELECTRICITY	378,583	358,639	19,944
511,750	GAS	469,104	447,612	21,493
26,100	FUEL	23,925	17,224	6,701
-	UTILITY LABOR	-	-	-
<b>1,353,860</b>	<b>TOTAL UTILITY EXPENSE</b>	<b>1,241,029</b>	<b>1,198,708</b>	<b>42,321</b>
	<b>MAINTENANCE</b>			
666,764	MAINTENANCE WAGES	611,200	587,048	24,152
289,000	MATERIALS AND SUPPLIES	264,917	186,119	78,797
297,500	CONTRACTUAL SERVICES	272,708	299,403	(26,695)
<b>1,253,264</b>	<b>TOTAL MAINTENANCE EXPENSE</b>	<b>1,148,826</b>	<b>1,072,571</b>	<b>76,255</b>
	<b>OTHER</b>			
96,200	REFUSE REMOVAL	88,183	77,095	11,088
250,315	INSURANCE	229,455	228,817	638
-	INTEREST EXPENSE	-	-	-
12,000	OTHER GENERAL	11,000	12,182	(1,182)
120,000	REPAYMENT TO HCV	110,000	110,000	-
<b>478,515</b>	<b>TOTAL OTHER EXPENSE</b>	<b>438,639</b>	<b>428,094</b>	<b>10,545</b>
<b>6,569,744</b>	<b>TOTAL ACTUAL EXPENSES</b>	<b>6,022,265</b>	<b>5,682,847</b>	<b>339,418</b>
<b>776,320</b>	<b>OPERATING GAIN / (LOSS)</b>	<b>711,627</b>	<b>672,408</b>	<b>39,219</b>
	<b>ACCRUED EXPENSES</b>			
198,207	PILOT	181,690	191,378	A (9,688)
206,315	PROVISION FOR OPEB	189,122	189,122	B 0
220,883	PROVISION FOR REPAIRS	202,476	202,476	C 0
47,200	PROVISION FOR COLLECTION LOSS	43,267	43,266	D 1
<b>672,605</b>	<b>TOTAL ACCRUED EXPENSES</b>	<b>616,555</b>	<b>626,242</b>	<b>(9,687)</b>
<b>7,242,349</b>	<b>TOTAL OPERATING EXPENSES</b>	<b>6,638,820</b>	<b>6,309,089</b>	<b>329,731</b>
<b>103,715</b>	<b>NET OPERATING GAIN (LOSS)</b>	<b>95,072</b>	<b>46,166</b>	<b>48,906</b>

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

as of AUGUST 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	28,875	20,000	8,875
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	91,499	91,499	(0)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	570,188	570,188	(0)
BOOKKEEPING FEES	51,233	51,233	(1)
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	121,204	68,807	52,397
<b>TOTAL INCOME</b>	<b>862,998</b>	<b>801,727</b>	<b>61,271</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	440,083	434,388	5,696
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	5,500	6,531	(1,031)
ACCOUNTING FEES	4,583	1,158	3,425
OFFICE SUPPLIES	11,000	9,195	1,805
TRAVEL	1,375	179	1,196
OTHER OFFICE EXPENSE	32,083	20,843	11,240
PENSIONS AND OTHER	240,501	263,820	(23,318)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>735,126</b>	<b>736,115</b>	<b>(988)</b>
<b>UTILITIES</b>			
WATER	917	316	601
ELECTRICITY	13,750	13,161	589
GAS	229	-	229
FUEL	10,083	12,191	(2,108)
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>24,979</b>	<b>25,668</b>	<b>(688)</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	917	1,722	(806)
CONTRACTUAL SERVICES	45,833	6,140	39,693
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>46,750</b>	<b>7,862</b>	<b>38,888</b>
<b>OTHER</b>			
REFUSE REMOVAL	2,475	2,548	(73)
INSURANCE	15,228	15,098	130
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
<b>TOTAL OTHER EXPENSE</b>	<b>17,703</b>	<b>17,646</b>	<b>56</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>824,558</b>	<b>787,291</b>	<b>37,267</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>38,440</b>	<b>14,436</b>	<b>24,003</b>
<b><u>ACCRUED EXPENSES</u></b>			
PILOT	-	-	-
PROVISION FOR OPEB	39,413	39,413	-
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
<b>TOTAL ACCRUED EXPENSES</b>	<b>39,413</b>	<b>39,413</b>	<b>-</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>863,971</b>	<b>826,704</b>	<b>37,267</b>
<b>NET GAIN (LOSS)</b>	<b>(973)</b>	<b>(24,977)</b>	<b>24,003</b>

**EAST HARTFORD HOUSING AUTHORITY**

**FEDERAL AMP 1**

as of AUGUST 31, 2013

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>ACTUAL</b>
	<b>to-date</b>	<b>to-date</b>	<b>UNDER / (OVER)</b>
RENTAL INCOME - BASE	713,120	736,352	(23,232)
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	(1,451)	1,451
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(198)	198
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	52,286	18,296	33,990
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
<b>FEDERAL SUBSIDY</b>	<b>1,051,909</b>	<b>858,887</b>	<b>193,022</b>
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>1,817,316</b>	<b>1,611,887</b>	<b>205,429</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	82,829	82,768	61
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	77,917	46,888	31,028
ACCOUNTING FEES	-	6,664	(6,664)
OFFICE SUPPLIES	-	-	-
TRAVEL	1,375	1,642	(267)
OTHER OFFICE EXPENSE	55,000	40,237	14,763
PENSIONS AND OTHER	236,375	220,794	15,581
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	229,043	229,043	0
BOOKKEEPING FEES	23,513	23,513	(1)
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	6,440	-	6,440
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>712,491</b>	<b>651,549</b>	<b>60,942</b>
<b>UTILITIES</b>			
WATER	183,333	179,148	4,185
ELECTRICITY	77,917	73,608	4,308
GAS	178,750	163,163	15,587
FUEL	7,333	1,221	6,113
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>447,333</b>	<b>417,141</b>	<b>30,193</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	191,653	156,686	34,967
MATERIALS AND SUPPLIES	82,500	53,243	29,257
CONTRACTUAL SERVICES	68,750	95,281	(26,531)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>342,903</b>	<b>305,210</b>	<b>37,693</b>
<b>OTHER</b>			
REFUSE REMOVAL	30,250	32,424	(2,174)
INSURANCE	71,737	71,687	50
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	55,000	55,000	-
<b>TOTAL OTHER EXPENSE</b>	<b>156,987</b>	<b>159,111</b>	<b>(2,124)</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>1,659,715</b>	<b>1,533,011</b>	<b>126,704</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>157,600</b>	<b>78,876</b>	<b>78,725</b>
<b>ACCRUED EXPENSES</b>			
PILOT	26,579	31,776	(5,197)
PROVISION FOR OPEB	38,732	38,732	(0)
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	18,333	18,333	0
<b>TOTAL ACCRUED EXPENSES</b>	<b>83,644</b>	<b>88,841</b>	<b>(5,197)</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>1,743,359</b>	<b>1,621,852</b>	<b>121,507</b>
<b>NET GAIN (LOSS)</b>	<b>73,957</b>	<b>(9,965)</b>	<b>83,922</b>

Hockanum Park, Shea Gardens, Rochambeau & Elms Village

**EAST HARTFORD HOUSING AUTHORITY**

**FEDERAL AMP 2**

as of AUGUST 31, 2013

	BUDGET to-date	ACTUAL to-date	ACTUAL UNDER / (OVER)
RENTAL INCOME - BASE	877,065	898,491	(21,426)
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	9,167	9,040	127
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	160,745	180,652	(19,907)
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	112,965	24,439	88,526
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	739,946	731,815	8,131
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>1,899,887</b>	<b>1,844,437</b>	<b>55,451</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	99,712	99,224	488
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	55,000	38,868	16,132
ACCOUNTING FEES	4,583	6,996	(2,413)
OFFICE SUPPLIES	-	-	-
TRAVEL	1,833	1,291	543
OTHER OFFICE EXPENSE	50,417	47,602	2,815
PENSIONS AND OTHER	293,508	284,326	9,181
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	245,920	245,920	(0)
BOOKKEEPING FEES	25,245	25,245	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	7,013	-	7,013
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>783,231</b>	<b>749,471</b>	<b>33,759</b>
<b>UTILITIES</b>			
WATER	105,417	122,327	(16,911)
ELECTRICITY	206,250	205,205	1,045
GAS	96,250	97,031	(781)
FUEL	5,958	2,828	3,131
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>413,875</b>	<b>427,390</b>	<b>(13,515)</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	234,328	241,865	(7,538)
MATERIALS AND SUPPLIES	107,250	55,474	51,776
CONTRACTUAL SERVICES	77,917	105,855	(27,939)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>419,494</b>	<b>403,195</b>	<b>16,300</b>
<b>OTHER</b>			
REFUSE REMOVAL	30,250	33,906	(3,656)
INSURANCE	79,234	79,103	131
INTEREST EXPENSE	-	-	-
PRINCIPAL-MORTGAGE	-	-	-
REPAYMENT TO HCV	55,000	55,000	-
<b>TOTAL OTHER EXPENSE</b>	<b>164,484</b>	<b>168,009</b>	<b>(3,525)</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>1,781,084</b>	<b>1,748,065</b>	<b>33,019</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>118,804</b>	<b>96,372</b>	<b>22,432</b>
<b><u>ACCRUED EXPENSES</u></b>			
PILOT	46,319	46,319	0
PROVISION FOR OPEB	48,113	48,113	0
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	18,333	18,333	0
<b>TOTAL ACCRUED EXPENSES</b>	<b>112,765</b>	<b>112,765</b>	<b>0</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>1,893,849</b>	<b>1,860,830</b>	<b>33,019</b>
<b>NET GAIN (LOSS)</b>	<b>6,038</b>	<b>(16,393)</b>	<b>22,431</b>

Meadow Hill, Heritage Gardens, Highlands, Miller Gardens

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

as of AUGUST 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	275	271	4
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	61,697	36,127	25,570
SECTION 8 SUBSIDY--ADMIN FEE	302,500	264,121	38,379
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>364,472</b>	<b>300,519</b>	<b>63,953</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	122,518	126,209	(3,691)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	9,167	7,751	1,415
ACCOUNTING FEES	5,500	2,123	3,377
OFFICE SUPPLIES	-	-	-
TRAVEL	1,375	1,138	237
OTHER OFFICE EXPENSE	27,500	29,812	(2,312)
PENSIONS AND OTHER	90,187	92,615	(2,428)
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	71,115	42,669	28,446
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>327,362</b>	<b>302,318</b>	<b>25,044</b>
<b>UTILITIES</b>			
WATER	-	-	-
ELECTRICITY	-	-	-
GAS	-	-	-
FUEL	-	-	-
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	-	-	-
MATERIALS AND SUPPLIES	917	(16)	933
CONTRACTUAL SERVICES	1,375	47	1,328
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>2,292</b>	<b>31</b>	<b>2,261</b>
<b>OTHER</b>			
REFUSE REMOVAL	-	-	-
INSURANCE	7,864	7,798	66
INTEREST EXPENSE	-	-	-
OTHER GENERAL	11,000	12,182	(1,182)
REPAYMENT TO HCV	-	-	-
<b>TOTAL OTHER EXPENSE</b>	<b>18,864</b>	<b>19,980</b>	<b>(1,116)</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>348,518</b>	<b>322,329</b>	<b>26,189</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>15,954</b>	<b>(21,810)</b>	<b>37,764</b>
<b>ACCRUED EXPENSES</b>			
PILOT			
PROVISION FOR OPEB	14,790	14,790	(1)
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	-	-	-
<b>TOTAL ACCRUED EXPENSES</b>	<b>14,790</b>	<b>14,790</b>	<b>(1)</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>363,307</b>	<b>337,119</b>	<b>26,188</b>
<b>NET GAIN (LOSS)</b>	<b>1,165</b>	<b>(36,600)</b>	<b>37,765</b>

