

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

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# PHAPlan 5 Year Plan for Fiscal Years 2003 - 2007 Annual Plan for Fiscal Year 2003 - 2004

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

## PHA Plan Agency Identification

**PHAName:** BristolHousingAuthority

**PHANumber:** CT026P023

**PHAFiscalYearBeginning:** 7/1/03

### Public Access to Information

**Information re garding 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
- PHA local 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
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)  
At Resident Advisory Board Meetings

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)
-

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2003 -2007**  
[24CFRPart903.5]

**A.Mission**

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:  
Provide Safe, Decent and Affordable Housing for Persons of Low and Moderate income for the Bristol region

**B.Goals**

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
    - Apply for additional rental vouchers, if available.
    - Reduce public housing vacancies to 5% or less.
    - Leverage private or other public funds to create additional housing opportunities: CDBG funds to assist with rehabilitation of single family homes purchased by non-profit for future Section 8 Homeownership Program.
    - Acquire or build units or developments through non-profit. Units are being purchased for future Section 8 Homeownership.
    - Other (list below)
  - PHA Goal: Improve the quality of assisted housing  
Objectives:
    - Improve public housing management: PHAS score 90
    - Improve voucher management: SEMAP score 97%, 100% leased.
    - Increase customer satisfaction: Bristol Housing Authority Resident Newsletter created monthly keeping residents informed on pertinent housing issues concerning their health and safety. Housing Services Staff to do more outreach and meetings with residents prior to survey to education plan purpose.  
Also, installed security cameras at 2 elderly/disabled high-rise buildings and plan to install cameras at 189 unit family complex.
    - Concentrate one effort to improve specific management functions: a). Housing Inspector does daily inspections to identify lease violations and
-

advise maintenance of any potential code violations. The inspectors will do a PH inspection 30 days after a new tenant moves into assure compliance and make a referral to RSC for any services needed. The inspector conducts inspections of new units within 15 days of the request by the Section 8 participant. We are implementing direct deposit for Section 8 landlords to expedite HAP payment. b). Complete inventory system for all maintenance materials in order to change existing software support to system which supports all other housing functions (CHAS).

Renovate or modernize public housing units: As part of four 5yr. Capital Fund in clude the complete rehabilitation of 20 -21 units at CT26P023001

Demolish or dispose of obsolete public housing: 5 Units

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

Conduct outreach effort to potential voucher landlords: Send letters to all local apartment management companies outside of poverty areas to encourage participation in Section 8 program with follow-up visit.

Increase voucher payment standard in accordance with new FMR's

Implement voucher homeownership program for three families

Implement public housing or other homeownership programs:

Implement public housing site -based waiting lists:

Convert public housing to vouchers:

Other: (list below)

Collaborate with local United Way and Social Services to implement IDA available for Public Housing residents.

### **HUD Strategic Goal: Improve community quality of life and economic vitality**

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Through total rehab of units at Federal PH we hope to encourage higher -income households into the complex

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

- Implement public housing security improvements: Enhance camera system at 2 elderly/disabled high-rise buildings and install new security camera system at family development which can be monitored at 1 (one) site.
- Designated developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistancerecipients' employability: Onsite GED and ESL classes with child care services at Federal Family sites.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: By July 1, 2004 create IDA program for home ownership and vehicle purchase. The vehicle purchases will diminish barriers to employment.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
    - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: Ongoing
    - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: By December 1, 2004 complete market survey to address needs for family handicap accessible units in order to address needs for additional handicap accessible units in the rehabilitation of units at CT26P023001.
    - Other: (list below)
-

### **Conversion Narrative for Agency Plan:**

The Bristol Housing Authority proposes a second conversion to combine an existing one bedroom with an adjacent two bedroom unit, in the same building, into a 3 bedroom or 4 bedroom handicap unit for family occupancy.

The conversion plan is to address additional and increasing need within the community for family handicap units not presently available in public housing or the private sector.

Together with our existing one bedroom handicap units Bristol Housing Authority will exceed compliance with the expanded 504 regulations presently being emphasized by HUD.

### **Demolition Narrative for Agency Plan:**

The Bristol Housing Authority is proposing a program of selective demolition to decrease the density of the Cambridge Park Development. The program is designed to:

1. Increase BHA's ability and effectiveness in enforcing security measures to reduce crime.
2. Increase the marketability of the housing units in this community thus, reducing vacancy losses.
3. Increase neighborhood involvement will enhance resident participation in tenant oriented programs further reducing crime in the community.
4. Increase open space for playgrounds and sports areas to expand organized children's and youth activities by the Bristol Boys and Girls Club satellite facility at Cambridge Park.
5. Reduce the impact on neighborhood schools.

Together with the unit renovation program presently underway, BHA believes this demolition program to be an integral part of revitalizing this community, changing the public housing (project) image for today and many years to come.

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**AnnualPHAPlan**  
**PHAFiscalYear2003**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79®]

Provideabriefoverviewoftheinformati onintheAnnualPlan,includinghighlightsofmajorinitiativesand discretionary policiesthePHAhasincludedintheAnnualPlan.

TheBristolHousingAuthoritythrougharecommendationbytheResidentAdvisory Boardhasproposedalimitationof30%you ngdisabledatourelderly/youngdisabled sites.Thisincludesanoptionshouldvacancyratesexceed5%theBristolHousing Authoritywouldoffervacantunitstoyoungdisabled.TheBristolHousingAuthorityis intheprocessofcreatingdirectdeposits forlandlordsandinthenearfutureinitiating directdepositfortenantpayments.TheremainderoftheAnnualPlanisconsistentwith thepreviousplan.TheBristolHousingAuthorityplansto:

- Provideincreasedcommunicationtopublichousingresident sthroughitsmonthly BHAnewsletterandassistsitetenantcouncilswiththeirnewsletters
- ProvideincreasedcommunicationtoSection8landlords
- ContinualreviewofSection8AdministrativePlanandAdmissionsandContinued OccupancyPlanforregulation compliance
- CreateFamilyHandicapAccessibleUnits
- SupportSection8HomeownershipProgramandOpportunities
- InvestigateAffordableHousingAcquisitionOption

### **iii. Annual Plan Table of Contents**

[24CFR Part 903.79@]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

#### **Table of Contents**

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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. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY2003 -04 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- BHA Management Organizational Chart
- FY2003 -2007 Capital Fund Program 5 Year Action Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

