

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Housing Authority of the Town of Seymour

PHA Number: CT035

PHA Fiscal Year Beginning: (mm/yyyy) 01/2001

PHA Plan Contact Information:

Name: David J. Keyser, Executive Director

Phone: 203-888-4579

TDD:

Email (if available): symr.hsng@snet.net

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- Main administrative office of the PHA
- PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (list below)

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

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

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

Annual PHA Plan Fiscal Year 2001

[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

EXECUTIVE SUMMARY

The Seymour Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Seymour Housing Authority.

MISSION STATEMENT

The mission of the Housing Authority of the Town of Seymour is to assist low and moderate-income families with safe, decent, and affordable housing opportunities. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority is committed to provide a stable social environment by encouraging and fostering group activities for the senior citizen residents. The Housing Authority endeavors to provide opportunities for its residents in senior housing to live independently. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

The clients that Seymour Housing serves are essential components in providing a safe, peaceful, and enjoyable living environment. The Housing Authority has adopted Policy to provide responsible screening techniques, and specific eviction procedures as allowed by federal, state, and local Laws. The Housing Authority has installed and maintains crime deterrent hardware at its complexes. The Housing Authority encourages its residents to act in a responsible manner and to act as a community in solving problems that may arise from time to time by reporting nuisance behavior and criminal or drug related incidents to the Authority and the Seymour Police Department. The Housing Authority believes that its clients are the best solution in these matters. By working together with the proper authorities to resolve these issues, the clients themselves are empowered to maintain a healthy and peaceful rental and living environment.

The Housing Authority of the Town of Seymour is dedicated to effectively maintain the property in its housing stock. To that extent, a schedule of preventive maintenance program is followed. This preventive program allows the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties operating. These systems include heating and air conditioning, electrical, life safety and plumbing. Additionally, the Housing Authority performs annual dwelling inspections and periodic systems inspections. This commitment to maintenance concerns ensures that the Housing Authority maintains safe decent housing for its clients.

The Seymour Housing Authority, (SHA) is committed to operate its programs in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, SHA will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.

We have also adopted the following goals and objectives for the next five years:

GOALS AND OBJECTIVES

MANAGEMENT ISSUES

Management Goals

1. Manage the Seymour Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.
2. Manage the Seymour Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

Management Objectives

1. HUD shall continue to recognize the Seymour Housing Authority as a high performer through December 31, 2004.
2. The Seymour Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a six-month wait for housing by December 31, 2004.
3. By December 31, 2001, the Seymour Housing Authority shall have a waiting list of sufficient size so we can fill our public housing units within 20 days of vacancy.
4. The Seymour Housing Authority shall continue to maintain the percentage of rents uncollected below 3% of rents charged through December 31, 2004.
5. The Seymour Housing Authority shall continue to sustain an occupancy rate of 97% through December 31, 2004.
6. The Seymour Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
7. The Seymour Housing Authority shall implement its asset management plan no later than December 31, 2002.

EXPANSION OF THE STOCK ISSUES

Housing Stock Goals

1. Adapt the Seymour Housing Authority's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment.
2. Assist our community to increase the availability of affordable, suitable housing for families in the very-low income range, cited as a need in our Consolidated Plan.

Possible Objectives

1. The Seymour Housing Authority shall build or acquire 100 new elderly rental affordable housing units for the residents of our community by December 31, 2004. These units will be comprised of 40 units of congregate or assisted living units and 60 independent elderly affordable dwelling units. This is providing the Seymour Housing Authority is able to fund this project through public funds or other sources including sale of notes or bonds.
2. The Seymour Housing Authority shall seek to change the density of its existing elderly housing stock by decreasing the number of efficiency apartments and increasing the one bedroom stock. The results will be a more marketable housing stock to assist the community to provide affordable elderly housing by December 31, 2004. This is providing the Seymour Housing Authority is able to secure rehabilitation funds through the Comprehensive Grant Program.
3. The Seymour Housing Authority shall apply for 30 units of Section 8 subsidized units for families.

MARKETABILITY ISSUES

Marketability Goals

1. Enhance the marketability of the Seymour Housing Authority's public housing units.
2. Make public housing the affordable housing of choice for the very low-income residents of our community.