**EAST HARTFORD HOUSING AUTHORITY**

**KING COURT**

as of AUGUST 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	340,120	340,120	-
RENTAL INCOME - EXCESS BASE	83,574	91,950	(8,376)
EXCESS UTILITIES	-		
DWELLING VACANCY LOSS	(140,855)	(132,220)	(8,635)
NON-DWELLING RENTALS	-	-	
SALES/SERVICE to TENANTS	-		
INTEREST INCOME	-	(112)	112
ANTENNA INCOME	-		
LAUNDRY INCOME	-		
LATE FEE INCOME	-		
MAINTENANCE CHARGES	-		
OTHER INCOME	458	5,149	(4,691)
SECTION 8 SUBSIDY--ADMIN FEE	-		
FEDERAL SUBSIDY	-	-	
MANAGEMENT FEES	-		
BOOKKEEPING FEES	-		
ASSET MANAGEMENT FEES	-		
TRANSFER from CAPITAL FUNDS			
<b>TOTAL INCOME</b>	<b>283,298</b>	<b>304,887</b>	<b>(21,590)</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	46,530	48,411	(1,881)
TIME-OFF COMPENSATION ACCRUAL	-		
LEGAL EXPENSE	11,917	4,612	7,305
ACCOUNTING FEES	1,833	793	1,040
OFFICE SUPPLIES	3,428	363	3,065
TRAVEL	458	238	220
OTHER OFFICE EXPENSE	4,344	5,269	(925)
PENSIONS AND OTHER	54,850	55,100	(250)
PAYROLL TAXES	5,766	6,122	(356)
MANAGEMENT FEES	-		
BOOKKEEPING FEES	-		
ASSET MANAGEMENT FEES	-		
RESIDENT SERVICES	-		
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>129,126</b>	<b>120,907</b>	<b>8,219</b>
<b>UTILITIES</b>			
WATER	18,333	17,242	1,091
ELECTRICITY	11,917	9,614	2,302
GAS	22,917	21,840	1,076
FUEL	92	215	
UTILITY LABOR	-		
<b>TOTAL UTILITY EXPENSE</b>	<b>53,258</b>	<b>48,911</b>	<b>4,470</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	19,132	27,560	(8,428)
MATERIALS AND SUPPLIES	13,750	4,918	8,832
CONTRACTUAL SERVICES	22,917	10,357	12,559
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>55,798</b>	<b>42,835</b>	<b>12,964</b>
<b>OTHER</b>			
REFUSE REMOVAL	6,417	-	6,417
INSURANCE	14,406	14,331	75
INTEREST EXPENSE	-		
PRINCIPAL--MORTGAGE	-		
REPAYMENT TO HCV	-		
<b>TOTAL OTHER EXPENSE</b>	<b>20,823</b>	<b>14,331</b>	<b>6,492</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>259,006</b>	<b>226,984</b>	<b>32,145</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>24,292</b>	<b>77,903</b>	<b>53,734</b>
<b><u>ACCRUED EXPENSES</u></b>			
PILOT	-		
PROVISION FOR OPEB	9,929	9,929	0
PROVISION FOR REPAIRS	13,262	13,262	0
PROVISION FOR COLLECTION LOSS	1,100	1,100	-
<b>TOTAL ACCRUED EXPENSES</b>	<b>24,292</b>	<b>24,291</b>	<b>1</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>283,298</b>	<b>251,275</b>	<b>32,145</b>
<b>NET GAIN (LOSS)</b>	<b>-</b>	<b>53,612</b>	<b>53,735</b>

## EAST HARTFORD HOUSING AUTHORITY

## HUTT HEIGHTS

as of AUGUST 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	85,023	80,680	4,343
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	1,520	(1,520)
DWELLING VACANCY LOSS	-	-	-
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	-	-
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	33,208	14,652	18,556
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	83,212	67,173	16,039
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>201,443</b>	<b>164,025</b>	<b>37,418</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	15,549	15,760	(210)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	7,333	8,510	(1,177)
ACCOUNTING FEES	917	1,329	(412)
OFFICE SUPPLIES	-	-	-
TRAVEL	458	247	211
OTHER OFFICE EXPENSE	5,500	5,088	412
PENSIONS AND OTHER	23,963	23,828	134
PAYROLL TAXES	-	-	-
MANAGEMENT FEES	24,110	24,110	(0)
BOOKKEEPING FEES	2,475	2,475	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>80,305</b>	<b>81,347</b>	<b>(1,042)</b>
<b>UTILITIES</b>			
WATER	18,333	17,138	1,196
ELECTRICITY	22,917	23,725	(808)
GAS	18,333	19,505	(1,172)
FUEL	92	128	(37)
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>59,675</b>	<b>60,496</b>	<b>(821)</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	14,656	16,303	(1,647)
MATERIALS AND SUPPLIES	4,583	6,373	(1,790)
CONTRACTUAL SERVICES	5,500	11,987	(6,487)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>24,739</b>	<b>34,662</b>	<b>(9,923)</b>
<b>OTHER</b>			
REFUSE REMOVAL	6,875	7,365	(490)
INSURANCE	7,578	7,489	89
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
<b>TOTAL OTHER EXPENSE</b>	<b>14,453</b>	<b>14,854</b>	<b>(401)</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>179,172</b>	<b>191,360</b>	<b>(12,188)</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>22,271</b>	<b>(27,335)</b>	<b>49,606</b>
<b>ACCRUED EXPENSES</b>			
PILOT	2,535	2,170	364
PROVISION FOR OPEB	3,933	3,933	0
PROVISION FOR REPAIRS	-	-	-
PROVISION FOR COLLECTION LOSS	917	917	(0)
<b>TOTAL ACCRUED EXPENSES</b>	<b>7,385</b>	<b>7,020</b>	<b>365</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>186,557</b>	<b>198,380</b>	<b>(11,823)</b>
<b>NET GAIN (LOSS)</b>	<b>14,886</b>	<b>(34,356)</b>	<b>49,241</b>

## EAST HARTFORD HOUSING AUTHORITY

## VETERAN'S TERRACE

as of AUGUST 31, 2013

	BUDGET	ACTUAL	ACTUAL
	to-date	to-date	UNDER / (OVER)
RENTAL INCOME - BASE	1,322,310	1,322,310	-
RENTAL INCOME - EXCESS BASE	-	-	-
EXCESS UTILITIES	-	7,919	(7,919)
DWELLING VACANCY LOSS	(17,831)	(8,697)	(9,134)
NON-DWELLING RENTALS	-	-	-
SALES/SERVICE to TENANTS	-	-	-
INTEREST INCOME	-	(76)	76
ANTENNA INCOME	-	-	-
LAUNDRY INCOME	-	-	-
LATE FEE INCOME	-	-	-
MAINTENANCE CHARGES	-	-	-
OTHER INCOME	-	6,318	(6,318)
SECTION 8 SUBSIDY--ADMIN FEE	-	-	-
FEDERAL SUBSIDY	-	-	-
MANAGEMENT FEES	-	-	-
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
TRANSFER from CAPITAL FUNDS	-	-	-
<b>TOTAL INCOME</b>	<b>1,304,479</b>	<b>1,327,774</b>	<b>(23,295)</b>
<b>ADMINISTRATIVE EXPENDITURES</b>			
ADMINISTRATION SALARIES	107,587	109,752	(2,165)
TIME-OFF COMPENSATION ACCRUAL	-	-	-
LEGAL EXPENSE	22,000	20,841	1,159
ACCOUNTING FEES	6,417	-	6,417
OFFICE SUPPLIES	4,583	5,214	(631)
TRAVEL	917	4,825	(3,908)
OTHER OFFICE EXPENSE	10,647	12,934	(2,287)
PENSIONS AND OTHER	187,222	169,380	17,842
PAYROLL TAXES	21,534	18,820	2,714
MANAGEMENT FEES	65,224	-	65,224
BOOKKEEPING FEES	-	-	-
ASSET MANAGEMENT FEES	-	-	-
RESIDENT SERVICES	-	-	-
<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>426,131</b>	<b>341,767</b>	<b>84,364</b>
<b>UTILITIES</b>			
WATER	43,083	39,062	4,021
ELECTRICITY	45,833	33,326	12,507
GAS	152,625	146,072	6,553
FUEL	367	642	(276)
UTILITY LABOR	-	-	-
<b>TOTAL UTILITY EXPENSE</b>	<b>241,908</b>	<b>219,103</b>	<b>22,805</b>
<b>MAINTENANCE</b>			
MAINTENANCE WAGES	151,432	144,635	6,797
MATERIALS AND SUPPLIES	55,000	64,405	(9,405)
CONTRACTUAL SERVICES	50,417	69,736	(19,319)
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>256,849</b>	<b>278,776</b>	<b>(21,927)</b>
<b>OTHER</b>			
REFUSE REMOVAL	11,917	852	11,065
INSURANCE	33,408	33,311	97
INTEREST EXPENSE	-	-	-
PRINCIPAL--MORTGAGE	-	-	-
REPAYMENT TO HCV	-	-	-
<b>TOTAL OTHER EXPENSE</b>	<b>45,325</b>	<b>34,163</b>	<b>11,162</b>
<b>TOTAL ACTUAL EXPENSES</b>	<b>970,213</b>	<b>873,808</b>	<b>96,405</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>334,266</b>	<b>453,966</b>	<b>119,699</b>
<b>ACCRUED EXPENSES</b>			
PILOT	106,257	111,113	(4,855)
PROVISION FOR OPEB	34,212	34,212	(0)
PROVISION FOR REPAIRS	189,214	189,214	(0)
PROVISION FOR COLLECTION LOSS	4,583	4,583	0
<b>TOTAL ACCRUED EXPENSES</b>	<b>334,266</b>	<b>339,122</b>	<b>(4,855)</b>
<b>TOTAL OPERATING &amp; ACCRUED</b>	<b>1,304,479</b>	<b>1,212,930</b>	<b>91,549</b>
<b>NET GAIN (LOSS)</b>	<b>-</b>	<b>114,844</b>	<b>114,844</b>



**Central Office**

**A. Cooperative Parties – Energy Consultant**

- 11-7-12 Bid opening for RFP for Energy Consultant issued by EHHA, Town of East Hartford and Board of Education- 11 responses were received.
- 12-12-12 EHHA evaluation of responses completed. A request for additional information and a revised scope of work was sent to all respondents with a due date of January 8, 2013 due to the holiday period.
- 1-9-13 Evaluation of responses completed. Two finalists selected for interviews.
- 1-31-13 Two finalists interviewed. GDS Associates & Facilities Strategy Group
- 2-1-13 A recommendation for hire should be ready for Board approval for Feb. 20 meeting
- 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
- 6-7-13 Received formal HUD approval and advertized RFP in Courant, construction sites and on NAHRO website.
- 7-1-13 Site visit is scheduled for 7-9-13 for interested Energy Services Providers
- 7-9-13 Site visit conducted with 6 firms represented. Response to written questions sent out on 7-23-13 with proposal due date unchanged for 7-30-13.
- 7-30-13 One proposal received and is now under an evaluation process to determine if all criteria have been met by applicant.
- 8-1-13 no change – previous dates to be deleted for next Board report
- 9-3-13 HUD Energy Center has asked for change in RFQ in two areas. Working with local Field Office to resolve issues in order to move forward with current bidder (Johnson Controls) Next Board report will only list information starting from 9/3/13 to conserve space on report.

**B. Disposition List – Vehicle/Equipment Auction**

- 7-22-13 Vehicles and equipment were surveyed for a potential disposition auction pending Board approval. Auction to be scheduled late August/early September once approval is received.
- 8-21-13 Board approved items for Disposition
- 8-26-13 Arranged for Public Auction advertisement ads with auction date set for 9-5-13
- 9-3-13 Auction being held on 9-5-13 from 10 a.m. to 2 p.m.

**C. CFP 2013 HUD notice**

- 8-8-13 Receive notice from HUD that the CFP 2013 ACC amendments and award amounts would be on website on 8-9-13.