**Supporting Documents Available for Review**

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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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	5 Year and Annual Plans
X	Fair Housing Documentation: 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	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) 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), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered each public housing development <input checked="" type="checkbox"/> included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> 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
X	Public housing grievance procedures <input checked="" type="checkbox"/> included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	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)	

## **1. Statement of Housing Needs**

[24CFR Part 903.79(a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide an assessment of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income ≤ 30% of AMI	68%	5	5	5	5	5	5
Income > 30% but ≤ 50% of AMI	45%	5	4	3	3	4	4
Income > 50% but < 80% of AMI	46%	4	4	4	3	3	5
Elderly	20%	5	4	3	4	4	4
Families with Disabilities	2%						
Race/Ethnicity	94% W						
Race/Ethnicity	2% B						
Race/Ethnicity	3% H						
Race/Ethnicity	1% Other						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2003-04
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b> **PUBLIC HOUSING**			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	194		95
Extremely low income <= 30% AMI	173	89.2	
Very low income (> 30% but <= 50% AMI)	19	9.8	
Low income (> 50% but < 80% AMI)	2	1.1	
Families with children	114	58.8	
Elderly families	31	16.0	
Families with Disabilities	31	16.0	
Race/ethnicity	116 White	59.8	
Race/ethnicity	14 Black	7.3	
Race/ethnicity	1 Asian	0.6	
Race/ethnicity	63 Hispanic	32.5	

Housing Needs of Families on the Waiting List			
**PUBLIC HOUSING**			
Characteristics by Bedroom Size (Public Housing Only)	75	38.7	
1BR	64	33.0	58
2BR	52	26.8	26
3BR	3	1.6	11
4BR			0
5BR	0	0	0
5+BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
**SECTION 8**			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/sub -jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	125		103
Extremely low income <= 30% AMI	106	84.8	
Very low income (> 30% but <= 50% AMI)	19	15.2	
Low income (> 50% but < 80% AMI)	0	0	
Families with children	77	61.6	
Elderly families	3	2.4	
Families with Disabilities	5	4.0	
Race/ethnicity	63 White	50.4	
Race/ethnicity	23 Black	18.4	

<b>Housing Needs of Families on the Waiting List</b>			
<b>**SECTION 8**</b>			
Race/ethnicity	2 Asian	1.6	
Race/ethnicity	36 Hispanic	28.8	
Race/ethnicity	1 American Indian	0.8	
Characteristics by Bedroom Size (Public Housing Only)	N/A		
1BR	38	30.4	16
2BR	61	48.8	32
3BR	25	20.0	51
4BR	1	0.8	4
5BR	0	0	0
5+BR	0	0	0
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed? 12 Months -2/22/02			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**C.Strategy for Addressing Needs**

Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency’s reasons for choosing this strategy.

**WAITING LIST:**

The Bristol Housing Authority has analyzed the housing needs of low -income and very low-income families on the Bristol Housing Authority public housing and Section 8 waiting lists. Included in the analysis are housing needs of extremely low -income families, elderly families and families with disabilities, and households of various races and ethnic groups on the PHA’s waiting lists.

The housing needs of each of these groups have been identified separately. The identification of housing needs took into account issues of affordability, supply, quality, accessibility, size of units and location.

The PHA’s public housing and Section 8 waiting lists are computerized. Tables of waiting list analysis are maintained in the PHA’s administrative office.

**NEEDS ASSESSMENT**

Through analysis of the City of Bristol PHA’s jurisdiction and Bristol Housing Authority waiting lists, the Bristol Housing Authority believes that extremely low income and families with children are least well served in the City of Bristol.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through Section 8 replacement housing resources
- Maintain or increase Section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase Section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase Section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional Section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)

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

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

Select all that apply

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

- Employadmissionspreferencesaimedatfamilieswitheconomic hardships
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI**

Selectallthatapply

- Employadmissionspreferencesaimedatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1: Target availableassistancetotheelderly:**

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucher targetedtotheelderly,shouldtheybecome available
- Other:(listbelow)

**Need:SpecificFamilyTypes:FamilieswithDisabilities**

**Strategy1: Target availableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial -purposevoucher targetedtofamilieswithdisabilities,should theybecomeavailable
- Affirmativelymarketto localnon -profitagenciesthatassistfamilieswith disabilities
- Other:(listbelow)

**Need:SpecificFamilyTypes: Racesorethnicity'swithdisproportionatehousing needs**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:**

Selectifapplicable

- Affirmativelymarkettoraces/ethnicities showntohavedisproportionatehousing needs
- Other:(listbelow)

**Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing**

Selectallthatapply

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the Section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below) - Increased payment standard to 110%, update utility allowance annually and update rent reasonableness survey annually

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influence the PHA's selection of the strategies it will pursue:

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

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant-based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	1,213,422	
b) Public Housing Capital Fund	1,112,350	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	2,538,794	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) CFP-501-00</b>	23,443	
<b>3. Public Housing Dwelling Rental Income</b>	1,402,253	PH Operations
<b>4. Other income (list below)</b>		
a. Interest	25,000	PH Operations
b. Laundry & Misc.	16,800	PH Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	6,308,619	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: ( )
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) –  
Upon receipt of initial pre-application and again prior to move-in

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

**(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plan to operate one or more site -based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site -based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site -based waiting lists new for the upcoming year (that is, they are not part of a previously -HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site -based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site -based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)  
Real threat of violence against resident  
Income targeting

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Involuntary Displacement
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability

- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - Over-crowding
  - Elderly (age 62 years old and over)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- (2) Involuntary Displacement
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- (1) Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- (4) Household that contributes to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - (3) Overcrowding
  - (1) Elderly (age 62 years old and over) to obtain maximum 30% young disabled

**Preferences are weighted as follows.**

- Residents who live and work in our jurisdiction (5 points)
- Elderly (5 points)
- Involuntary Displacement through no fault of their own (3 points)
- Overcrowding (2 points)
- Targeting/Deconcentration (1 point)

Date and time will be considered if there are no preferences or if more than one applicant has the same preference.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA - resident lease
- The PHA Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (Select all that apply)

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (Select all that apply)

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
CT26P023001
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:  
CT26P023001
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d were yes, how would you describe these changes? (Select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (Select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List developments below:  
CT26P023001-Cambridge Park

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (Select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHA that do not administer Section 8 are not required to complete sub -component 3B. Unless otherwise specified, all questions in this section apply only to the tenant -based Section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (Select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC -authorized source)

e. Indicate what kinds of information you share with prospective landlords? (Select all that apply)

- Criminal or drug-related activity
- Other (Rental History)

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the Section 8 tenant-based assistance waiting list merged? (Select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to Section 8 tenant-based assistance? (Select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

If applicant can verify that search resulted in no available and/or acceptable (HQS) unit then a 20-day extension will be provided with up to 80 days.