Marketability Objectives

1. The Seymour Housing Authority shall convert 40 efficiency units to one-bedroom units by December 31, 2004, in order to increase the marketability of our public housing units, providing funding is available.
2. The Seymour Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.
3. The Seymour Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by December 31, 2001.
4. The Seymour Housing Authority shall become a more customer-oriented organization.
5. The Seymour Housing Authority shall affirmatively market its housing stock by continuing a marketing plan by December 31, 2001.

SECURITY ISSUES

Security Goals

1. Reduce crime in the public housing developments to a level equal to or less than their surrounding neighborhoods.
2. Develop strategies and tactics, in coordination with the Seymour Police Department, to combat crime in and around the Seymour Housing Authority's developments.
4. Establish working relationships with local service providers.

5. Install crime deterrent features in its buildings and dwelling units

Security Objectives

1. Continue the community block-watch program through December 31, 2001.
2. Provide a series of building security education meetings for residents and coordinate with block watch effort. Resource with Seymour Police Department and utilize Community Policing Officer to offer training to residents through December, 2001.
3. Implement an identification system for Caregivers and Service/Delivery Personnel requiring all providers and service personnel to check in at the Housing Authority's administration office to receive identification badge by December 31, 2001.
4. Require security checks/screening and/or bonding of all Contractors by December 31, 2001.
5. The Seymour Housing Authority shall reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by December 31, 2005.
6. The Seymour Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency beginning in the year ending December 31, 2001. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.

MAINTENANCE ISSUES

Maintenance Goals

1. Maintain the Seymour Housing Authority's real estate in a decent condition.
2. Deliver timely and high quality maintenance service to the residents of the Seymour Housing Authority.

Maintenance Objectives

1. The Seymour Housing Authority shall continue to have all of its units in compliance with the Uniform Physical Conditions Standards through December 31, 2005.
2. The Seymour Housing Authority shall continue to maintain its preventative maintenance plan through December 31, 2005.
3. The Seymour Housing Authority shall create an appealing, up-to-date environment in its developments by December 31, 2005.
4. The Seymour Housing Authority shall maintain an average response time of 24 hours in responding to emergency work orders through December 31, 2005.
5. The Seymour Housing Authority shall maintain an average response time of 20 days in responding to routine work orders by December 31, 2005.

EQUAL OPPORTUNITY ISSUES

Equal Opportunity Goals

1. Operate the Seymour Housing Authority in full compliance with all Equal Opportunity laws and regulations.
2. The Seymour Housing Authority shall ensure equal treatment of all applicants, residents, employees, and vendors.

Equal Opportunity Objectives

1. The Seymour Housing Authority shall mix its public housing development populations as much as possible ethnically, racially, and income wise as much as possible through affirmatively marketing its units.

FISCAL RESPONSIBILITY ISSUES

Fiscal Responsibility Goals

1. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.
2. Reduce dependency on federal funding.

Fiscal Responsibility Objectives

1. The Seymour Housing Authority shall strive to operate so that income exceeds expenses every year.
2. The Seymour Housing Authority shall implement an effective anti-fraud program by December 31, 2001.
3. The Seymour Housing Authority shall maintain its operating reserves of at least 30 percent of routine expenditures between now and December 31, 2005.

PUBLIC IMAGE ISSUES

Possible Goals

1. Enhance the image of public housing in our community.

Possible Objectives

1. The Seymour Housing Authority's leadership shall speak to at least 2 civic, religious, or fraternal groups a year between now and December 31, 2005, to explain how important they are to the community.
2. The Seymour Housing Authority shall endeavor to promote at least 3 positive stories a year in the local media about the Housing Authority or one of its residents.
3. The Seymour Housing Authority shall implement an outreach program to inform the community of what good managers of the public's dollars the Housing Authority is by December 31, 2005.

SUPPORTIVE SERVICE ISSUES

Supportive Service Goals

1. Improve access of public housing residents to services that improve quality of life.

Supportive Service Objectives

1. The Seymour Housing Authority will continue to foster new partnerships in order to enhance services to its residents by December 31, 2005.
2. All Seymour Housing Authority residents are elderly or disabled and as such are not involved in the TANF programs available in the State of Connecticut.
3. Seymour Housing Authority shall apply to at least two appropriate foundations for grant funds. These funds will allow for expanding our Resident Service Coordinator program.
4. The Seymour Housing Authority's community centers shall be more effectively utilized to provide resident services as measured by increasing their utilization to 25% of the time by December 31, 2005.
5. The Seymour Housing Authority shall ensure that at least 3 supportive service opportunities are present for every public housing resident by December 31, 2005.
6. The Seymour Housing Authority shall continue to have an effective, fully functioning resident organizations through December 31, 2005.
7. The Seymour Housing Authority shall assist its resident organizations in strengthening their organizations and helping them develop their own mission statement, goals, and objectives by December 31, 2005.
8. The Seymour Housing Authority will continue to encourage the resident organization to organize activities that enrich the lives of its resident body. It will assist financially where it can as long as appropriate funds are available and the reserve levels are maintained as required.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Goals and Objectives were reviewed. Those Goals and Objectives that were obtained were removed from the Executive Summary and the Five-Year Plan. Those Goals that were not obtained were continued and new implementation dates were updated.