Award amount is \$627,764. Revised CFP 2013 Annual Plan, 5 year plan and prepared ACC amendment signature forms. Reviewed with Executive Director (ED) and signed in triplicate. Obligation start date is September 9, 2013

8-12-13 Delivered completed forms to Hartford HUD field office.

8-14-13 ED approved and signed contract with Capital Studio Architects to complete Environmental Reviews and Statutory Checklists for projects funded under CFP 2013 at \$400 per. There are 4 projects to complete reviews on.

8-15-13 Submitted to HUD the list of exempt budget line items that do not require Statutory Checklist or environmental review.

9-3-13 This item to be removed for future Board reports and individual items to remain under property headings.

### **13- 1 Hockanum Park**

A. Under CFP 2013 funding, the Scag riding mower is to be replaced for Amp 100. Budget amount is \$12,000.

9-3-13 If time permits, will solicit 3 quotes on a replacement Scag riding mower

### **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: also includes 6-1-13 to 8-1-13

8-20-13 property surveyed and problem areas of uneven concrete noted on site plan

9-3-13 No change

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

A. Generator Replacement - 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.

6-3-13 Temporary generator installed at site

6-11-13 Contract signed with Capital Studio Architects for \$8,900 (same rate as Miller Gardens) to fast track the design and bid documents for a new 300 KW diesel generator.

7-1-13 Site visited three times in June for design and KW verification. Design work is on-going.

8-1-13 Design work is substantially complete. Waiting for CFP 2013 funding.

8-28-13 Under CFP 2013, the generator replacement project is budgeted for \$105,000. Mandatory site visit scheduled for interested bidders with a bid due date of 9-9-13 at 3 p.m.

9-3-13 No change in status

**B. Nextel Communications**

7-1-13 Nextel has informally notified us that the cell site at Meadow Hill is no longer needed and they will be terminating the lease. Negotiations started for de-mobilizing of equipment and remaining term of lease payments. Offer was made that they could walk away at a flat rate and EHHA would handle the removal of unwanted equipment.

7-22-13 Nextel had power turned off to all equipment in their lease area.

7-23-13 Made call to Nextel contact and he is working on re-categorizing the necessary de-mobilization needed at cell site prior to our efforts to negotiate. Mr. Regan has been involved with this process.

8-1-13 no change in status

9-3-13 Have had several conversations the past month with Nextel representative. Rental payments should continue until January 1 as the close out process is lengthy. Negotiations are on-going to decide how much equipment will be removed and who will be responsible. Requested bid from contractor familiar with this type of work for information purposes.

**C. Perimeter Fence Replacement**

Under CFP 2013, the replacement of the chain link fencing is planned. Current budget is \$30,000.

9-3-13 Waiting for completion of Environmental Review process. At best case scenario, funds are not available until 9-9-13.

**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: includes 6-3-13 to 8-1-13

8-20-13 Property surveyed and problem areas of uneven concrete or asphalt noted on site plan

9-3-13 No change in status

**13-6 The Highlands**

**A.** 6-25-13 Met with Reliance Environmental to take samples for testing for upcoming EPDM roof replacement funded under CFP 2013.

7-1-13 no change in status

7-29-13 report received verifying that bottom layer of roof is positive for asbestos.

Specifications will be changed to reflect the need for treating materials as ACM and to remove and dispose off following State of Connecticut requirements.

8-1-13 no change in status – waiting for CFP 2013 funding

8-28-13 Mandatory site visit scheduled for interested bidders with a bid due date of 9-9-13 at 2 p.m.

9-3-13 No change in status

**B.** 7-24-13 Met with technicians with Verizon Wireless and looked over building for future cell phone installation site. Technicians indicated this was a viable site and engineer took measurements and borrowed blueprints to start with design. Contract lease negotiations should be on-going over the next couple of months.

8-1-13 no change in status

8-5-13 Receive lease proposal from Legal Counsel of Verizon.

8-5-13 to 8-30-13 Reviewed proposed lease, offered changes/deletions and sent to EHHA Counsel. Toured Engineers at site several times for fact gathering and received schematic diagrams of agreed upon equipment locations.

9-3-13 No change in status. Still under our Legal Review

### **13-6 Heritage Gardens**

A. No other work scheduled

### **Miller Gardens**

A. Generator Replacement – Oil tank removal

8-9-13 Under CFP 2013, the generator replacement project is budgeted for \$105,000 and the oil tank removal is budgeted for \$10,000. These will be separate contracts and bids. Design work for the generator installation was previously completed and this project is out to bid.

8-28-13 Mandatory site visit scheduled for interested bidders with a bid due date of 9-9-13 at 2 p.m. Waiting for completion of Environmental Review process. At best case scenario, funds are not available until 9-9-13.

9-3-13 no change in status

### **MR23 King Court**

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

B. CTEHHI Weatherization grant – received call that more measures have been approved under this grant for King Court. All duplex units will have a new bathroom fan and ceiling box installed. Four-plex (flats) apartments will have the fan checked and if not working/replaced. All units will have the boilers cleaned, serviced, adjusted.

6-26-13 Officers of Resident association notified and residents notified 6-28-13

7-1-13 Work is scheduled to start this date

8-1-13 All duplexes tested received new bathroom fans. All apartments tested had their boiler systems serviced and cleaned. EHHA paid for miscellaneous boiler/heating system repairs as they were found. Several minor boiler repairs are scheduled for the first two weeks of August and this project will be closed out for next Board report.

9-3-13 During the past month, a contractor hired by CL&P surveyed all units receiving work under the Weatherization grant to see that all measures billed for were in fact installed.

Survey work completed on 8-26-13. Additionally, Goodwin College surveyed apartments for environmental testing as part of the purchase/sale process and tested for LBP, mold and asbestos. This survey work was also completed on 8-26-13. This item to be removed for next Board report.

### **Hutt Heights / Larson Center**

A. Parking Lot Replacements

Under CFP 2013 funding, the replacement of the two asphalt parking lots is planned. Current

**Hutt Heights / Larson Center (continued)**

budget is \$30,000.

9-3-13 Waiting for completion of Environmental Review process. At best case scenario, funds are not available until 9-9-13.

**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 To 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.

2-1-13 to 4-1-13 HES site visit is now scheduled for Thursday, April 4.

5-1-13 After the HES rep site visit, a site map with details of exterior fixture counts provided along with boiler & HW heater make and model numbers.

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

6-7-13 & 7-1-13 no change in status

7-26-13 Checked on status and was informed that CRT representative will call me to schedule blower door testing at 10% of the apartments at Veterans Terrace. The Extension to be done at a later date.

8-1-13 no change in status

8-23-13 Blower door testing and weatherization survey completed per HES guidelines. In discussions with Rep. about completing a Letter of Agreement for the lighting and weatherization

9-3-13 No change in status. For next Board report, this item to start with 8-23-13 information.

**B. Property Improvements – Inspections Corrections.**

**B-1** 7-31-13 An IFB for Chimney/Masonry repairs approved and contractors called to visit site.

8-1-13 met with 3 contractors to review the 3 scopes of work at the site. Bids due on 8-12-13.

Project divided into 3 separate bids: 1) VT Chimney Masonry Repairs 2) VTE Chimney Masonry Repairs 3) #3 & 59 Building Masonry Repairs

8-14-13 Contract signed with MJL Home Improvements for Project #3 only to determine quality of work and time frames. Contract amount is \$6,500.

8-28-13 Masonry repairs started.

9-3-13 Brick Masonry repairs at #3 & #59 ongoing.

**B-2** An IFB for asphalt shingle repairs to include all buildings at VT & VTE for inspection and shingle repairs is being prepared for review and approval by the Contracting Officer.

8-19-13 Met with contractors at site to review IFB. Shingle material to be supplied by EHHA and quote if for labor rate only with miscellaneous items to be supplied by contractor. Our Clerk will monitor all work hours.

MR-23A Veterans Terrace & Extension (continued)

8-27-13 Bid due date. MJL Home Improvements was the low bidder of the 4 bids returned.

8-29-13 Contract signed and amount is not to exceed \$25,000. Materials on order and work should start by 9/5/13.

9/3/13 Shingle roof repairs materials purchased by EHHA.

**B-3** An IFB for concrete stoop repairs, primarily for several of the back stoops at the Extension is being prepared for review and approval by the Contracting Officer

9-3-13 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 AUGUST 1, 2013 THROUGH AUGUST 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 September
13-1	HOCKANUM PARK	100	98	0	1		1	99
13-2	SHEA GARDENS	47	47	0	0		0	47
13-3	ROCHAMBEAU	50	47	0	1		2	48
13-5	ELMS VILLAGE	85	85	2	0		2	83
13-4	MEADOW HILL	120	119	2	1		2	118
13-6	HERITAGE GARDENS	46	45	0	0		1	45
13-6	THE HIGHLANDS	54	52	0	2		0	54
13-7	MILLER GARDENS	86	85	0	1		0	86
E-6	HUTT HEIGHTS	29	28	0	0		1	28
<b>Federal Totals</b>		<b>617</b>	<b>606</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>9</b>	<b>608</b>
MR23	KING COURT	50	49	0	0		1	49
MR23A & MR58	VETERANS TERRACE AND EXTENSION	150	148	1	1		2	148
<b>TOTALS</b>		<b>817</b>	<b>803</b>	<b>5</b>	<b>7</b>	<b>0</b>	<b>12</b>	<b>805</b>

<b>Total Occupancy Rate</b>	<b>98.53%</b>
<b>Federal Occupancy Rate</b>	<b>98.54%</b>

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

6c

TO: EHHA BOARD OF COMMISSIONERS

FROM: A Christine Paisley, Housing Programs Manager

**SECTION 8 UTILIZATION REPORT FOR AUGUST 2013**

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

	Total Units Allocated	Total Units Leased	Total HCV & Outgoing Payables
HCV	424	386	
OUTGOING PAYABLES		34	420
TENANT PROTECTION	7	7	
<b>Total</b>	<b>431</b>	<b>427</b>	

PORTABLE ADMINISTERED

<b>Total</b>	<b>52</b>
--------------	-----------

VOUCHERS ISSUED

NOT CURRENTLY UNDER CONTRACT - searching	5
--	---

<b>GRAND TOTAL</b>	<b>479</b>
------------------------	------------

<b>% HCV Utilized 99.06%</b>	+	<b>% TPV Utilized 100.00%</b>	=	<b>TOTAL % Utilized 99.07%</b>
--------------------------------------	---	---------------------------------------	---	--

\*\*\*\*\*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 7 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 September 13, 2013 Accompanying Summary Process Status Report for September 18, 2013 Commissioners Meeting

McCogle, 88 Columbus Street A-1	121.25
Ramirez, 84 Mill Road (281.00 tendered at HA)	893.00
Toomey, 8 Mill Road	1,918.60
Chappell, 103 Mill Road	*272.00
Mejia, 53 Mill Road	*203.00
Smith, L, 63 Hamilton Road	<u>*548.00</u>
	\$3,955.85

There were no other tenders on account of July non-payments. \*These sums were tendered on or before September 12, 2013. Any sums tendered after September 12, 2013 but on or before September 16, 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 SEPTEMBER 12, 2013**

<b>Matter</b>	<b>Notation</b>	<b>WSC</b>	<b>Def. Mot.</b>	<b>Judg.</b>
CONDELL ET AL 55 Hamilton Road	Stipulated Final stay through 10/31			9/3
DANIELS 75 King Court	9/12 Non-compliance Affidavit and Execution to Court			
FORD 68 Silver Lane, Unit 27	Stipulated 9/17 Objection to Execution			4/15
LUDWIG 33 Hamilton Road	9/24 Trial set			
MARTIN 68 Silver Lane Unit 44	9/13 Trial set			
McCOGGLE 88 Columbus Street A-1	8/27 Stipulation met			
PIETRUSZKA 72-2 Cannon Road	9/24 Trial set			
RAMIREZ, J 84 Mill Road	Stipulated			7/16
TOOMEY 8 Mill Road	Stipulated			8/16
ZIEKY 101 Connecticut Boulevard, Apt 5M	Stipulated			6/25