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the Section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to Section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special Purpose Section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (Select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- (1) Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- (1) Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (Select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preference to income targeting requirements: (select one)

- ThePHAappliespreferenceswithinincometiers
- Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet income-targetingrequirements

**(5)Special PurposeSection8AssistancePrograms**

a.Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverningeligibility, selection,andadmissionstoanyspecial -purposeSection8programadministeredby thePHAcontained?(Selectallthatapply)

- TheSection8AdministrativePlan
- Briefingsessionsandwrittenmaterials
- Other(listbelow)

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purposeSection8 programstothepublic?

- Throughpublishednotices
- Other(listbelow)

**4.PHARentDeterminationPolicies**

[24CFRPart903.79(d)]

**A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesub -component4A.

**(1)IncomeBasedRentPolicies**

DescribethePHA’sincomebasedrentsettingpolicy/iesforpublichousingusing,includingdiscretionary (thatis,notrequiredbystatuteorregulation)incomedisregardsandexclusions,intheappropriatespaces below.

a.Useofdiscretionarypolicies:(selectone)

- ThePHAwillnotemployanydiscretionaryrent -settingpoliciesforincomebased rentinpublichousing.Income -basedrentsaresetatthehigherof30%of adjustedmonthlyincome,10 %ofunadjustedmonthlyincome,thewelfarrent,or minimumrent(lessHUDmandatorydeductionsandexclusions).(Ifselected, skiptosub -component(2))

---or---

- ThePHAemploysdiscretionarypoliciesfordeterminingincome -basedren t(If selected,continuetoquestionb.)

b.MinimumRent

1.WhatamountbestreflectsthePHA’sminimumrent?(selectone)

- \$0
- \$1-\$25
- \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

The Bristol Housing Authority will notify all families at the annual recertification appointment of their right to request a minimum rent hardship exemption.

The Bristol Housing Authority will notify all families at time of lease-up of their right to request a minimum rent hardship exemption.

The Housing Services Supervisor will document in the family's file that the family has been notified of their right to request a minimum rent hardship exemption.

All requests for minimum rent exemption are required to be in writing.

Requests for minimum rent exemption must state the family circumstances that qualify the family for an exemption.

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Premiums for health insurance

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report change in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Anytime the family experiences an income increase
- For State properties, anytime a family experiences an income increase or decrease of a threshold amount or percentage: (if selected, specify threshold) 10%
- Other (list below)

When there is a change in head of household or a new adult family member is added, the PHA will complete an application for continued occupancy and re-verify, using the same procedures the PHA staff would use for an annual reexamination, except for effective dates of changes. In such case, the Interim Reexamination Policy would be used.

If the tenant's rent decreases and the tenant reported the change within a month prior to the annual recertification anniversary date or between the annual recertification anniversary date and the effective date of the annual recertification, the change will be treated as interim. The change will be

effective the first of the following month that the family reported the change.  
If necessary, the PHA will run another HUD 50058 as an annual recertification.

- g.  Yes  No: Do est the PHA planto implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## (2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The Section 8 rent reasonableness study of comparable housing  
 Survey of rents listed in local newspaper  
 Survey of similar unassisted units in the neighborhood  
 Other (list/describe below)

## **B. Section 8 Tenant -Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant -based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based Section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR  
 100% of FMR  
 Above 100% but at or below 110% of FMR  
 Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
 The PHA has chosen to serve additional families by lowering the payment standard  
 Reflects market or submarket  
 Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area  
 Reflects market or submarket  
 To increase housing options for families  
 Other (list below)  
Address to some extent the 40% restriction for some families

d. How often are repayment standards reevaluated for adequacy? (select one)

- Annually  
 Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families  
 Rent burdens of assisted families  
 Other (list below)  
 Market and Rent Reasonableness Data

**(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Operations and Management**

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C (2)

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached, attachment C.

A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	542	77
Section 8 Vouchers	455	40
Section 8 Certificates	0	

Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)	542	N/A
Other Federal Programs (Capital Fund)	542	N/A

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- a. Housing Authority of the City of Bristol - Maintenance Operations Manual.
- b. Procurement Policy
- c. Personnel Policy includes Travel Policy and Sexual Harassment Policies
- d. Admissions and Continued Occupancy Policy, including Pet Policy and Reasonable Accommodation and Reasonable Accommodation Pet Policy
- e. Capitalization Policy
- f. Pet Policy
- g. Fence Policy
- h. Pool Policy
- i. One Strike You're Out Policy
- j. Investment Policy
- k. Funds Transfer Policy
- l. Check signing Policy
- m. Criminal Drug Treatment and Registered Sex Offenders: Classification Records Management Policy
- n. Drug Free Workplace Policy
- o. Facilities Use Policy
- p. Disposition Policy
- q. Ethics Policy
- r. Hazardous Materials Policy
- s. Natural Disaster Response Guidelines

(2) Section 8 Management: (list below)

- a. Section 8 Administrative Plan.

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub -component 6A.

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additional federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

### **B. Section 8 Tenant -Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub -component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plant template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment B (2003 Annual Statement) **HUD52837**

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

**Component 7  
Capital Fund Program Annual Statement  
Parts I, II, and III**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number CT26PO2350103 FFY of Grant Approval: 07/2003

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$90,000.00
4	1410 Administration	\$70,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$100,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	\$685,000.00
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Non Dwelling Structures	\$137,350.00
13	1475 Non Dwelling Equipment	\$30,000.00
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	<b>Amount of Annual Grant (Sum of lines 2 - 19)</b>	<b>\$1,112,350.00</b>
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  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Mgmt. Improvements	Resident Services Coordinators	1408	\$50,000.00
“	Residents Programs	1408	\$30,000.00
“	Computers	1408	\$10,000.00
HA-Wide Administration	Modernization Coordinator 100% and Director of Facilities 10%	1410	\$70,000.00
HA-Wide Fees & Costs	A&E services Cambridge Rehabs, Roof Replacements various Developments, J.F.K. Security System Upgrades	1430	\$100,000.00
CT26PO23001	Unit Rehabilitation	1460	\$425,000.00
CT26PO23002	Installation of Kitchen Vent Fans	1460	\$45,000.00
CT26PO23004	Replace Bathroom Radiators	1460	\$15,000.00
CT26PO23005	Roof Replacement	1460	\$125,000.00
CT26PO23012	Basement Ceilings and Storm doors	1460	\$15,000.00
CT26PO23015	Roof Replacement	1460	\$60,000.00
CT26PO23003	Security Surveillance System Installation	1470	\$110,000.00
CT26PO23001	Office Security Upgrades	1470	\$27,350.00
HA-Wide	Replacement Dump Truck	1475	\$30,000.00