The Seymour Housing Authority has reviewed its Maintenance Policy and Plan. The Maintenance Plan was updated and a preventative maintenance schedule was planned out for a five-year period. A Purchase Authorization Policy was adopted and included in the Maintenance Plan. An Employee Conduct Policy relative to purchases was also adopted and added to the Maintenance Plan and Procurement Policy.

See Attachment I for more specific detail.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 106,771.00

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C.

1437p)) in the plan Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

- D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

- 1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

- 2. If yes, the comments are Attached at Attachment F.

- 3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 - Yes No: below or
 - Yes No: at the end of the RAB Comments in Attachment _____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment F.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Connecticut

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

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

3. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

1. Residents Services Coordinator grant fund
2. Resident Assistant Program Subsidy
3. Rehabilitation Grant/Loan funds
4. Master Insurance Program
5. Management, Operational & Accounting guideline support

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

The State of Connecticut Department of Economic and Community Development holds Public Hearing to obtain input for its Consolidated Plan. The Seymour Housing Authority

has the opportunity to attend these hearings and make requests for program changes or additions based on need and other indicators in the PHA Plan.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

B. Significant Amendment or Modification to the Annual Plan:

Attachment A**Supporting Documents Available for Review**

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E If we have an agreement with TANF we have to check off this box	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Attachment B
Capital Fund Annual Statements
CT26P03591099
CT26P03550100
Proposed CT26P0350101

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/
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PHA Name:
Housing Authority of the Town of Seymour

Grant Type and Number
 Capital Fund Program: CT26P03591099
 Capital Fund Program
 Replacement Housing Factor Grant No:

Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised A**
 Performance and Evaluation Report for Period Ending: 9/2000 **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		
		Original	Revised	
1	Total non-CFP Funds			
2	1406 Operations	\$ 27,282.00	\$ 27,282.00	\$ 27,282.00
3	1408 Management Improvements	\$ 2,500.00	\$ 2,253.00	\$ 2,253.00
4	1410 Administration	\$ 2,070.00	\$ 1,489.00	\$ 1,489.00
5	1411 Audit			
6	1415 liquidated Damages			
7	1430 Fees and Costs	\$ 5,919.00	\$ 5,919.00	\$ 5,919.00
8	1440 Site Acquisition			
9	1450 Site Improvement	\$ 13,500.00	\$ 10,500.00	\$ 10,500.00
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 55,500.00	\$ 59,828.00	\$ 59,828.00
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 Mod Used for Development			
19	1502 Contingency			
20	Amount of Annual Grant: (sum of lines 2-19)	\$106,771.00	\$106,771.00	\$106,771.00
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security	\$ 17,500.00	\$ 16,500.00	\$ 16,500.00
24	Amount of line 20 Related to Energy Conservation Measures			

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

PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program #: CT26P03591099 Capital Fund Program Replacement Housing Factor #:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	
				Original	Revised
CT035001	Return funds to operation lost as a result of PIH Notice 99-13	1406		\$ 27,282	\$ 27,282
CT035001	Computer Upgrade Purchase stand alone PC to replace one workstation on server to included associated business software.	1408		\$ 2,500	\$ 2,253
CT035001	Exterior Masonry Repair Re-point exterior Masonry Veneer as required. Re-caulk expansion joints as necessary. Treat entire veneer with waterproofing.	1460		\$ 47,000	\$ 44,546
CT035001	Concrete Sidewalk and Stair Repair Remove and replace existing concrete sidewalk. Remove and replace existing concrete steps. All at Waniga Senior Center. Mudjack to stabilize stairway settlement to concrete stairway at side of Callahan House.	1450		\$4,500	\$3,500
CT035001	Mailbox Replacement Removal of existing mailboxes and replacement with a lager size. Includes large shipment boxes for larger packages. Complete associated wall modifications.	1460		\$ 8,500	\$ 10,000
CT035001	Perimeter Security Fence Install six-(6) ft. high chain link fence along rear and side of the property lines. Tree trimming and clearing as required.	1450		\$ 9,000	\$ 6,500
CT035001	A/E Fees Provide design and construction documents. Bid supervision and construction supervision.	1430		\$ 5,919	\$ 5,919
CT035001	Administrative Fees Advertising costs, printing and blueprint productions.	1410.19		\$ 2,070	\$ 1,489
CT035001	Co-Generator Computer Upgrade Replace the gas cogenerator control computer with Pentium upgrade. Retro-fit controls	1460		\$ 0	\$ 5,282