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 Empty	Date Painted	Work Started	Completion	Ready to Rent	Date Leased	Days to Turn	Total Days	Lease Days	
13-4	1H	1	Fair	10/1/2012	10/3/2012	10/5/2012	10/11/2012	10/10/2012	10/11/2012	8	8	0	
13-4	8M	1	Good	10/1/2012	10/5/2012	10/10/2012	10/12/2012	10/12/2012	11/13/2012	10	41	31	
13-7	413	1	Good	9/28/2012	10/1/2012	10/1/2012	10/5/2012	10/5/2012	10/23/2012	6	23	17	
13-6	W2-5	0	Poor	9/27/2012	10/5/2012	10/10/2012	10/12/2012	10/12/2012	10/15/2012	14	16	2	
13-4	4A	1	Good	9/27/2012	10/1/2012	10/1/2012	10/5/2012	10/5/2012	10/11/2012	7	12	5	
13-6	3L	0	Poor	9/20/2012	9/24/2012	9/24/2012	9/28/2012	9/28/2012	10/4/2012	7	12	5	
13-4	1B	1	Fair	10/9/2012	10/12/2012	10/15/2012	10/19/2012	10/19/2012	11/15/2012	9	35	26	
13-7	601	1	Fair	11/4/2012	11/6/2012	11/5/2012	11/9/2012	11/9/2012	11/26/2012	4	20	16	
13-4	3H	1	Fair	10/30/2012	11/1/2012	11/1/2012	11/5/2012	11/9/2012	12/4/2012	9	33	24	
13-6	E3	0	Poor	11/6/2012	11/9/2012	11/14/2012	11/19/2012	11/20/2012	1/8/2012	14	0	0	
13-7	108	1	Poor	11/13/2012	11/15/2012	11/15/2012	11/20/2012	11/20/2012	11/21/2012	6	6	0	
13-4	1C	1	Good	12/3/2012	not needed	12/3/2012	12/5/2012	12/4/2012	12/6/2012	0	1	1	
13-7	105	1	Poor	12/17/2012	12/18/2012	12/18/2012	12/28/2012	12/31/2012	1/4/2013	13	16	3	
13-4	4L	1	Fair	1/3/2013	not needed	1/2/2013	1/3/2013	1/3/2013	1/15/2013	0	10	11	
13-6	4J	1	Good	2/7/2013	not needed	1/28/2013	1/31/2013	1/31/2013	2/4/2013	0	0	0	
13-6	W2-6	0	Fair	2/1/2013	1/22/2013	1/31/2013	2/7/2013	2/6/2013	2/15/2013	4	12	8	
13-4	8G	1	Good	1/10/2013	1/22/2013	1/23/2013	1/30/2013	2/4/2013	3/11/2013	24	58	34	
13-7	104	1	Good	1/29/2013	2/4/2013	2/8/2013	2/14/2013	2/26/2013	3/6/2013	27	34	7	
13-4	8H	1	Fair	2/2/2013	2/4/2013	2/5/2013	2/12/2013	2/20/2013	3/28/2013	17	52	35	
13-6	E4	0	Poor	3/1/2013	2/19/2013	3/5/2013	3/13/2013	3/12/2013	3/14/2013	10	11	1	
13-6	2H	1	Fair	2/8/2013	2/20/2013	2/21/2013	3/1/2013	3/5/2013	4/1/2013	24	50	26	
13-4	3B	1	Poor	2/19/2013	2/26/2013	3/11/2013	3/20/2013	3/21/2013	3/28/2013	29	35	6	
13-4	7G	1	Fair	3/4/2013	3/12/2013	3/13/2013	3/21/2013	3/20/2013	4/5/2013	15	30	15	
13-6	W2	0	Fair	3/27/2013	4/1/2013	4/3/2013	4/10/2013	4/8/2013	4/17/2013	11	19	8	
13-7	201	1	Good	3/31/2013	4/2/2013	4/3/2013	4/9/2013	4/5/2013	4/30/2013	4	28	24	
13-6	2D	1	Poor	4/12/2013	4/14/2013	4/15/2013	4/18/2013	4/18/2013	4/17/2013	5	3	0	
13-6	W2-11	0	Fair	4/11/2013	4/15/2013	4/15/2013	4/22/2013	4/24/2013	6/27/2013	12	75	63	
13-7	401	1	Good	5/22/2013	5/23/2013	5/22/2013	5/24/2013	5/24/2013	7/8/2013	1	45	44	
13-4	3K	1	Poor	4/30/2013	5/1/2013	5/1/2013	5/8/2013	5/8/2013	5/21/2013	7	19	12	
13-7	606	1	Poor	4/22/2013	4/25/2013	4/25/2013	5/2/2013	5/2/2013	5/13/2013	9	19	10	
13-4	8F	1	Poor	5/1/2013	5/7/2013	5/9/2013	5/17/2013	5/22/2013	8/14/2013	20	103	83	
13-7	102	1	Fair	4/30/2013	5/2/2013	5/3/2013	5/10/2013	5/9/2013	7/3/2013	8	62	54	
13-7	211	1	Fair	6/21/2013	5/23/2013	5/24/2013	6/5/2013	6/5/2013	8/12/2013	0	50	67	
13-6	1G	1	Good	7/30/2013	7/31/2013	7/31/2013	8/2/2013	8/2/2013	8/29/2013	2	28	26	
13-6	5C	1	Fair	6/5/2013	6/9/2013	6/5/2013	6/7/2013	6/11/2013	8/28/2013	5	82	77	
13-6	W2	0	Good	7/30/2013	not needed	7/31/2013	8/2/2013	8/2/2013		2			
13-4	2B	1	Good	9/1/2013	8/6/2013	8/20/2013	8/30/2013	8/29/2013		0			
13-4	6B	1	Poor	8/23/2013	9/3/2013								
13-4	1C	1	Fair	9/1/2013									
42													
43													
44													
45													
46													
47													
48													
49													
50	<b>Averages</b>										<b>Days to Turn</b>	<b>Total Days</b>	<b>Lease Days</b>
51											<b>9.27</b>	<b>29.94</b>	<b>21.17</b>
52													
53	* Red Text = Unit Offline												





---

---

SEPTEMBER 18, 2013 BOARD MEETING

---

---

TO: BOARD OF COMMISSIONERS  
FROM: DEBRA BOUCHARD  
DATE: 9/13/2013

---

EXECUTIVE DIRECTOR REPORT

- King Court Sale and Disposition
  1. EHHA is still waiting on an answer from the Department of Housing on the sale and disposition of King Court.
  
- Veteran's Terrace Development
  1. After receiving the Preconstruction Grant award letter for \$150,000, EHHA respectfully asked the Commissioner of the Department of Housing to increase our award to \$500,000 to finish up the preconstruction in order to be ready to put in finance and grant applications.
  2. EHHA developed an RFP for a developer consultant for Veteran's Terrace to add to our internal capacity. The advertisement went in the Hartford Court on Friday, September 13<sup>th</sup> as well as being placed on the Town's website. We expect to bring a recommendation to the Commissioners at October's Board meeting.
  3. In order to begin development, EHHA has partnered with PHRN to do some resident outreach. Our first joint meeting will be on Wednesday, September 25<sup>th</sup> where we will explain the process, our roles and responsibilities and their right to involvement throughout the process.
  4. EHHA signed a 20 year assistance agreement and a new rent schedule increasing the subsidy at the property.
  5. Applied for TD Bank's \$100,000 Housing for Everyone Grant to supplement funding.
  
- Scatter Site Program
  1. Applied for TD Bank's \$100,000 Housing for Everyone Grant to supplement the gap in funding.
  2. No movement from the DOH on obtaining the funds.



EAST HARTFORD HOUSING AUTHORITY

RESOLUTION NO. CT013-102-09-2013

A RESOLUTION authorizing the East Hartford Housing Authority Tenant Accounts Receivable Write-offs effective September 18 2013.

WHEREAS, the Board of Commissioners (the "Board") of the East Hartford Housing Authority adopted its Resolution No. 102, for the Vacated Tenant Accounts Receivable Write-offs.

ADOPTED by the Board of Commissioners of the East Hartford Housing Authority at its regular meeting open to the public on September 18, 2013.

HOUSING AUTHORITY of East Hartford

---

ATTEST:

---

Secretary, Debra M. Bouchard



Tenants Accounts Receivable Writeoffs

9/30/2013

Amp 1	\$9,968.09
Amp2	\$12,684.39
Amp3	\$3,840.00
VT	\$8,217.66
KC	\$2,130.59
Total	<u><u>\$36,840.73</u></u>

**Unsettled Move out Accounts**

**Development :** AMP 100  
**Development #:** CT013000100P

Resident Name	Tax ID	Unit ID	Move Out Date	Current Balance	Paid Balance
		171	04/08/2013	1,074.67	0.00
		105	01/08/2013	45.00	0.00
		191	07/26/2013	2,036.00	0.00
		378	08/28/2013	-27.00	0.00
		390	08/22/2013	-85.00	0.00
		135	07/11/2013	2,731.00	0.00
		67	01/08/2013	1,243.90	0.00
		388	05/15/2013	95.00	0.00
		182	07/17/2013	128.00	0.00
		20	03/07/2013	1,013.28	0.00
		49	07/15/2013	1,713.24	0.00
<b>Total Unsettle amounts for Development AMP 100:</b>				<b>9,968.09</b>	<b>0.00</b>

**Development :** AMP 200  
**Development #:** CT013000200P

Resident Name	Tax ID	Unit ID	Move Out Date	Current Balance	Paid Balance
		458	07/30/2013	1,493.00	0.00
		234	04/30/2013	850.00	0.00
		524	06/21/2013	527.00	0.00
		509	01/29/2013	2,421.00	0.00
		279	03/04/2013	21.00	0.00
		429	03/27/2013	2,480.00	0.00
		492	02/03/2013	275.00	0.00
		291	01/10/2013	1,096.00	0.00
		544	05/22/2013	785.00	0.00
		262	08/23/2013	38.00	0.00
		429	07/30/2013	1,212.00	0.00
		469	02/08/2013	82.00	0.00
		465	04/10/2013	1,404.39	0.00
<b>Total Unsettle amounts for Development AMP 200:</b>				<b>12,684.39</b>	<b>0.00</b>

**Unsettled Move out Accounts**

**Development :** Hutt Heights  
**Development #:** CT013000300P

<b>Resident Name</b>	<b>Tax ID</b>	<b>Unit ID</b>	<b>Move Out Date</b>	<b>Current Balance</b>	<b>Paid Balance</b>
		1267	06/15/2013	425.00	0.00
		1273	07/25/2013	3,415.00	0.00
<b>Total Unsettle amounts for Development Hutt Heights:</b>				<u>3,840.00</u>	<u>0.00</u>

\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*

**Unsettled Move out Accounts**

**Development :** Veterans Terrace  
**Development #:** CT013010

<b>Resident Name</b>	<b>Tax ID</b>	<b>Unit ID</b>	<b>Move Out Date</b>	<b>Current Balance</b>	<b>Dep. Paid Balance</b>
		2137	01/09/2012	2,454.80	0.00
		2089	01/27/2012	232.23	0.00
		2106	02/03/2012	2,407.76	0.00
		2133	06/25/2012	1,409.80	0.00
		2143	06/26/2012	310.44	0.00
		2144	08/06/2012	1,402.63	0.00

**Total Unsettle amounts for Development Veterans Terrace:**                      8,217.66                      0.00

**Unsettled Move out Accounts**

**Development :** King Court  
**Development #:** CT013008

<b>Resident Name</b>	<b>Tax ID</b>	<b>Unit ID</b>	<b>Move Out Date</b>	<b>Current Balance.</b>	<b>Paid Balance</b>
		1027	12/19/2011	653.57	0.00
		1026	02/13/2012	1,193.04	0.00
		1069	08/01/2012	128.68	0.00
		1007	08/07/2012	155.30	0.00

**Total Unsettle amounts for Development King Court:** 2,130.59 0.00

To: Debra Bouchard, Executive Director  
 From: Andre Dumas, Asset Coordinator & Joseph Regan, Finance Director  
 Date: September 12, 2013  
 Subject: Energy Audit Agreement  
 Recommendation to sign contract with Johnson Controls

In June, 2013, we advertized a Request For Proposals (RFP) for interested and qualified Energy Service Companies (ESCO) to work with us to seek a HUD approved Energy Services Agreement using the Energy Performance Contract (EPC) methodology. The HUD approval letter authorizing this advertisement is attached.