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide 1408 HA-Wide 1410 HA-Wide 1430	06/30/05	06/30/07
CT26PO23001	06/30/05	06/30/07
CT26PO23002	06/30/05	06/30/07
CT26PO23003	06/30/05	06/30/07
CT26PO23004	06/30/05	06/30/07
CT26PO23005	06/30/05	06/30/07
CT26PO23012	06/30/05	06/30/07
CT26PO23015	06/30/05	06/30/07
CT26PO23001	06/30/05	06/30/07
HA-Wide 1475	06/30/05	06/30/07

**(2) Optional 5 -Year Action Plan**

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

a.  Yes  No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B) **HUD 52834**

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan as Attachment C: Capital Fund 2003 -2007

-or-

The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP optional 5 -Year Action Plan from the Table Library and insert here).

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
CT26PO23	PHA Wide		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
HA-Wide Management Improvements			\$90,000.00
““““			2004
““““			\$90,000.00
““““			2005
““““			\$90,000.00
““““			2006
““““			\$90,000.00
““““			2007
HA-Wide Administration			\$70,000.00
““““			2004
““““			\$70,000.00
““““			2005
““““			\$75,000.00
““““			2006
““““			\$75,000.00
““““			2007
HA-Wide Fees and Costs			\$100,000.00
““““			2004
““““			\$80,000.00
““““			2005
““““			\$80,000.00
““““			2006
““““			\$85,000.00
““““			2007
<b>Totalestimatedcostovertnext5years</b>			<b>\$995,000.00</b>

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5 -Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
CT26PO23001	Cambridge Park			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Unit Rehabilitation			\$420,350.00	2004
Unit Rehabilitation			\$455,350.00	2005
Unit Rehabilitation			\$450,350.00	2006
Unit Rehabilitation			\$37,350.00	2007
Replace Main Water Distribution Lines			\$500,000.00	2007
<b>Total estimated cost over next 5 years</b>			<b>1,863,400.00</b>	

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5 -Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
CT26PO23002	Bonnie Acres			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Community Building Renovations			\$75,000.00	2004
Replace Kitchen Sinks, Counters, Faucets			\$100,000.00	2005
<b>Totalestimatedcostovernext5years</b>			<b>\$175,000.00</b>	

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CT26PO23003	John F. Kennedy Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Kitchen Sinks, Counters, Faucets			\$112,000.00	2004
Upgrade Site Lighting			\$32,000.00	2005
Repoint & Seal Exterior Brick			\$200,000.00	2006
Upgrade Elevators			\$175,000.00	2007
<b>Totalestimatedcostovernext5years</b>			<b>\$519,000.00</b>	

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CT26PO23004	Bonnie Acres Extension			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Enclose Exterior Porches			\$75,000.00	2004
Replace Kitchen Sinks, Counters, Faucets			\$85,000.00	2005
Replace Site Lighting			\$17,000.00	2006
<b>Total estimated cost over next 5 years</b>			<b>\$177,000.00</b>	

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CT26PO23005	Gaylord Towers Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Repoint Exterior Brick and Seal			\$200,000.00	2005
Convert Domestic Water Tank for electric to gas			\$200,000.00	2006
Elevator Upgrades			\$150,000.00	2007
Total estimated cost over next 5 years			\$550,000.00	

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5 -Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
CT26PO23012	Hillcrest Apartments			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Windows			\$50,000.00	2004
<b>Total estimated cost over next 5 years</b>			<b>\$50,000.00</b>	

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
CT26PO23015	Scattered Sites		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Replace Windows			\$60,000.00
			2004
<b>Total estimated cost over next 5 years</b>			<b>\$60,000.00</b>

## B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund)

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
  2. Development (project) number:
  3. Status of grant: (select the statement that best describes the current status)
    - Revitalization Plan under development
    - Revitalization Plans submitted, pending approval
    - Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?  
If yes, list developments or activities below:  
CT26P023001 - Cambridge Park

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:  
CT26P023015 - Scattered Sites

## **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

Applicability of component 8: 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 component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If yes", skip to component 9. If "No", complete the Activity description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Scattered Sites
1b. Development (project) number:	CT26PO23015
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: 7/1/03	

5. Number of units affected: 5
6. Coverage of action (select one)
<input checked="" type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
7. Timeline for activity:
a. Actual or projected start date of activity: 7/1/03
b. Projected end date of activity: 6/30/04

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Applications status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <span style="float: right;"><u>(DD/MM/YY)</u></span>	

<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

**10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p>

<input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24CFR Part 903.79(k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

**B. Section 8 Tenant Based Assistance**

1.  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 component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26- 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

\$10,300 per family minimum income

Good credit

No bankruptcy for the last 2 years

Anticipation in IDA program

## **12. PHA Community Service and Self -sufficiency Programs**

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

Community Service Program requirement was suspended by Board of Commissioners on 2/26/2002.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

BHA has attempted but to date unable to reach an executed agreement with local TANF Agency.

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self -sufficiency of assisted families in the following areas? (select all that apply)

Public housing rent determination policies

- Publichousingadmissionspolicies
- Section8admissionspolicies
- PreferenceinadmissiontoSection8forcertainpublichousingfamilies
- Preferencesforfamiliesworkingorengagingintrainingoreducation programsfornon -housingprogramsoperat edorcoordinatedbythePHA
- Preference/eligibilityforpublichousinghomeownershipoption participation
- Preference/eligibilityforSection8homeownershipoptionparticipation
- Otherpolicies(listbelow)

b. Economic and Social self -sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self -sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub -component 2, Family Self -Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or Section 8 participants or both)
Budget Management	30	first come, first serve	BCO/BHA	Public Housing
Dress for Success	30	first come, first serve	BCO/BHA	Public Housing
Renters Education Course	80	waiting list	BHA	Section 8

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

Apply for FSS program funds as they become available.

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
----------------------------------------------------------------------------------------------------------------

### 13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA action to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti

- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
  
- Other (describe below)  
Resident Advisory Board Meeting information exchange.