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

PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program #: CT26P03591099 Capital Fund Program Replacement Housing Factor #:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	
				Original	Revised

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/**

PHA Name: Housing Authority of the Town of Seymour	Grant Type and Number Capital Fund Program: CT26P03550100 Capital Fund Program Replacement Housing Factor Grant No:
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised A
 Performance and Evaluation Report for Period Ending: 9/2000
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost	
		Original	Revised
1	Total non-CFP Funds		
2	1406 Operations		
3	1408 Management Improvements		
4	1410 Administration	\$ 2,011	
5	1411 Audit		
6	1415 liquidated Damages		
7	1430 Fees and Costs	\$ 7,760	
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures	\$ 87,663	
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 4,000	
12	1470 Nondwelling Structures		
13	1475 Nondwelling Equipment		
14	1485 Demolition		
15	1490 Replacement Reserve		
16	1492 Moving to Work Demonstration		
17	1495.1 Relocation Costs		
18	1498 Mod Used for Development		
19	1502 Contingency		
20	Amount of Annual Grant: (sum of lines 2-19)	\$101,434	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures	\$ 87,663	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/**

PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program: CT26P03550101 Capital Fund Program Replacement Housing Factor Grant No:		
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised A		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		
8	1440 Site Acquisition			
9	1450 Site Improvement	\$ 30,000		
10	1460 Dwelling Structures	\$ 63,000		
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 4,000		
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 Mod Used for Development			
19	1502 Contingency			
20	Amount of Annual Grant: (sum of lines 2-19)	\$106,771		
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			

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

PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program #: CT26P03550101 Capital Fund Program Replacement Housing Factor #:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	
				Original	Revised
CT035001	Carpet Replacement Remove Existing Carpet & kitchen linoleum. Re-secure subfloor with 2 ½” screws to eliminate squeaking. Install 8’ X 6’ VCT in kitchen area. Re-carpet unit.	1460		\$ 50,000	
CT035001	Parking Lot Overlay Overlay parking lot with 1 ½” compressed bituminous concrete surface.	1450		\$30,000	
CT035001	First Floor Hallway Suspended Ceiling Replace suspended ceiling on first floor with 2’X2’ pads to match community room. Replace lighting fixtures with 2’X2’ t-8 ballast fixtures in first floor hallway.	1460		\$13,000	
CT035001	Refrigerator Replacement Replace 10 dwelling unit refrigerators with new 14 cu.ft. frost free refrigerators	1465.1		\$ 4,000	
CT035001	Architectural/Engineering Fees Design of bid and contract documents and contract supervision.	1430.1		\$ 7,760	
CT035001	Administrative Costs Planning and advertising costs.	1410.19		\$ 2,011	