We met with interested firms on July 9 to review the RFP specifications and toured the affected properties. Our Energy Consultant, Facilities Strategy Group (FSG) was present for this tour. RFP Proposals were due July 30 and we received one proposal from Johnson Controls.

EHHA and FSG have independently completed reviews of the Johnson Controls proposal. We both find Johnson Controls (JC) has met all criteria of the RFP and that they are very well versed in the HUD protocols and EPC process. They have successfully completed similar projects, nationwide.

The cost of the Investment Grade Energy Audit (IGEA) for our agency as stated in the Johnson Controls proposal is \$25,000. However, should we have energy cost savings measures to include in a HUD approved Energy Performance Contract (EPC), then the energy audit contract costs can be rolled into the work projects which are financed and paid through anticipated energy savings.

We recommend that the Board authorize our agency to move forward with a contract with Johnson Controls to complete an IGEA. We do anticipate that we will have several major energy savings projects recommended through the energy audit and after receiving HUD approval as required, that we should proceed with completing these projects to reduce our current and future energy usage and reduce our operational expenses.



Andre Dumas  
East Hartford Housing Authority  
546 Burnside Avenue  
East Hartford, CT 06108

Dear Mr. Dumas,

Facility Strategies Group, LLC. has worked with the East Hartford Housing Authority to solicit qualified energy conservation companies to provide an Investment Grade Audit and Energy Performance Contracting services. After issuing a Request for Proposals package, the housing authority received one proposal from Johnson Controls. After carefully reviewing the proposal and applying the evaluation criteria as set forth in the RFP, FSG has determined that Johnson Controls is qualified and capable of providing the required services. FSG recommends EHHA select and enter into a contract with Johnson Controls and move forward with the Investment Grade Energy Audit process.

If there are any questions or concerns, please contact FSG at (803) 548-3905.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Pesce", with a long horizontal flourish extending to the right.

Matt Pesce, P.E.  
Principal



U.S. Department of Housing and Urban Development  
Hartford Field Office  
Office of Public Housing  
20 Church Street, 10<sup>th</sup> Floor  
Hartford, Connecticut 06103-3220  
E-mail Address: [Jennifer.R.Gottlieb@hud.gov](mailto:Jennifer.R.Gottlieb@hud.gov)

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

Debra Bouchard  
Executive Director  
East Hartford Housing Authority  
546 Burnside Ave  
East Hartford, CT 06108

JUN 07 2013

Dear Ms. Bouchard:

Subject: EPC RFP Approval

We have reviewed the Request for Proposal (RFP) submitted to this office on June 5, 2013 for approval to procure the services of an Energy Service Company (ESCO) for the purpose of completing a third phase of Energy Performance Contracting for the East Hartford Housing Authority (EHHA).

This Office has completed its regulatory review of the RFP and determined that it complies with all of the necessary components outlined in the RFP Technical Review Checklist. Your RFP is therefore approved for distribution to appropriate ESCOs.

We recommended that the EHHA utilize the following national organizations, in addition to any others it deems appropriate, to advertise this RFP:

- a. National Association of Housing & Redevelopment Officials (NAHRO, [www.nahro.org](http://www.nahro.org))
- b. Public Housing Authority Directors Association (PHADA, [www.phada.org](http://www.phada.org))

Additionally, we recommend that the EHHA develop a "Finding of Fact" documenting the selection process, including copies of all signed evaluation forms.

If you have any questions please contact Brian Schlosnagle, Engineer, at (860) 240-9730 or at [brian.j.schlosnagle@hud.gov](mailto:brian.j.schlosnagle@hud.gov).

Sincerely,

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

Jennifer Gottlieb  
Program Center Coordinator



**Request for Proposal (RFP)**  
**Energy Services**

The Housing Authority of the Town East Hartford (EHHA), hereby gives public notice of their intent to utilize a competitive procurement process, in accordance with 24 CFR 85.36, for the procurement of a qualified Energy Services Company (ESCO). EHHA is issuing this RFP for the following purposes: to maximize energy conservation measures and savings; to improve the living conditions and quality of life for their residents; and, to position the agency to enhance long-term operational efficiencies and cost effectiveness

The selected Energy Services Company will assist EHHA in achieving energy conservation and cost savings goals in their Public Housing properties through a guaranteed savings agreement. EHHA desires to take advantage of energy performance contracting and the other energy saving incentives available through the U.S. Department of Housing and Urban Development. As mutually agreed by EHHA and the selected ESCO, the services to be provided by the ESCO pursuant to this RFP may include additional services. Responding ESCOs should provide a price to complete a detailed engineering study as well as qualifications to complete turnkey engineering, construction, training and financial services as detailed in the RFP documents.

Bidders are invited to submit a proposal to the East Hartford Housing Authority, 546 Burnside Avenue no later than Friday, July 30, 2013 by 2:00 p.m. A site visit/pre-bid meeting is scheduled for Tuesday, July 9, 2013 at 9:00 a.m. at #40 Elms Village Drive (Community Room), East Hartford, CT 06118, with continuing site visits scheduled for Wednesday, July 10 to start at 9 a.m. All interested respondents are encouraged to attend.

Proposals will be evaluated, and the firm whose proposal is most advantageous to the East Hartford Housing Authority will be selected, subject to negotiation of fair and reasonable compensation.

Interested Energy Services Companies may receive a copy of the Request for Proposal (RFP) by contacting the EHHA contact person, Andre Dumas at the following address: 546 Burnside Avenue, East Hartford, CT 06108 or by email at [adumas@ehhousing.org](mailto:adumas@ehhousing.org) or by calling 860-290-8301, x101.

The Housing Authority of the Town East Hartford is an equal opportunity agency, which does not discriminate against any person because of race, color, age, religion, sex, national origin, handicap and/or familial status.

Debra Bouchard  
Executive Director  
Housing Authority of the Town East Hartford

**East Hartford Housing Authority  
East Hartford, Connecticut**

**Request for Qualifications & Proposals  
Energy Performance Contracting Services**

**June 5, 2013**

**Deadline:**

July 30, 2013 by 2:00 PM

**Mandatory Site Visit:**

July 9-10, 2013

**The East Hartford Housing Authority's coordinator ("EHHA's Coordinator") for all matters concerning this RFP is:**

*Andre Dumas*

East Hartford Housing Authority

546 Burnside Avenue

East Hartford, Connecticut

TEL (360) 290-8301 x101

Fax (360) 290-8308

adumas@ehhousing.org

East Hartford Housing Authority, East Hartford, Connecticut  
 Request for Qualifications & Proposals  
 Energy Performance Contracting Services

**TABLE OF CONTENTS**

<b>1</b>	<b>OVERVIEW .....</b>	<b>1</b>
<b>2</b>	<b>THE PROCUREMENT PROCESS.....</b>	<b>1</b>
2.01	SUBMISSION OF A WRITTEN PROPOSAL .....	1
2.02	SITE VISIT AND PRELIMINARY ENERGY AUDIT .....	2
2.03	EVALUATION .....	2
2.04	ORAL INTERVIEW .....	2
2.05	BEST AND FINAL OFFER .....	2
2.06	DEVELOPMENT OF THE CONTRACT .....	2
2.07	AMP (ASSET MANAGEMENT PROJECT).....	3
2.08	SELECTION TIMETABLE .....	3
<b>3</b>	<b>CONTRACT AWARD.....</b>	<b>3</b>
3.01	QUALIFICATIONS OF FIRM (0-15 POINTS) .....	3
3.02	PROJECT MANAGEMENT (0-20 POINTS) .....	3
3.03	TECHNICAL APPROACH (0-30 POINTS).....	4
3.04	FINANCIAL APPROACH (0-25 POINTS).....	4
3.05	LEGAL APPROACH (0-10 POINTS) .....	4
<b>4</b>	<b>CONTRACT SPECIFICS .....</b>	<b>5</b>
4.01	CONTRACT DURATION .....	5
4.02	SCOPE OF SERVICES.....	5
4.03	EFFICIENCY, GREEN AND RENEWABLE DESIGN FEATURES .....	5
4.04	RENEGOTIATION.....	6
4.05	PROPOSAL COSTS .....	6
4.06	NECESSARY CONTRACT PROVISIONS .....	6
<b>5</b>	<b>CONTRACT PROVISIONS .....</b>	<b>7</b>
5.01	BONDING.....	9
5.02	INSURANCE .....	9
5.03	HOLD HARMLESS AGREEMENT.....	10
5.04	INTEREST OF CONTRACTOR .....	10
5.05	CONDUCT OF CONTRACTOR .....	10
5.06	DISALLOWANCE .....	10
<b>6</b>	<b>ATTACHMENTS.....</b>	<b>11</b>
	Attachment A Required Documentation	
	Attachment B Documentation Checklist	
	Attachment C ESCo Profile Form	
	Attachment D HUD Forms 5369-B, 5369-C, 5370-C	
	Technical Appendix	

*East Hartford Housing Authority  
East Hartford, Connecticut  
Request for Qualifications & Proposals  
Energy Performance Contracting Services*

*June 5, 2013*

## **1 OVERVIEW**

It is the intention of the East Hartford Housing Authority of East Hartford, Connecticut (EHHA) to enter into a contract to obtain energy conservation technology and services to reduce its energy consumption and related expenditures. Toward this end, the EHHA is soliciting proposals from energy services companies (ESCOs) to increase the energy efficiency of the locations in the Technical Appendix at the end of this document.

The EHHA is interested in entering into a cooperative relationship with an energy services firm to implement a full range of water and energy conservation measures and related capital improvements, to be financed through a performance-based, guaranteed savings contract, or a similar agreement at no initial capital cost to the EHHA itself. Energy services will result in reduced energy consumption and associated costs for one or more of the following systems: water; lighting; heating, ventilation and air conditioning; the building envelope; and/or domestic energy consumption, including domestic refrigeration and hot water heating. In addition, the EHHA is interested in savings that do not result directly from the reduction in consumption, such as fuel switching, demand reductions, utility rebates and incentives, and onsite distributed electricity generation.

EHHA is interested in integrating green design features, including installation of solar photovoltaic systems, solar thermal, small scale wind, geothermal, and co-generation systems with ESCo initiated energy conservation work. EHHA, therefore, requests that proposers be prepared to discuss how they would approach such integration of green design and solar features, include cost estimates, and possible state and utility rebates.

The EHHA requires a minimum guaranteed savings approach to the project. If the project does not generate the guaranteed level of savings in any given year, the ESCo will be responsible for reimbursing the EHHA the amount of the shortfall necessary to pay for annual project financing and all related contract obligations. At a minimum, the energy cost savings achieved by the installed projects over the contract term must be sufficient to cover all project costs including debt service, EHHA project management, third party commissioning, verification costs, and contractor implementation costs. Annual cost savings from ESCo initiated improvements, which exceed the guaranteed minimum savings, will be utilized by EHHA at its properties.

Services to be provided by the selected ESCo may include, but are not limited to, a preliminary energy audit, an investment grade energy audit, and the design, acquisition, installation, modification, and maintenance of existing and/or new energy-related equipment.

The Housing Authority's obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the Housing Authority shall arise for payment beyond June 30 of the calendar year unless funds are made available from the U. S. Department of Housing and Urban Development for such performance.