3. Which developments are most affected? (list below)

- CT26P023-001
- CT26P023-003
- CT26P023-005

**B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)  
Collaboration with RSVP Homeland Security, Vista Volunteers and Senior Volunteers on crime prevention and emergency readiness.

2. Which developments are most affected? (list below)

- CT26P023-001
- CT26P023-003
- CT26P023-005

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)  
Regular drive -through patrols by local and State Police

2. Which developments are most affected? (list below)

CT26P023-001

CT26P023-003

CT26P023-005

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No  N/A Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No  N/A Has the PHA included the PHDEP Plan for FY2003 in this PHA Plan?
- Yes  No  N/A This PHDEP Plan is an Attachment.

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

Pet Policy - Approved by Board of Commissioners on 4/10/2001

Pet Policy for Reasonable Accommodation was approved by the Board of Commissioners on April 8, 2003. (Attachment E.)

**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations .

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? \_\_\_\_\_
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below w)?

**17. PHA Asset Management**

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long term asset management of its public housing stock, including how the Agency will plan for long term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

### **18. Other Information**

[24CFR Part 903.79(r)]

#### **A. Resident Advisory Board Recommendations**

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: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment C. Resident Advisory Board Minutes & Public Hearing Minutes.
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:

1. At a recent Resident Advisory Board (RAB) meeting, it was voted upon that "Involuntary Displacement" will replace "Homeless Family" and will be incorporated with the ACOP changes.
2. BHA will begin the process to bring the percentage rate of the young disabled down to 30%. It was explained to the residents that should the vacancy rate rise over 5%, those vacancies will be opened to the young disabled.
3. Residents will not have to report an increase in income between an annual recertifications.

4. There will be a conversion of a family handicapped unit in Cambridge Park.
5. There will be a disposition of properties located at 70 -72 Beech Street and 130 Marconi Avenue.
6. There will be a pre-application process to expedite eligibility prior to expense of credit checks.
7. There will be a deduction for medical insurance premiums to help working families.
8. Informal hearing requests must be received within thirty days of notice received from BHA.
9. Lease change includes the return of security deposits after one year for the elderly and young disabled residents, however, tenants will be charged with criminal misconduct should the property be damaged.

Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub -component C.)
2.  Yes  No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub - component C.)

**3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)  
Two officers of existing resident councils (4 complexes) were named by each site to be their representatives (total 8 representatives)  
The one site where no resident council exists, the BHA asked for residents to serve as "signed up" volunteers. This was posted in the community bulletin board open to all residents (2 representatives)  
Section 8 residents were notified via mail to respond and participate in the meetings (4 representatives)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance

- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)  
Appointed by Mayor from those who solicit appointments.

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and Section 8 tenant assistance) -based
- Representatives of all PHA resident and assisted family organizations
- Other (list)

### C. 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: (City of Bristol)

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 the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)  
The PHA has invited representatives of the local jurisdiction to attend all Resident Advisory Board meetings and Public Hearing

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

### D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

- A. Admissions Policy for Deconcentration
- B. BHAM Management Organizational Chart
- C. Resident Advisory Board Minutes and Public Hearing Minutes
- D. Pet Policy - General Occupancy (Family) Projects
- E. Reasonable Accommodation Pet Policy - Elderly/Disabled Projects
- F. Performance and Evaluation Report 3/31/03 FY2000
- G. Performance and Evaluation Report 3/31/03 FY2001
- H. Performance and Evaluation Report 3/31/03 FY2002

I.

**Optional Public Housing Asset Management Table**

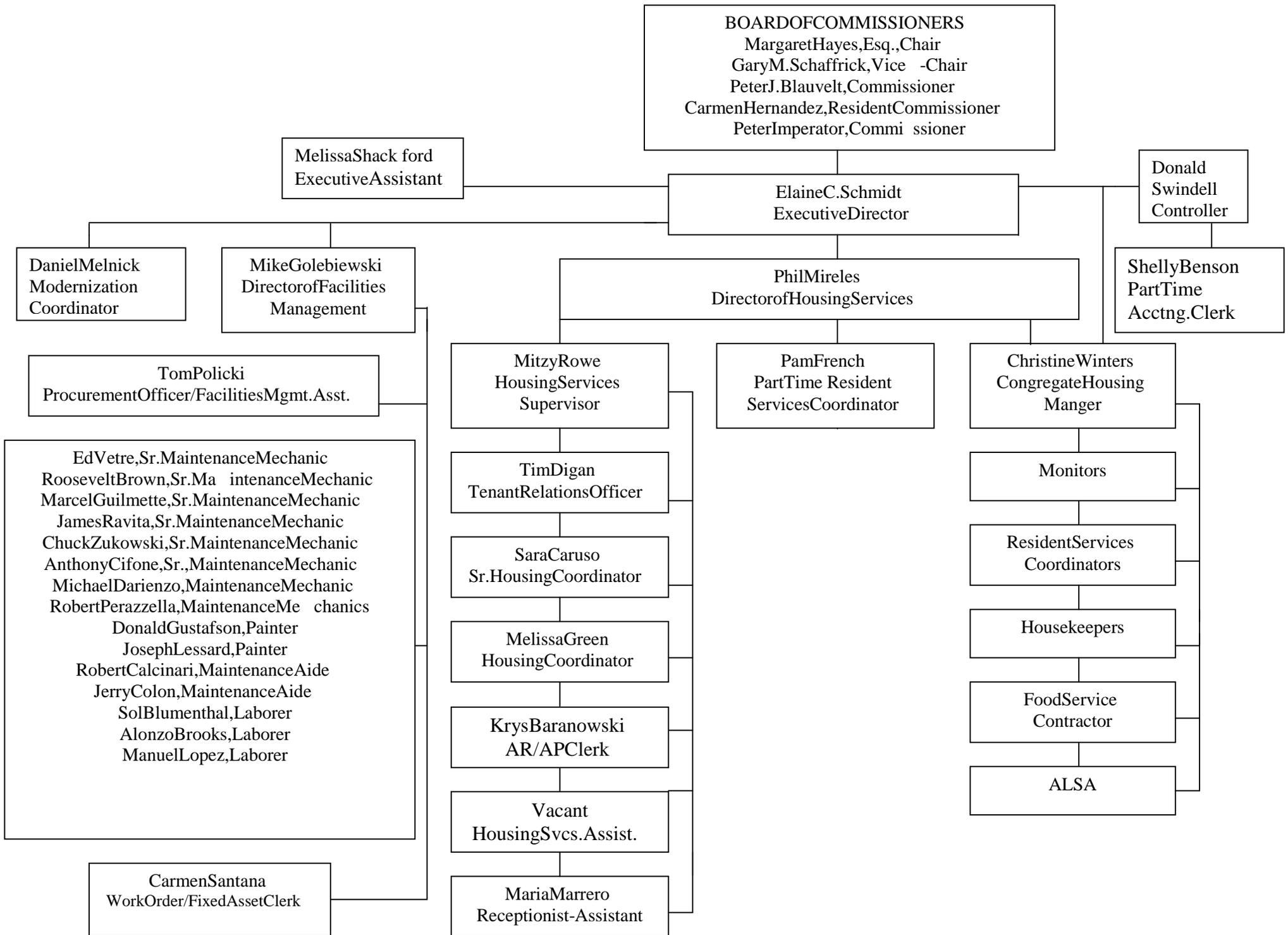
See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>						
<b>Component Identification</b>	<b>Activity Description</b>					
Number and Type of Units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/ disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>
N/A	See Attached Tables	0	0	0	0	0