See Below		
Total estimated cost over next 5 years		

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CT035001	Rev. Callahan House	1	1.25%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start (HA Fiscal Year)
WORK STATEMENT FOR YEAR 1				
Carpet Replacement. Remove existing carpeting & kitchen linoleum. Re-secure subfloor with 2 ½” screws to eliminate squeaking. Install 8’X6’ VCT in kitchen area. Re-carpet unit.			\$ 50,000.00	FFY 2001
Parking Lot Overlay. Overlay parking lot with 1 ½” compressed bituminous concrete surface.			30,000.00	FFY 2001
First Floor Hallway Suspended Ceiling. Replace suspended ceiling on first floor with 2’ X 2’ pads to match community room. Replace lighting fixtures with 2’ X 2’ t 8 ballast fixtures in first floor hallway.			\$ 13,000.00	FFY 2001
Refrigerator Replacement. Replace 10 dwelling unit refrigerators with new 14 cu.ft. frost free refrigerators.			\$ 4,000.00	FFY 2001
Architectural/Engineering Fees. Design of bid and contract documents and contract supervision.			\$ 7,760.00	FFY 2001
Administrative Costs. Printing and advertising costs.			\$ 2,011.00	FFY 2001
Total estimated cost over next 5 years			Continued...	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CT035001	Rev. Callahan House	1	1.25%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start (HA Fiscal)
WORK STATEMENT FOR YEAR 2				
Carpet Replacement. Remove existing carpeting & kitchen linoleum. Re-secure subfloor with 2 1/2" screws to eliminate squeaking. Install 8'X6' VCT in kitchen area. Re-carpet unit.			\$ 50,000.00	FFY 2002
Common Area Hallway Refinish. Refinish wall covering in common area hallways. Install vinyl wallpaper and accent border.			\$ 23,000.00	FFY 2002
Refrigerator Replacement. Replace 10 dwelling unit refrigerators with new 14 cu.ft. frost free refrigerators.			\$ 4,000.00	FFY 2002
Common Area Hallway Lighting. Replace common hallway lighting with energy efficient lighting with less institutional lighting.			\$ 13,500.00	FFY 2002
Outdoor Space Enhancements. Install patio area in front lawn for picnic tables. Install horseshoe pits and bocci courts in back yard.			\$ 6,500.00	FFY 2002
Architectural/Engineering Fees. Design of bid and contract documents and contract supervision.			\$ 7,760.00	FFY 2002
Administrative Costs. Printing and advertising costs.			\$ 2,011.00	FFY 2002
Total estimated cost over next 5 years			Continued...	
Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CT035001	Rev. Callahan House	1	1.25%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start (HA Fiscal)

WORK STATEMENT FOR YEAR 3		
Backup Generator. Install gas powered backup generator (60 kWh) to power gas boilers for DHW, 1 st & 2 nd floor heat, common area heat, elevator and some common area lights. Install one backup light in each unit. Excavate bank outside to install pad for generator.	\$ 85,000.00	FFY 2003
Main Lobby Refurbishing. Refurnish main lobby area. Replace suspended ceiling and fluorescent lighting.	\$ 8,000.00	FFY 2003
Refrigerator Replacement. Replace 10 dwelling unit refrigerators with new 14 cu.ft. frost free refrigerators.	\$ 4,000.00	FFY 2003
Architectural/Engineering Fees. Design of bid and contract documents and contract supervision.	\$ 7,760.00	FFY 2003
Administrative Costs. Printing and advertising costs.	\$ 2,011.00	FFY 2003
Total estimated cost over next 5 years	Continued...	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CT035001	Rev. Callahan House	1	1.25%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start (HA Fiscal Year)
<p>WORK STATEMENT FOR YEAR 4</p> <p>Toilet Stand offs. 60% of the toilet flanges are broken. Remove bathroom-ceiling sections. Replace toilet standoffs and flanges. Replace bathroom ceilings.</p> <p>Ceiling Repairs. Repair cracks and previous repairs in dwelling unit ceilings. Re-popcorn spray ceilings.</p> <p>Refrigerator Replacement. Replace 10 dwelling unit refrigerators with new 14 cu.ft. frost free refrigerators.</p> <p>Architectural/Engineering Fees. Design of bid and contract documents and contract supervision.</p> <p>Administrative Costs. Printing and advertising costs.</p>			<p>\$ 80,000.00</p> <p>\$ 13,000.00</p> <p>\$ 4,000.00</p> <p>\$ 7,760.00</p> <p>\$ 2,011.00</p>	<p>FFY 2004</p> <p>FFY 2004</p> <p>FFY 2004</p> <p>FFY 2004</p> <p>FFY 2004</p>
Total estimated cost over next 5 years			Continued...	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
CT035001	Rev. Callahan House	1	1.25%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
<p>Common Area Carpeting and Flooring Replacement. Replace common area carpeting in hallways and community room.</p>			\$ 40,000
<p>Install Additional Kitchen Base Cabinets in Dwelling Units. Install base cabinets in kitchen area to provide residents with more storage space and counter workspace.</p>			\$ 24,000
<p>Office Copy Machine. Purchase new office copy machine.</p>			\$ 10,000
<p>Landscaping Upgrade. Remove overgrown bushes, trees, & plantings. Reinstall new plants, trees, & bushes. Install new plant boxes, mulch, & annual bulbs.</p>			\$ 13,000
<p>Architectural/Engineering Fees. Design of bid and contract documents and contract supervision.</p>			\$ 7,760
<p>Administrative Costs. Printing and advertising costs.</p>			\$ 2,011
Total estimated cost over next 5 years			\$523,855.00

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY _____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use

as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	
1.							
2.							
3.							