## **2 THE PROCUREMENT PROCESS**

The process for obtaining energy services is expected to follow these steps:

### **2.01 Submission of a Written Proposal**

In accordance with this RFP, proposers will submit one (1) original proposal and three (3) copies including Attachments B and C and all supporting and supplemental documentation requested in Attachment A. Submittals should be double sided. This documentation is intended to demonstrate the firm's qualifications for undertaking this project and ESCOs are, therefore, asked to be complete and thorough in their submissions.

Proposals should be placed in a sealed envelope addressed to East Hartford Housing Authority, 546 Burnside Avenue, East Hartford, CT 06108; c/o Andre Dumas, and marked RFP for Energy Performance Contracting Services. Proposers will also send one (1) submittal hard copy and one electronic copy on USB drive to Facility Strategies Group, LLC, 1012 Market Street, Suite 307, Fort Mill, SC 29708. All proposals must be received no later than 2:00 PM on July 30, 2013. All proposals become the property of the EHHA and will not be returned to the submitting firm. In addition, all costs associated with preparation of the written proposal will be borne by the proposer.

#### **2.02 Site Visit and Preliminary Energy Audit**

All ESCOs considering submitting proposals in response to the RFP are required to attend a two-day site visit of EHHA sites and perform a preliminary energy audit for The Highlands development and the Shea Gardens development. Site visits will take place on July 9 and 10. ESCOs should plan to have engineers available to walk the properties. Representatives of the EHHA will be available to answer questions about the ESCO selection process and the properties in question during the walk-through inspection of the buildings. Site visits will commence at 9:00 a.m. each day and conclude by 4:00 p.m. and will start from the East Hartford Housing Authority, located at 546 Burnside Avenue, East Hartford, CT 06108. The site visit is mandatory so that ESCOs can prepare their proposals with a base knowledge of the properties.

All firms will walk the properties together, allowing uniform answers to be provided to all questions. Firms which were unable to send engineers to these meetings, or firms which would like to visit the buildings again, should contact EHHA's Coordinator to arrange a separate meeting. ESCOs must perform site visits by July 12, 2013. Any additional questions must be submitted by email to EHHA's Consultant, Will Avery with Facility Strategies Group at [wavery@fstrategies.com](mailto:wavery@fstrategies.com), no later than July 19, 2013. All respondents are encouraged to carefully evaluate the building profile data contained in the technical appendix in order to enhance their understanding of existing building conditions and retrofit opportunities.

#### **2.03 Evaluation**

For all firms submitting a written proposal, the EHHA will thoroughly read and evaluate the written proposal based on the criteria listed in the Contract Award section (see below). In addition, the EHHA may contact prior clients of each ESCO to inquire about the performance of the firm and its retrofits in situations similar to those faced by the EHHA. Following evaluation of all written submissions and all reference interviews, the EHHA may select three (3) qualified ESCOs for further competition.

#### **2.04 Oral Interview**

Each of the selected firms will participate in a detailed oral interview to answer questions from the EHHA and to more fully discuss how their approach to this project satisfies the requirements set forth in this RFP. Persons with technical responsibility for energy analysis, construction project management, savings verification, and contracts management should attend. Other staff and managers are optional. Interview questions and logistical information will be mailed to the finalists by the EHHA approximately seven (7) days prior to the interviews.

#### **2.05 Best and Final Offer**

Following the oral interviews, EHHA may request finalists to submit any necessary modifications of their written proposals. Such modifications must be submitted within 7 days of EHHA requesting a modification and will be considered in conjunction with the original proposal.

#### **2.06 Development of the Contract**

Based on the information provided in the written proposal and in the oral interview, the EHHA will select the best qualified firm to conduct a complete technical analysis of all EHHA federal developments and to propose an energy performance contract, including contract terms, a complete set of proposed energy improvements, including detailed scopes of work, a timetable for project implementation, a detailed description of services to be provided, specific financing terms and arrangements, and an estimate of energy savings, as well as special conditions offered by the company. EHHA will execute a contract for the investment grade energy audit, which must be provided as part of the response to this RFP. EHHA intends to negotiate a separate performance contract for program implementation that includes a minimum savings guarantee.

If an acceptable energy services agreement for a performance contract is not submitted within 15 days of receipt of the investment grade energy audit, the EHHA reserves the right to initiate negotiations with the second-ranked ESCo. Field office representatives of the Department of Housing and Urban Development (HUD) must approve the energy services agreement and any requested waivers to Department regulations and policy.

**2.07 AMP (Asset Management Project)**

The process for submission to HUD will follow AMP procedures where energy conservation measures, baselines, costs, and other contract features will first be evaluated by Site, then rolled up by AMP for the purpose of HUD submission.

**2.08 Selection Timetable**

The ESCo selection process will follow this schedule:

No.	Activity	Tentative Timing
1	Issue RFP	June 12, 2013
2	Site Visits for Preliminary Audit for Proposal	July 9-10, 2013
3	Proposals Due (2:00 P.M.)	July 30, 2013
4	Proposals Reviewed, Information Emailed to Finalists	Aug. 1 – Aug. 14
5	Oral Interviews	Aug. 15 – Aug. 31
6	EHHA Board Approval of Selected ESCo (dependent on next board meeting date)	Sep. 18, 2013
7	Audit Contract Executed	By Oct. 19, 2013
8	Preliminary Investment Grade Audit	Dec. 31, 2013
9	Technical Audit (Investment Grade) delivered	Feb. 28, 2014
10	EHHA Board Approval of Energy Services Contract (next board meeting date*)	March 19, 2014
11	Final Contract sent to HUD for Approval	April 19, 2014
12	Final Contract Executed (Within 2 weeks of HUD Approval)	June 1, 2014

**3 CONTRACT AWARD**

ESCOs will be evaluated and ranked on the basis of their written proposals, oral interviews, and the responses and recommendation of previous clients according to the following criteria, which are not listed in any particular order. A total of 100 points may be awarded.

**3.01 Qualifications of Firm (0-15 points)**

- Description of overall capabilities
- Number of years in business
- General experience and background with similar programs
- Existing quality policy
- Familiarity with local conditions and use of local office infrastructure
- Evidence of demonstrated ability with similar projects

**3.02 Project Management (0-20 points)**

- Clear assignment of responsibility for various project tasks to specific individuals
- Ability to manage construction, repairs, regular service, and emergencies effectively
- Comprehensiveness of management, maintenance, and monitoring services to be provided and the specific benefits to the EHHA

- Ability to complete all phases of the project on schedule
- Responsiveness to the specific goals identified in this RFP and its technical appendices
- Quality of communication skills of the ESCo's representatives at the oral interview
- Ability to coordinate project construction with local utilities, subcontractors, equipment suppliers, EHHA personnel, and residents of occupied buildings
- Ability to interface ESCo's project management with EHHA management
- Ability to coordinate ESCo's improvement measures with possible EHHA unit improvements
- Quality assurance
- Record and accountability for similar projects

**3.03 Technical Approach (0-30 points)**

- Understanding of the existing building conditions, structure, systems, operations, and schedules
- Qualifications of the technical design personnel
- The number of past retrofit projects completed by the person(s) responsible for this project's technical design that include technical measures like those expected to be included in this project
- Quality of a sample technical analysis for a similar type of facility that has been completed by the person(s) responsible for this project's technical design
- Reliability of equipment performance in the ESCo's past retrofit projects
- Documented energy savings of previous retrofit projects managed by the ESCo
- Comprehensiveness and clarity of the technical approach to this project, based on improvements likely to be included and on the conceptual design creativity demonstrated during the oral interview
- Quality and comprehensiveness of typical baseline energy and water use calculation methodology
- Methodology to monitor energy consumption
- Approach to adapting central strategies, equipment, and maintenance practices in response to changes in utility rates, technology, and building conditions in order to enhance project performance
- Technical field support including emergency response provisions
- Resident Orientation & Training
- Preliminary audit submittal
  - Relevance, accuracy, and detail of preliminary audit, including site specific discussion of existing conditions and anticipated conservation measures
  - Use of proven and innovative technology solutions beyond "vanilla" implementation
  - Green technology and renewable energy measures descriptions as well as a discussion on the approach and cost to convert master meter systems to retail metered tenant paid utilities, if applicable

**3.04 Financial Approach (0-25 points)**

- Financial soundness and stability of the ESCo
- Demonstrated ability to provide or arrange project financing
- Sample Financing arrangement proposed for this project
- Cost of the energy audit, project development, construction management, and overhead and profit, and other costs as requested in Attachment A
- Quality and clarity of the financial savings calculations, including the intended calculation methodology
- Reconciliation accounting methods for adjusting windfalls/shortfalls in project cash flow
- Completeness of most recent annual fiscal report
- Terms of the guarantee of the project's financial performance
- Preliminary audit submittal
  - Detail of proposed savings and anticipated project size developed for a 20 year term
  - Costing approach as applied to proposed measures and anticipated savings
  - Accuracy of savings estimates and likelihood that the measures will cash flow as proposed
  - Rebates and incentives available for specific measures

**3.05 Legal Approach (0-10 points)**

- Demonstrated understanding of and familiarity with HUD regulations pertaining to Energy Performance Contracting
- Quality of proposed sample legal agreement
- Contractual provisions to accommodate changes in building energy use (i.e., occupancy, schedule, etc.)
- Flexibility of proposed legal agreement to accommodate the needs of the EHHA
- The quality of provisions for early termination of the contract at the initiative of the EHHA
- ESCo's understanding and proposed implementation plan to satisfy the requirements at 24 CFR Part 135, Economic opportunities for low- and very low-income persons.
- Participation of minority- and women-owned businesses.

These criteria will be applied and interpreted solely at the discretion of the EHHA. Proposals should include all necessary information that is pertinent to these evaluation criteria. Additional information required for proper assessment of proposals may be requested from ESCOs at the discretion of the EHHA.

The EHHA recognizes that it is premature to place a major emphasis on projected final benefits prior to the completion of a detailed engineering study and negotiation of the project structure; therefore, the EHHA will place more emphasis on the qualifications of the submitting firms during the evaluation of these proposals. Selection for negotiations of a final contract for the provision of energy services will be made to the responsible proposer having the highest rank.

The EHHA reserves the right to reject any and all submissions, to waive minor irregularities in submissions received, and to accept any submissions deemed to be in the best interest of the EHHA.

## **4 CONTRACT SPECIFICS**

### **4.01 Contract Duration**

There will be two separate contracts, one to complete and the IGEA and one for the Energy Services Contract. The ESC begins if and when it is signed after the IGEA is complete, not at the same time as the audit contract. The contract for the IGEA will be for approximately 120 days and the energy services contract duration will be according to the regulations at 24 CFR 990, which allow for a term of up to 20 years.

### **4.02 Scope of Services**

Under the terms of the Agreement, the selected ESCo will perform a detailed water and energy audit of the EHHA properties described in the Technical Appendices. The investment grade energy audit will include all energy systems within the Authority and should be completed utilizing a building energy use simulation software package similar to one of the following: DOE-2, Power DOE, EZDOE, Visual DOE. The audit will be completed within one hundred twenty (120) days after the execution of the audit contract. Based upon the results of the investment grade audit, the firm will submit to the EHHA its proposal for project implementation.

The proposal shall include an energy services agreement, scope of work, guarantee & warranty provisions, and other associated documentation required for EHHA and HUD approval. Acceptance of the selected firm's energy audit does not require EHHA to accept and implement the firm's implementation proposal and energy services agreement.

### **4.03 Efficiency, Green and Renewable Design Features**

EHHA is interested in integrating green design features, including installation of solar photovoltaic systems, solar thermal, small scale wind, geothermal, and co-generation systems with ESCo initiated energy conservation work and must be reflected in the preliminary proposal. EHHA requests that proposers be prepared to discuss how they would approach such integration of green design and solar features, include cost estimates, and possible state and utility rebates.