**Attachment A.**

**Admissions Policy for Deconcentration**

It is the Bristol Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments when appropriate and financially beneficial to the residents. Towards this end, we will skip families on the waiting list to reach other families with lower or higher income. We will accomplish this in a uniform and non-discriminating manner. The Authority will affirmatively market our housing to all eligible income groups.



BOARD OF COMMISSIONERS  
 Margaret Hayes, Esq., Chair  
 Gary M. Schaffrick, Vice -Chair  
 Peter J. Blauvelt, Commissioner  
 Carmen Hernandez, Resident Commissioner  
 Peter Imperator, Commi ssioner

Melissa Shackford  
 Executive Assistant

Elaine C. Schmidt  
 Executive Director

Donald Swindell  
 Controller

Shelly Benson  
 Part Time  
 Acctng. Clerk

Daniel Melnick  
 Modernization  
 Coordinator

Mike Golebiewski  
 Director of Facilities  
 Management

Phil Mireles  
 Director of Housing Services

Mitzy Rowe  
 Housing Services  
 Supervisor

Pam French  
 Part Time Resident  
 Services Coordinator

Christine Winters  
 Congregate Housing  
 Manger

Tom Policki  
 Procurement Officer/Facilities Mgmt. Asst.

Ed Vetre, Sr. Maintenance Mechanic  
 Roosevelt Brown, Sr. Ma intenance Mechanic  
 Marcel Guilmette, Sr. Maintenance Mechanic  
 James Ravita, Sr. Maintenance Mechanic  
 Chuck Zukowski, Sr. Maintenance Mechanic  
 Anthony Cifone, Sr., Maintenance Mechanic  
 Michael Darienzo, Maintenance Mechanic  
 Robert Perazzella, Maintenance Me chanics  
 Donald Gustafson, Painter  
 Joseph Lessard, Painter  
 Robert Calcinari, Maintenance Aide  
 Jerry Colon, Maintenance Aide  
 Sol Blumenthal, Laborer  
 Alonzo Brooks, Laborer  
 Manuel Lopez, Laborer

Tim Digan  
 Tenant Relations Officer

Sara Caruso  
 Sr. Housing Coordinator

Melissa Green  
 Housing Coordinator

Krys Baranowski  
 AR/AP Clerk

Vacant  
 Housing Svcs. Assist.

Maria Marrero  
 Receptionist-Assistant

Monitors

Resident Services  
 Coordinators

Housekeepers

Food Service  
 Contractor

ALSA

Carmen Santana  
 Work Order/Fixed Asset Clerk

**ATTACHMENT C  
RESIDENT ADVISORY BOARD**

<b>NAME</b>	<b>TITLE</b>	<b>LOCATION</b>
Shirley Bernier	Secretary	Bonnie Acres
Dottie Mibulak	Vice President	Bonnie Acres
Mary Stokes	Treasurer	Bonnie Acres
Ted Beers	President	Bonnie Acres
Patricia O. Houle	Resident	Section 8 - 70 Summer Street
Rosa L. Torres	President	Cambridge Park
Gertrude Anderson	Secretary	Gaylord Towers
Edna Forbes	Treasurer	Gaylord Towers
Rita Shone	President	Gaylord Towers
Raphael Delvalle	Vice-President	Gaylord Towers
Penny Ward	President	J.F.K. Apartments
Donald Shone	Secretary	J.F.K. Apartments
Mark Dieter	Secretary	Mountain Laurel Manor
Jaime Bezares	Section 8	Carabetta Apartments
Carmen Bezares	Section 8	Carabetta Apartments
Carmen Hernandez	Resident Commissioner	Cambridge Park
Joan Courchaine	Commissioner/Resident Committee	
Jayne Savino	Bristol Development Authority	
<u>BHA Staff</u>		
Elaine C. Schmidt	Executive Director	
Phil Mireles	Director of Housing Services	
Mitzy Rowe	Housing Services Supervisor	
Mike Golebiewski	Director of Facilities	
Dan Melnick	Maintenance/Modernization Coordinator	
Melissa Shackford	Executive Assistant	
Tom Policki	Procurement Officer/Facility Management Assistant	
Christine Winters	Congregate Housing Manager	
Pam French	Resident Services Coordinator	

# Housing Authority of the City of Bristol

## 31 Quaker Lane - Bristol, CT 06010

Executive Director  
Elaine C. Schmidt

Phone: (860) 582-6313  
Fax: (860) 585-6033  
e-mail: BHA@ntplx.net

Board of Commissioners  
Peter G. Imperator, Chair  
Margaret Hayes, Esq., Vice - Chair  
Joan M. Courchaine  
Carmen I. Hernandez  
Gary Schaffrick

City Council Liaison  
Albert V. Myers

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### Minutes of the Public Hearing of the Bristol Housing Authority

April 16, 2002  
Bonnie Acres Community Hall

The Public Hearing of the Housing Authority of the City of Bristol was held on April 16, 2002 in the Bonnie Acres Community Hall.

Chair Imperator called the meeting to order at 6:00 p.m. and upon roll call, the following answered present:

#### 1. Roll Call

Present:

Commissioner Peter G. Imperator, Chair  
Commissioner Margaret G. Hayes, Vice - Chair  
Commissioner Joan M. Courchaine  
Commissioner Carmen I. Hernandez  
Commissioner Gary M. Schaffrick

Absent:

None

Also present: Executive Director Elaine C. Schmidt, and City Council Liaison Albert V. Myers.