9115 - Special Initiative						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	
1.							
2.							
3.							

9116 - Gun Buyback TA Match						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$	
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)
1.						
2.						
3.						

9130 – Employment of Investigators						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9150 - Physical Improvements						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9160 - Drug Prevention						Total PHDEP Funding: \$	
Goal(s)							

Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9170 - Drug Intervention						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9180 - Drug Treatment						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9190 - Other Program Costs						Total PHDEP Funds: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

Required Attachment D : Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Nicholas Dota

B. How was the resident board member selected: (select one)?

- Elected
- Appointed

C. The term of appointment is (include the date term expires):

11/30/99 thru 11/30/03

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member: 11/30/00

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Scott Barton - First Selectman, Town of Seymour
(appointing official for the next position is the same)

Required Attachment E : Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Nicholas Dota	President
Dorothy Rowley	Vice-President
Virginia Dota	Secretary
Jean Jacobs	Treasurer

Attachment F
Resident Advisory Board Comments and Responses

Comprehensive Agency Plan Resident Association Meeting

Date: 6/7/2000

**Attendees: Nick Dota
Virginia Dota
Jean Jacobs**

The Executive Director introduced the Comprehensive Agency Plan and commented that this is the first meeting with the Resident Association to gain input to the Plan. He stated that today we will be reviewing the Maintenance Plan. The Executive Director distributed the proposed Maintenance Plan. He discussed and overviewed the details of the Plan.

RAB Comment:

Virginia Dota asked why the Authority only requires \$50.00 for a security deposit. She commented that this does not seem like enough of a deposit to deal with damages left behind by some tenants.

SHA Response:

The Executive Director stated that in an effort to keep the housing affordable for seniors the Housing Authority has not changed this deposit amount. He added that the \$50.00 does not cover a great deal of the damage. He also stated that the Authority must consider the fragile status of the waiting list and the undesirable small size of the units we are renting. He stated that a large security deposit might steer applicants and potential residents away from the property.

The Executive Director presented and explained the Seymour Housing Authority Five-Year Maintenance Plan in detail to the RAB. He explained that this Plan has been updated to include new personnel and systems for tracking maintenance requests based on the addition of new personnel. There were no questions from the RAB.

RAB Comment

Nick Dota asked how the Housing Authority's endeavors to expand in an effort to decrease density in Callahan House to provide all one bedroom units.

SHA Response:

The Executive Director commented that he was applying to the Connecticut Housing Investment Fund for a Pre-Development Loan. He stated that a Town wide Public Hearing would be held in order to convey the

old Middle School soccer field to the Housing Authority. He stated once this is accomplished we would begin applying for funds to construct 60 one-bedroom elderly housing units.

Comprehensive Agency Plan Resident Association Meeting

Date: 7/18/2000

Attendees: **Nick Dota**
 Virginia Dota
 Jean Jacobs
 Dorothy Rowley
 David J. Keyser – Executive Director SHA
 Louisa Capasso – Capasso Restoration Inc.
 Joe Capasso – Capasso Restoration, Inc.

This meeting was a job meeting for construction of CIAP Funding CT26P03590998 and a Comprehensive Agency Plan.

The Executive Director began discussion of the Masonry rehabilitation that has been substantially completed. He commented that the contractor did not use the cutting tools that were used the last time the project was completed. In as much as there was a provision in the Construction Contract to wash vehicles as a result of the dust that was anticipated, the Executive Director stated that we will not require the Contractor to provide this.

The Executive Director was unaware that the stabilization of the stairs on the side of the building was completed because he was on vacation. Virginia and Nick Dota informed the group that the contractor worked on the staircase last week. Joe Capasso stated that the stairs will be completed in two visits. He commented that the area under the stairs were completely void of material. He said that the area took more material than he planned and he will finish this in the next two days.

The Executive Director commented that the front porch and sidewalk to 30 Smith Street, security fencing, and mailbox replacements still need to be completed.

Joe Capasso stated that the sidewalk/front porch job will start before the end of the week. He also stated that Thursday and Friday a carpenter would begin removing the existing mailboxes. He commented that the Fencing subcontractor has not been able to start because of the weather.