Some potential areas for energy improvement have been identified from previous projects. ECMs that ESCOs should analyze include, but are not limited to:



- Window replacements
- Boiler replacement to high efficiency
- Replace existing toilets with HET models
- Install low flow faucet aerators and showerheads
- Install limiting thermostats
- Insulate exterior wall
- Attic insulation
- Solar PV panels
- Fresh air units in 2 story buildings
- Community Rooms – Wall heat and A/C units
- Convert electric dryers to gas
- Common Hallways – lighting controls
- Kitchen/bathroom exhaust fans
- Geothermal or Cogeneration
- Convert electric strip heat to Rinnai condensing wall units
- Energy recovery ventilators
- Exterior lighting
- Mechanical space heaters

The EHHA will consider proposals to replace master meter systems with individual retail metered utilities and would allow check meter systems for gas, electricity, and water as long as the savings calculated are not based on the residents being billed for overages of any type or form. The EHHA does not want individual bills for the utilities. In other words, check meters can be used to determine actual usage but the ESCO should not anticipate any savings generated by residents paying more for using more than a utility allowance anticipates. It therefore requests that the ESCO provide the approach it would take in working with the utility companies as well as a cost estimate for switching to retail meters.

The EHHA reserves the right to make energy improvements to the work sites and to maintain and monitor/verify the performance of the installations independently of the ESCO.

#### **4.04 Renegotiation**

The EHHA reserves the right to renegotiate the awarded contract if changes in the regulatory or utility climates or in the EHHA's use of energy warrant and/or permit the addition of sites to the contract.

#### **4.05 Proposal Costs**

EHHA is not liable for any costs incurred by vendors prior to entering into a formal contract. Costs of developing submittals or any other such expenses incurred by the vendor in responding to the RFP or subsequent proposals and agreements are entirely the responsibility of the vendor, unless agreed in writing by EHHA, and shall not be reimbursed in any manner.

#### **4.06 Necessary Contract Provisions**

At a minimum, the following technical requirements and contract provisions must be included in the final contract negotiated between the EHHA and the selected ESCO:

- HUD Form 51915-a
- The contract must meet applicable HUD procurement requirements found at 24 CFR 85.36 d3.
- Technical Requirements
  - The selected ESCO's proposed contract terms must include the performance and presentation of a detailed technical energy/utility savings audit of quality acceptable to the EHHA. If the EHHA decides not to enter into a final contract for retrofit services from this ESCO after the audit has been accepted, the EHHA agrees to pay the cost of the audits as stated in the submitted proposal, provided that all proposed contract terms offered by the ESCO meet the conditions set forth in this RFP.

- The selected ESCo shall provide cost documentation to assist EHHA in determining cost reasonableness. All costs breakdowns must conform to the Federal Cost Principles as defined in HUD Handbook 2210.18 and must be in sufficient detail to determine the “allowability” and “allocability” of costs. The costs principles are also contained in the Federal Acquisition Regulation 48 CFR Chapter 1, Part 31.
- Specific standards of comfort will be defined via negotiation in the final contract and will be maintained by the ESCo throughout the life of the contract. Failure to maintain specified climate and lighting conditions will constitute a default.
- A registered professional engineer must, at a minimum, review and approve all design work done under the final contract.
- The EHHA requires a minimum guaranteed savings approach to the project. If the project does not generate the guaranteed level of savings in any given year, the ESCo will be responsible for reimbursing the EHHA the amount of the shortfall necessary to pay for annual project financing and all related contract obligations.
- EHHA reserves the right to negotiate unloaded hard costs and soft costs. Acceptance and selection of an ESCo based on their preliminary audit and RFP response does not indicate final acceptance of proposed costs.
- The ESCo must include up to 3% of the project’s financed amount to cover EHHA’s internal due diligence costs (e.g., engineering, financial, legal). These costs must be accounted for in the project cash flow and covered by the ESCos guarantee, but will not be funded through the ESCo.
- The ESCo will be required to work with the current building management and maintenance personnel to coordinate construction in retrofit operations for EHHA personnel. No equipment shall be installed which would necessitate the EHHA hiring additional personnel unless contract negotiations produce an explicit exemption from this provision for a specific installation.
- The ESCo will provide Resident Orientation to educate tenants about the proper use and care of new ECMs that residents will encounter (low flow fixtures, thermostats, etc). The ESCo must provide a minimum of two training sessions at each property location receiving ECM measures.
- The ESCo will validate utility consumption savings using the current HUD Measurement and Verification Guidance. EHHA may elect to use measured and/or stipulated savings for any of the Authority paid utilities.
- All equipment installed which is comparable to similar equipment at other EHHA sites will be of the same manufacturer for standardization of equipment agency-wide.
- The ESCo must provide Mylar, reproducible as built, and three (3) sets of record drawings of all existing and modified conditions associated with this project, conforming to typical engineering standards. These should include architectural, mechanical, structural, and control drawings and operating manuals. Drawings must be provided to the EHHA within thirty (30) days of the completion of installation. Moreover, if these drawings are produced on a computer, the ESCo will also provide to the EHHA disk copies of said drawings and one licensed copy of the version of the program used to produce them; the ESCo shall also provide electronic copies of all drawings in pdf file format.
- At least three (3) maintenance manuals will be provided for all equipment replacements and/or upgrades at each location. Manuals are subject to the approval of the EHHA.
- At least three (3) copies of record product data will be provided to the EHHA for each location.

## 5 CONTRACT PROVISIONS

- The contents of the proposal submitted in response to this RFP will become part of the final contract.
- The EHHA retains final approval over the scope of work and all end-use conditions.
- The ESCo shall not award any work to any subcontractor without prior written approval of EHHA, which approval shall not be given until the ESCo submits to EHHA a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as EHHA may require. The ESCo shall be fully responsible to EHHA for the acts and omissions of subcontractors and of persons either directly or indirectly employed by the subcontractors, and for the acts and omissions of persons directly employed by the ESCo. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and EHHA. The ESCo shall not assign, transfer, convey, or otherwise dispose of the Agreement, or any part hereof, or any right, title or interest in the

same or any part thereof, without the previous written consent of EHHA. The ESCo shall not assign by power-of-attorney, or otherwise, any of the moneys due or to become due and payable under this Agreement, without the previous written consent of EHHA.

- The EHHA retains the right to approve any ESCo selected subcontractor prior to its commencement of work on this project.
- The EHHA retains the right to have its representative visit the site during the audit and implementation phases of the project, and to attend relevant on-or-off site meetings of the ESCo and/or its subcontractors.
- All work completed under this contract must be in compliance with all applicable federal, state, and local laws, rules, and regulations, including waste disposal laws and regulations; in accordance with sound engineering and safety practices; and in compliance with all reasonable EHHA rules relative to the premises. The ESCo and its subcontractors will be responsible for obtaining any and all required governmental permits, consents and authorizations. The ESCo and its subcontractors will also be responsible for payment of any and all state and city required taxes and fees that result from this contract. The EHHA is a tax exempt entity, but is not exempt from fees/costs for items such as permits.
- The ESCo must provide a final schedule of project milestones including equipment servicing and preventive maintenance provisions, which will become part of the final contract. In the event any milestone or equipment servicing provision is not met as scheduled without prior approval from the EHHA, the EHHA reserves the right to consider it a default and withdraw from all contractual obligations without penalty.
- The EHHA will have access and right to inspect, test, and approve the work conducted in the buildings during construction and operations.
- The EHHA and HUD shall have right and access to the account books, records, and other compilations of data that pertain to the performance of the provisions and requirements of this agreement. Records will be kept in a generally recognized accounting basis, and calculations will be kept on file in legible form and retained for three years after the closeout.
- All drawings, reports, and materials prepared by the ESCo specifically in performance of this contract shall become the property of the EHHA and will be delivered as needed or upon completion of construction.
- Upon completion of the contract, the ESCo will provide to the EHHA a single comprehensive schedule of necessary preventive maintenance for all installations for the five (5) years following contract close-out.
- The contract must contain a mutually acceptable clause whereby unanticipated changes in occupancy and use can be accommodated in a fair manner for both parties.
- At the time of contract expiration, the EHHA will have the option to either renegotiate the contract or terminate it without penalty.
- The contract must permit the EHHA to prepay the contractor, in part or in whole, without penalty.
- The contract will also include all clauses required by federal, state and local statutes, executive orders, and their implementing regulations. This will include, but is not limited to the following:
  - Termination for Convenience
  - Termination for Default
  - Drug Free Workplace Act
  - Equal Employment Opportunity
  - Anti-Kickback Act
  - Davis-Bacon Act
  - Contract Work Hours & Safety Act, Reporting Requirements
  - Patent Rights
  - Rights in Data
  - *Clean Air and Water Acts*
  - Water-Energy Efficiency Standards
  - Bid Protests & Contract Claims
  - Section 3 of the HUD Act of 1968, as amended
  - Minority Business Enterprise and Women Owned Business Enterprise Opportunities
  - Value Engineering
  - Payment of funds to influence certain federal transactions

**5.01 Bonding**

A performance and payment bond must be provided in a penal sum of 100 percent of the contract price; or, as may be required or permitted by State law.

**5.02 Insurance**

Prior to the commencement of work, the ESCo must provide evidence of insurance for both the construction and operation phases of the project. This shall include the following:

The ESCo shall maintain in full force and effect during the entire contract term Commercial and/or Comprehensive General Liability (including owned and not-owned automobile insurance) Insurance in the minimum limits set forth below and in a solvent company or companies that maintain a rating of "A" or better and admitted to sell insurance in Connecticut through the Department of Insurance. This insurance must be under the usual terms employed by casualty companies in Connecticut, naming the East Hartford Housing Authority and its respective members, officers, agents and employees as additional insured. Such insurance shall protect such additional insured and indemnify them against direct or contingent loss or liability for bodily injury, death and/or property damage arising in any manner from the ESCo's performance of this Agreement with the Local Authority, or the nature of the services provided, or any operations under or connected with this Agreement with the Local Authority.

Any subcontractors should also supply their own Certificate of Insurance at the same coverage listed above and name the East Hartford Housing Authority and its respective members, officers, agents and employees as additionally insured. All contractors and subcontractors will also be required to provide their Connecticut Business License to the EHHA.

A. The ESCo will maintain in force, during the full term of the Agreement, insurance as follows:

(1) Worker's Compensation Employers' Liability with limits as required by State of Connecticut or \$1,000,000 for each accident, whichever is greater.

(2) Comprehensive General Liability Insurance with limits not less than \$1,000,000 per person per occurrence Combined Single Limit Bodily Injury and Property Damage, including Contractual Liability, and Completed Operations coverage. If the ESCo has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion of the Contract.

(3) Comprehensive Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit Bodily Injury and Property Damage.

B. Comprehensive General Liability and Comprehensive Automotive Liability Insurance policies shall be endorsed to provide the following:

(1) Name as ADDITIONAL INSURED the East Hartford Housing Authority, its Officers, and Members of Commission, Agents and Employees.

(2) That such policies are primary insurance to any other insurance available to the Additional Insured, with respect to any claims arising out of this Agreement, and that the insurance applies separately to each insured against whom claim is made or suit is brought, but the inclusion of more than one insured shall not increase the insurer's limits of liability.

(3) All policies shall be endorsed to provide thirty (30) days advance written notice to the Local Authority of cancellation, non-renewal or reduction in coverage, mailed to the following address:

East Hartford Housing Authority  
546 Burnside Avenue  
East Hartford, CT 06108  
Attention: Director of Procurement and Contract Administration

(4) Certificates of Insurance, in form and with insurers satisfactory to the Local Authority, evidencing all coverage above, shall be furnished to the Local Authority prior to award and before commencing any operations under this Agreement, with complete copies of policies to be furnished promptly upon the written request of the Local Authority, at the following address:

East Hartford Housing Authority  
546 Burnside Avenue  
East Hartford, CT 06108  
Attention: Director of Procurement and Contract Administration

(5) Any coverage which the ESCo proposes to self-insure, or any intention to operate vehicles other than automobiles (i.e., boats, aircraft, etc.) shall require prior Local Authority approval of the appropriate insurance to be agreed upon.

Approval of the insurance by the Local Authority shall not relieve or decrease the liability of the ESCo hereunder. This Agreement shall terminate immediately, without notice to the ESCo, upon any lapse of required insurance coverage. The ESCo shall be advised that should the ESCo through its negligence fail to meet the professional standards of care and performance of its services that result in additional costs to the Local Authority, it will be the intention of the Local Authority to recoup these costs from the ESCo.