#### 2. Overview of Agency Plan

Executive Director Elaine Schmidt explained that the Resident Advisory Board participated in the process of reviewing and making changes to the Agency Plan. The Resident Advisory Board met four times with representative from all federal sites and the Section 8 Voucher Program.

Changes to the Agency Plan are as follows:

1. Minimum rent increase from \$25.00 to \$50.00. Hardship cases would be considered on a case by case basis.
2. Minimum rent for the Section 8 Voucher Program will decrease from \$50.00 to \$0.00.

Rent for the Section 8 Voucher Program is calculated differently than for other sites and most Section 8 participants pay more than \$50.00 rent.

3. Currently lease violation fines are \$15.00 per violation each 30 days. Lease violation fines will increase to \$15 for the first violation; \$30 for the second time the same violation occurs within one year; \$45.00 for the third time the same violation occurs within one year and \$45.00 each time thereafter for the same violation.

4. We are beginning a Section 8 Homeownership Program. This will allow families or single individuals to purchase homes through a comprehensive program involving money counseling, home maintenance education classes, and an asset building incentive (that can be used toward the down payment). This program will take 2-3 years to complete. Participants can then use their Section 8 certificate toward their mortgage payment for up to 15 years after completing the program, provided they still qualify.

5. Deconcentration will be giving a 1-point preference to achieve income mixing in all federal projects.

A copy of the Agency Plan is available at the Bristol Housing Authority Office. All are welcomed and encouraged to review it. An appointment can be made so that an employee can review the plan with you.

### **3. Public Participation**

Chair Imperator asked for public comments.

Commissioner Schaffrick questioned the amount of time a participant needs to wait after bankruptcy before applying for a mortgage through the Section 8 Homeownership Program. Executive Directive Elaine Schmidt added that after checking with a Fannie Mae representative she was told that a two-year period is sufficient provided the participant has corrected his/her financial situation.

Motion to approve the Agency Plans submitted: Commissioner Schaffrick; seconded by Commissioner Hayes.

**UNANIMOUS VOTE, MOTION CARRIED**

### **4. Adjournment**

Motion to adjourn by Commissioner Schaffrick, seconded by Commissioner Hayes.

**UNANIMOUS VOTE, MOTION CARRIED**

The meeting was adjourned at 6:18 p.m.

Approved and Certified for Filing :

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Elaine C. Schmidt  
Executive Director

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Date: April 17, 2002

**RESIDENT ADVISORY BOARD MINUTES**  
**JULY 1, 2002**

Meeting called to order July 1, 2002 at 11:10 a.m.

1. Section 8 Homeownership Program Update
  - Greater Bristol Realty Corporation
  - Section 8 Homeownership Program
    - People will be chosen from the Section 8 waiting list or current Section 8 participants.
    - Requires savings program and money education classes (IDA program)
    - Fannie Mae may become involved when house gets financed by residents
    - IDA's - anyone in town can participate. Section 8 Homeowners hip Participants MUST participate.
      - Possible for car ownership, education or to start business
      - Elderly/handicapped many qualify with social security as income
2. Update on different site projects
  - Bonnice Acres and JFK Apartment - planning for replacement of site lighting.
  - Architects have begun work on plans for repair to the community hall roof at Gaylord Towers to prevent leaks.
  - JFK hallway retiling.
  - Mountain Laurel Manor - vinyl siding.
  - Cambridge Park - 14 units rehab.
  - Construction will soon begin on new BHA administrative offices.
  - Dutton Heights finish new sewer lines and grade the land to fix water problems.
  - Bonding dollar to finance new office building.
3. HUD Survey
  - Discussed HUD survey and its importance to housing authorities
  - Asked residents to respond if they are surveyed
  - Stressed confidentiality
4. American Red Cross would appreciate use of community rooms since their office has closed. How do residents feel about this?
  - Residents do not mind offering community room for classes.
5. Security
  - Lance security was funded by drug elimination grant. No more drug elimination money... no more Lance.
  - Camera system 28 at Cambridge Park. Improving systems at Gaylord Towers and JFK.
6. BHA Handbooks
  - Reviewed

**RESIDENT ADVISORY BOARD MINUTES  
OCTOBER 8, 2002**

Meeting called to order October 8, 2002 at 11:05 a.m.

1. Section 8 Homeownership Program Update
  - One family has moved into a 3 bedroom home.
  - There is a 2 bedroom condo available.
  - IDA will be implemented around 1/03. At the next RAB in December, you will be informed of criteria. IDA committee is currently working on the criteria.
2. Update on different site projects
  - Danny
3. HUD Survey
  - HUD survey handouts.
  - Still in process of being calculated. Availability on handouts.
4. Disposition of Marconi Avenue and Beech Street
  - Met with all the residents.
  - All are in favor of selling the units.
  - Reason to sell is because these two properties are not close to other BHA properties.
  - With money, same type of housing will be purchased close to BHA sites.
  - Proposal has not been approved by HUD yet.
  - Looking for RAB input.
5. Smoke Detector Removal Fine
  - Phil
6. Fire Drills One A Year in High Rise Buildings
  - Looking for input from the high rises.
  - Create list of people who cannot get down the stairs alone and place it in fire box. Update monthly.
  - Christine Winters is doing this at Komanetsky.
  - Would you like a meeting with the fire marshal? What/When is convenient?
7. 24 Hour Notice to Enter an Apartment -Currently 48 Hours.
  - Phil
8. Required DECD lease changes.
  - Mitzy
9. Site Specific BHA Handbooks
  - Changes/Additions
10. Young Disabled and Elderly Living Together
  - What is the reaction to reducing young disabled to 25% through attrition?
  - Explain how that would effect the waiting list...jumping.

## RESIDENT ADVISORY BOARD MINUTES

JANUARY 24, 2003

Meeting called to order January 14, 2003 at 11:10 a.m.