Jean Jacobs commented that the Foot Doctor was coming the 30 Smith Street on Wednesday. She asked if we would have to make any provisions for the people that will be treated. The Executive Director responded that he will be sure that the front entrance will not be used. He said he would put up signs and have the office inform the people who signed up to inform them to use the rear entry.

Joe Capasso stated that the new steps to the front of 30 Smith Street would either be 7" narrower or wider than the existing steps. He asked the Executive Director which way to go with the order. The Executive Director recommended looking at the area before a decision would be made.

Joe Capasso stated that the floor tiles would delivered Thursday. This job will begin soon after the mailboxes are installed. He informed the Executive Director that the wallpaper the Authority picked is not in stock. He commented that we should look at an alternative choice.

The Executive Director asked if the Contractor would be presenting a Periodical Estimate for Payment. Louisa commented that we should expect an Estimate no latter than the following Wednesday. The Executive Director asked if the contractor would provide a minimum of three originals.

The next Job Meeting will be held on Friday, July 28, 2000 at 9:00 A.M.

At this point the representatives from Capasso Restoration left the meeting.

The Executive Director began discussion of the Capital Fund program planning. He described the five-year plan to the RAB.

RAB Comment:

Dorothy Rowley commented that her suggestion about additional cabinets and counter space from last year was included in year five of this year's plan. She stated that the five-year capital fund plan was very comprehensive and included some very good items.

SHA Response:

The Executive Director explained that the five-year capital plan was drafted with the resident's needs and marketability and overall appearance of the complex in mind. He stated that some mechanical items were included based on experience and systems inspections.

RAB Comment:

Nick Dota asked if all the residents would be notified of the work items planned for the next five years.

SHA Response:

The Executive Director stated that a Public Hearing would be held on September 19, 2000 and that he would discuss the five-year capital fund items with the residents at that time.

The Executive Director stated that the five-year plan would be altered dramatically if the Housing Authority was funded to build 60 new units of elderly housing. He stated that the plan would be changed to include the reduction in density to combine two efficiency apartments to make a nice sized one-bedroom apartment. He stated that we would change the units available from 80 to 50 and they would be all one-bedroom units.

Attachment G
Housing Needs of Families in the Jurisdiction

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income<=30% of AMI	140,778	N/A	N/A	N/A	N/A	N/A	N/A
Income>30% but <=50% of AMI	119,929	N/A	N/A	N/A	N/A	N/A	N/A
Income > 50% but < 80% of AMI	135,941	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	291,987	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	124,000	N/A	N/A	N/A	N/A	N/A	N/A
White Non-Hispanic	1,123,673						
Black Non-Hispanic	87,364						
Hispanic	59,063						
Other	15,996						

Source: State of Connecticut Consolidated Plan January 1995 indicated Race Ethnicity by total household

Attachment H
Financial Resources
FY 2001

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$ 31,315.00	
b) Public Housing Capital Fund	\$101,434.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
	\$271,476.00	Public Housing Operations
4. Other income (list below)		
Interest Income	\$6,000.00	Public Housing Operations
Other Income	\$25,000.00	Public Housing Operations
4. Non-federal sources (list below)		
Total resources	\$435,225.00	

Attachment I
Statement of Achievements
Goals & Objectives

Management Issues:

The Seymour Housing Authority continued to operate its program in a manner to strive to be recognized as a High Performer. We worked with a consultant to begin the process to build new units so we can change the density in our existing building by creating larger one-bedroom units to replace the 60 efficiency apartments thus making our units more marketable. We have kept our uncollected rents below 3% and an occupancy rate above 97%. We have had an addition to the office staff and have begun having staff meetings at various locations.

Expansion of Housing Stock and Marketability Issues:

We have continued to seek a way to build new one bedroom units by discussing surplus land in Downtown Seymour with Town officials. We are also negotiating with a developer for a site next to the Callahan House to develop 40 to 45 units of Congregate Housing.

Security Issues:

The Callahan House Block Watch was formed at an initial meeting on September 26, 2000. Block watch captains were chosen as follows: Armande Pelletier, 1G; Helen Joseph, 4J; Mary Thayer, 1L; and Ruth Ewen, 4M.

A perimeter fence was installed at the rear of the property with Capital Funds project # CT26P03591099. This fence is to deter trespassers from the industrial park. The fence was also posted and it announces that this is a Federal Housing complex and trespassing was not allowed.