#### **5.03 Hold Harmless Agreement**

Insurance notwithstanding, the ESCo agrees to fully indemnify, defend and save harmless the Housing Authority against any and all loss, damage, liability, claim, demand, suite or cause of action resulting from injury or harm to any person or property arising out of or in any way connected with the performance of work under the contract, excepting only such injury or harm as may be caused solely and exclusively by the fault or negligence of the Authority.

#### **5.04 Interest of Contractor**

The ESCo will covenant that it presently has no interest, including but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the proposed contract. The ESCo will further covenant that in the performance of this contract, no person having any such interest shall be employed or retained by it under the proposed contract.

#### **5.05 Conduct of Contractor**

- The ESCo will agree to inform the Housing Authority of all the ESCo's interests, if any, which are or which the ESCo believes to be incompatible with any of the interests of the Housing Authority.
- The ESCo shall not, under any circumstances, exhibit behaviors which might reasonably be interpreted as an attempt to influence the staff of the Housing Authority in the conduct of his/her duties. Furthermore the ESCo shall not accept any gratuity or special favor from individuals or organizations with which the ESCo is doing business or proposing to do business, in accomplishing the work under the contract.
- The ESCo shall not use for personal gain or make other improper use of privileged information that is acquired in connection with this proposed contract. In this connection, the term "privileged information" includes, but is not limited to, unpublished information relating to technical, financial, security, housing development or contracting records of the Housing Authority; anticipated materials requirements or pricing actions; and knowledge of selections or contractors or subcontractors in advance of official announcement.
- The ESCo or employees thereof shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to Housing Authority staff.

#### **5.06 Disallowance**


In the event the ESCo receives payment for services under this contract that is later disallowed by the Housing Authority, the ESCo shall promptly refund the disallowed amount to the Housing Authority on request. The Housing Authority has the option of offsetting the amount disallowed from any payment due to the ESCo under any contract with the Housing Authority.

## **6 ATTACHMENTS**

To aid ESCos in their response to this RFQ&P, the following items are included in this proposal package:

- Attachment A** Required Documentation
  - Attachment B** Documentation Checklist
  - Attachment C** ESCo Profile Form
  - Attachment D** HUD Forms 5369-B, 5369-C, 5370-C
- Technical Appendix

8c

To: Debra Bouchard, Executive Director  
From: Andre Dumas, Asset Coordinator   
Date: September 12, 2013  
Subject: CFP 2013 - Generator Replacement Project at Meadow Hill  
**Recommendation to hire low bidder**

Previously, a temporary emergency generator was provided at Meadow Hill as the current generator is not repairable and cannot supply back up electrical power to the emergency electrical panel. Design documents and specifications were prepared by our A&E firm, Capital Studio Architects and this project was publicly bid per the attached advertisement. The bid opening results list is additionally attached.

Interested generator installers/contractors attended a mandatory site visit on August 28 to review the bidding documents and to see the site conditions. The bid due date was September 9 and there was one addendum issued. Three contractors submitted a bid.

This project is budgeted under the 2013 Capital Fund. The three bids submitted are:

- 1. Northeast Generator                      \$208,400
- 2. J. E. Shea Electric                        \$133,500
- 3. Kennedy Electric                         \$130,000

My review of the Kennedy Electric bid packet shows that all forms are complete and submitted as required under our bidding process.

I recommend that this project be awarded to the apparent low bidder, Kennedy Electric, in the amount of \$130,000.

BID RESULTS AND RECOMMENDATION FOR THREE LOW BIDDERS  
FEDERAL MODERNIZATION PROJECTS

Project: Mesbow Hill Generator Replacement

Bid Opening Date & Time: Sept-9, 2013, 3 p.m.

Low Apparent Bidder: Kennedy Electric

Bid Amount: \$130,000

Recommendations: Low Bidder, Attended mandatory site visit  
Qualified contractor, Bid packet complete ..

Second Apparent Bidder: J. E. SHOA Electric

Bid Amount: \$133,500

Recommendations: Attended mandatory site visit, Bid packet  
complete, Qualified contractor, Recommended by  
Design Engineer

Third Apparent Bidder: NORTHEAST Generator

Bid Amount: \$208,400.00

Recommendations: not recommended for this due to cost

Overall Recommendation: Recommendation is to hire low bidder,  
Kennedy Electric.

Jude Dumas, Asst Coordinator



**CFP-2013 Meadow Hill - Generator Replacement**  
**Bid Opening – September 9, 2013 at 3:00 p.m.**

<u>Company Name</u>	<u>Base Bid Amount</u>
1. NORTHEAST GENERATOR	\$ 208,400
2. Kennedy Electric	\$ 130,000
3. J. E. SHEA Electric, INC.	\$ 133,500
4.	
5.	
6.	
7.	
8.	
9.	
Apparent low Bid: Kennedy Electric	

## INVITATION TO BID

The East Hartford Housing Authority will receive sealed bids on or before Monday, September 09, 2013 at 3:00 p.m. at the office of said Authority located at 546 Burnside Ave., East Hartford, CT 06108. Bids will be received for furnishing all labor, materials, tools and equipment necessary to complete the Generator Upgrade at Meadow Hill Apartments at 101 Connecticut Blvd., East Hartford, CT for the East Hartford Housing Authority, 546 Burnside Avenue, CT 06108.

Proposed forms of Contract Documents, including Plans and Specifications dated August 16, 2013, will be on file at the office of the above mentioned Housing Authority, as prepared by Capital Studio Architects, LLC, 1379 Main Street, East Hartford, CT 06108 on Tuesday, August 20, 2013. Contractors may each obtain a set of plans and specifications at the office of the East Hartford Housing Authority between the hours of 8:30 a.m. and 12:00 p.m. and 1:00 p.m. and 4:00 p.m. Monday through Thursday. There is a fifty dollar (\$50.00) non-refundable deposit in the form of check or money order, to said Authority for each set. Said deposit check shall be made out to the East Hartford Housing Authority.

A **mandatory** pre-bid conference and walk through will be held at the Meadow Hill Apartments on Wednesday, August 28, 2013 at 9:00 a.m. All contractors at this meeting will be held responsible for understanding the extent of work and the contract requirements. The Housing Authority reserves the right to reject any or all bids and/or to waive any informalities in bidding, when such action is deemed to be in the best interest of the Authority. All bid documents must be completely filled in when submitted.

This project is federally assisted, therefore, bidders must comply with the following requirements; Section 3, Compliance HUD Act of 1968; Equal Employment Opportunity provisions of Executive Order 11246; Non Discrimination Provisions of Title VI of the Civil Rights Act of 1964; Labor Standards Provision of the Davis-Bacon Act and related acts and Contract Work Hours Standards Act; Prevailing Wage determinations as issued by the United States Department of Labor; and all applicable provisions under Title I of the Housing and Community Development provisions under Title I of the Housing and Community Development Act of 1974.

No bids shall be withdrawn for a period of sixty (60) days after the opening of bids, without the consent of the above Authority.

EAST HARTFORD HOUSING AUTHORITY - Ms. Debra Bouchard, Executive Director

To: Debra Bouchard, Executive Director  
 From: Andre Dumas, Asset Coordinator  
 Date: September 12, 2013  
 Subject: CFP 2013 - Generator Replacement Project at Miller Gardens  
Recommendation to hire low bidder

The current generator at Miller Gardens is over 35 years old and is located inside the building. Additionally, outlet, kitchen and lighting circuits for the Community Room are not currently connected to the generator system due to a lack of capacity. Design documents and specifications were prepared by our A&E firm, Capital Studio Architects to locate a new generator outside of the building and to increase capacity. This project was publicly bid per the attached advertisement. The bid opening results list is additionally attached.

Interested generator installers/contractors attended a mandatory site visit on August 28 to review the bidding documents and to see the site conditions. The bid due date was September 9 and there no addendums issued. Three contractors submitted a bid.

This project is budgeted under the 2013 Capital Fund. The three bids submitted are:

- 1. Northeast Generator \$147,300
- 2. J. E. Shea Electric \$117,800
- 3. Kennedy Electric \$119,200

My review of the J.E Shea Electric bid packet shows that all forms are complete and submitted as required under our bidding process.

I recommend that this project be awarded to the apparent low bidder, J.E. Shea Electric, in the amount of \$117,800.

BID RESULTS AND RECOMMENDATION FOR THREE LOW BIDDERS  
FEDERAL MODERNIZATION PROJECTS

Project: Miller Gardens - Generator Replacement

Bid Opening Date & Time: Sept 9, 2013 at 2:30 p.m.

Low Apparent Bidder: J.E. Shea Electric

Bid Amount: \$ 117,800

Recommendations: low bidder, bid packet complete, recommended by mechanical reviewer, qualified contractor, attended mandatory site visit

Second Apparent Bidder: Kennedy Electric

Bid Amount: \$ 119,200

Recommendations: bid packet complete, attended mandatory site visit, qualified contractor

Third Apparent Bidder: NORTHEAST Generator

Bid Amount: \$ 147,300

Recommendations: not recommended due to high cost

Overall Recommendation: Recommendation is to hire low bidder, J.E. Shea Electric

Andre Dumas - Asset Coordinator

CFP-2013 Miller Gardens - Generator Replacement  
Bid Opening - September 9, 2013 at 2:30 p.m.

<u>Company Name</u>	<u>Base Bid Amount</u>
1. NORTHEAST GENERATOR	\$ 147,300
2. Kennedy Electric	\$ 119,200
3. J. E. Shea Electric INC.	\$ 117,800
4.	
5.	
6.	
7.	
8.	
9.	

Apparent low Bid: J. E. Shea Electric INC

## INVITATION TO BID

The East Hartford Housing Authority will receive sealed bids on or before Monday, September 9, 2013, at 2:30 p.m. at the office of said Authority located at 546 Burnside Ave., East Hartford, CT 06108. Bids will be received for furnishing all labor, materials, tools and equipment necessary to complete the Generator Upgrade at Miller Gardens Apartments, 452 Main Street East Hartford, CT 06118 for the East Hartford Housing Authority.

Proposed forms of Contract Documents, including Plans and Specifications dated August 16, 2013, will be on file at the office of the above mentioned Housing Authority, as prepared by Capital Studio Architects, LLC; 1379 Main Street, East Hartford, CT 06108 on Tuesday, August 20, 2013. Contractors may each obtain a set of plans and specifications at the office of the East Hartford Housing Authority between the hours of 8:30 a.m. and 12:00 p.m. and 1:00 p.m. and 4:00 p.m. Monday through Thursday. There is a fifty dollar (\$50.00) non-refundable deposit in the form of check or money order, to said Authority for each set so obtained. Said deposit check shall be made out to the East Hartford Housing Authority.

A mandatory pre-bid conference and walk through will be held at Miller Gardens Community Room on Wednesday, August 28, 2013, at 11:00 a.m. All contractors at this meeting will be held responsible for understanding the extent of work and the contract requirements. The Housing Authority reserves the right to reject any or all bids and/or to waive any informalities in bidding, when such action is deemed to be in the best interest of the Authority. All bid documents must be completely filled in when submitted.

This project is federally assisted, therefore, bidders must comply with the following requirements; Section 3, Compliance HUD Act of 1968; Equal Employment Opportunity provisions of Executive Order 11246; Non Discrimination Provisions of Title VI of the Civil Rights Act of 1964; Labor Standards Provision of the Davis-Bacon Act and related acts and Contract Work Hours Standards Act; Prevailing Wage determinations as issued by the United States Department of Labor; and all applicable provisions under Title I of the Housing and Community Development provisions under Title I of the Housing and Community Development Act of 1974.

No bids shall be withdrawn for a period of sixty (60) days after the opening of bids, without the consent of the above Authority.

EAST HARTFORD HOUSING AUTHORITY - Ms. Debra Bouchard, Executive Director