Security-viewing peepholes were installed at a lower height in the 80 apartment entry doors.

Building Safety circulars were distributed to residents. This publication included tips on personal safety in the building and instructed residents not to hang items on their doors to cover the apartment number or the peepholes.

The mailboxes were replaced with larger boxes to accommodate larger packages. This was accomplished with funds from the Capital Fund project # CT26P0391099.

Maintenance Issues:

We have adopted the Uniform Physical Condition Standards for the inspection of our property. We have also updated our Maintenance Plan to include a 5-year plan. We continue to maintain the Seymour Housing Authority's real estate in a decent condition.

We deliver timely and high quality maintenance service to the residents of the Seymour Housing Authority.

Maintenance Objectives:

Seymour Housing Authority continues to have all of its units in compliance with the Housing Quality Standards through December 31, 2005. We also continue to maintain our preventative maintenance plan. We are still creating an appealing, up-to-date environment in our developments by December 31, 2005. We continue to remain within 24 hours average response on emergency work orders. On routine work orders we maintain an average response time of 20 days.

Equal Opportunity Issues

Equal Opportunity Goals:

Our goal at Seymour Housing Authority continues to be that we operate in full compliance with all Equal Opportunity laws and regulations. Furthermore, the Seymour Housing Authority shall ensure equal treatment of all applicants, residents, employees and vendors.

Equal Opportunity Objectives:

Seymour Housing Authority strives to operate so that income exceeds expenses every year. The Seymour Housing Authority will continue its efforts to maintain our operating reserves of at least 30 percent of routine expenditures.

Public Image Issues:

Our goal at Seymour Housing Authority is to enhance the image of public housing in our community. Seymour Housing Authority has appeared to speak at a Seymour Lions Club meeting as well as participating in a Senior Health Fair in Shelton, CT and another Senior Fair in Ansonia, CT. At these fairs we promoted the housing and stressed how important this housing is in the community.

Seymour Housing Authority will continue to attempt to create at least (2) positive stories a year in the local media about the Seymour Housing Authority or one of its residents.

Supportive Services:

The Seymour Housing Authority added a computer center for its residents by installing (3) computers for use by residents. A series of basic introductory computer skills classes were held for residents to help them learn how to use the computer and internet. Twenty residents out of eighty units signed up for these classes.

Seymour Housing Authority has a lunch program weekdays at the Rev. Callahan House which provides a well-balanced nutritious meal serving approximately 12-15 people per day.

During the current year Seymour Housing Authority implemented a “Smoking Cessation” workshop sponsored by the Elder Options program. Fifteen residents participated in these classes and upon completion were awarded certificates.

A seminar on Drinking and Prescription Drug abuse was conducted at the Callahan House. There were approximately 20 participants who learned about abuse, support services, and prescription drug addiction.

Attachment J
Resident Advisory Board Briefing
For Correction of Substantial Deficiency
From First Submission.

Date: 12/19/2000

Time: 1:00 P.M.

Present: Nick Dota – President Callahan House Tenants Association
Dorothy Rowley – Vice President Callahan House Tenants Association
Virginia Dota - Secretary Callahan House Tenants Association
David J. Keyser, PHM – Executive Director Seymour Housing
Debby DellaVolpe, Maintenance Services Coordinator Seymour Housing

The Executive Director explained that HUD rejected the 2001 Comprehensive Agency Plan because of what they considered a substantial deficiency. He stated that the plan did not include the Annual Statement for the 2001 Capital Fund Program. He stated that he has corrected this oversight and wishes to re-submit. The Executive Director stated that HUD requires that he consult the Resident Advisory Board with this deficiency.

Comments & Responses:

Comment:

Virginia Dota commented that this was a minor oversight since the five year capital action plan included year 2001. She questioned if HUD was singling out Seymour Housing Authority for some reason and being picky.

Response:

The Executive Director stated that there have been so many changes in the recent past. He commented that HUD has to answer to the Secretary of Housing.

Comment:

Would HUD representatives be willing to come here to have the Board explain and talk about issues.

Response:

The Executive Director commented that he feels that he should make it a point to contact HUD Field Office workers on a regular basis to discuss and get explanation of new changes. He stated that after the first of the year, he will make it a point to make appointments with HUD Field Office to visit Hartford occasionally to meet face to face with staff & discuss matters of regulations & review policy and procedure.

The meeting adjourned at approximately 1:15 P.M.