1. Christine Winters discussed Komanetsky Estates and explained congregate housing and the services available to tenants.
2. Agency Plan - Lease Changes
  - a) No objections noted to the addition of adding criminal charges for resident who destroy their apartments before leaving them.
  - b) Placing a maximum percentage of young disabled residents living at elderly sites.  
- Bonnie Acres did not see a reason to add this. They experience no problems with their mixed populations.
  - c) Snow removal timetable was discussed. Handout of city ordinance was reviewed.
  - d) To obtain a parking space a tenant will need to give the Bristol Housing Authority:
    - Current Drivers License
    - Vehicle Registration
    - Current Vehicle Insurance
  - e) Elderly and young disabled tenant will receive the difference between their security deposit and what new security deposit would be when rent goes down.
3. Maintenance Emergency  
- Handout reviewed.
4. Project Updates
  - a) Prototype of Dutton Heights porches will be built for February.
  - b) Gaylord Towers roof repair and Bonnie Acres & JFK site lighting will be rebid in February.
  - c) BHA would like to meet with tenants of JFK to discuss and get input for updating community hall, lobby & intercom system before job is bid.
  - d) Administrative office is progressing. Contractor believes job will be done on schedule.
  - e) New project for 5th year of 5 year plan is tentatively planned as upgrade to elevators in Gaylord Towers and JFK Apartments.
5. RAB schedule for the next three meetings was reviewed. In addition, tenants were informed about a meeting on April 8, 2003 at 6:00 p.m. (location not yet determined) as the formal adoption of the agency plan by commissioners.

Meeting adjourned for lunch at 12:15 p.m.

## RESIDENT ADVISORY BOARD

### MINUTES

FEBRUARY 11, 2003

Elaine Schmidt, Executive Director, called the meeting to order at 11:08 a.m.

The minutes were unanimously approved from the July 1, 2002, October 8, 2002 and January 14, 2003 meetings.

Elaine Schmidt shared the progress that the Housing Authority was making with regard to the Agency Plan, ACOP and Section 8 Administrative Plan. She also stated that the public hearing to approve the Agency Plan will be held on March 25, 2003 at 6:00 p.m. and that the RAB will be able to review and approve the Plan before said hearing.

After discussion of the definitions of "Homeless Family" and "Involuntary Displacement", RAB voted to use the definition of "Involuntary Displacement" to be incorporated with the ACOP changes.

RAB also discussed the preference policy for the elderly vs. young disabled. It was voted upon and agreed that the elderly will be given preference which will increase the preference points to 15.

The RAB also approved the Housing Authority's proposal of not requiring residents to report an increase in income between annual recertifications.

Mitzy Rowe, Supervisor of Housing Services, reviewed the lease changes and emphasized the section regarding security deposits. She stated that security deposits for the elderly and young disabled will be returned after one year.

It was shared with the RAB that the Housing Authority now has access to the DOL system and is able to verify income and employment which will decrease the number of applicants whom may be abusing the system.

Michael Golebiewski, Director of Management Facilities, clarified the emergency call procedures. He further described how overtime is paid a minimum of two hours when an emergency call is placed. Elaine Schmidt reiterated the importance of understanding what constitutes an emergency call. She further explained the anticipated budget cuts for the coming year and how important it will be for everyone to assist with keeping the costs for the Housing Authority down to a minimum.

Daniel Melnick, Modernization Coordinator, updated the RAB regarding several ongoing projects. He explained that the order of projects may be subject to change based on safety and health priorities.

# Housing Authority of the City of Bristol

## 31 Quaker Lane - Bristol, CT 06010

Executive Director  
Elaine C. Schmidt

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Carmen I. Hernandez  
Peter G. Imperator

City Council Liaison  
Albert V. Myers, Jr.

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### RESIDENT ADVISORY BOARD MINUTES MARCH 11, 2003

Elaine Schmidt, Executive Director, called the meeting to order at 11:11 a.m. with a moment of silence for Rita Shone.

The minutes were unanimously approved from the February 11, 2003 meeting.

Executive Director Elaine Schmidt clarified the new median income limits for Connecticut residents.

Executive Director Elaine Schmidt reiterated to residents that a public hearing is scheduled for Tuesday, March 25, 2003 at 6:00 p.m. to review the 2003-2004 Agency Plan. She asked that all RAB members attend and stated that notices will be sent to all residents. She explained further that on April 8, 2003, a special Board of Commissioners meeting will be held to approve the Agency Plan.

Dan Melnick, Modernization Coordinator, updated the RAB members regarding several projects. He explained that a bid opening was to be held this afternoon for Bonnie Acres site lighting, JFK Kennedy lobby and community room renovations and for the stoop renovations at Dutton Heights. He further stated that on March 22, 2003, they will go to bid for Gaylord Towers roof repairs and will most likely look into insulation at the same time. He explained that the elevator renovations are part of the five year plan, however, he cautioned residents that it may become a higher priority item. Pavement of the sidewalk and parking lot will begin at Mountain Laurel Manor when weather permits. Finally, he explained that the Housing Authority is looking into the feasibility of the rehabilitation of a family handicapped unit.

Shirley Bernier, Treasurer of Bonnie Acres, stated that the community room is needed of two new air conditioners. Dan Melnick stated that the community room is in the five year plan for renovations. Mike Golebiewski, Director of Facilities Management, stated he will check the condition of the air conditioners.

Pam French, Resident Services Coordinator, discussed her schedule (Mondays - Bonnie Acres, Tuesday - Gaylord Towers, Wednesday - JFK and Thursday - Mountain Laurel Manor) and her plan to bring in a program in the Spring about "Elder Abuse".

## **PET POLICY – GENERAL OCCUPANCY (FAMILY) PROJECTS**

### **INTRODUCTION**

The purpose of this policy is to establish the BHA's policy and procedures for ownership of pets in general occupancy (family) projects and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities or elderly, or to service animals that visit public housing developments.

### **A. ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES AND THE ELDERLY**

The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) that assist, support or provide service to persons with disabilities and the elderly.

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities or the elderly. This exclusion applies to both service animals and companion animals as a reasonable accommodation for persons with disabilities or the elderly. This exclusion applies to such animals that reside in public housing and that visit these developments. See separate Reasonable Accommodation Pet Policy.

### **B. STANDARDS FOR PETS**

#### **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and local law.

#### **1. Birds**

Maximum number: two, which includes canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.

Must be enclosed in a cage at all times

#### **2. Fish**

Maximum aquarium size: 20 gallons. There is no limit to the number of fish, however, the number of fish may not exceed the numbers suggested for the tank size. Poisonous or dangerous fish are not permitted.

Must be maintained on an approved stand.

### **C. REGISTRATION OF PETS**

Pets must be registered with the BHA before they are brought onto the premises.

Registration must be renewed and will be coordinated with the annual reexamination date.

### Refusal to Register Pets

If the BHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial. The notification will be served in accordance with HUD notice requirements.

The BHA will refuse to register a pet if:

- The pet is not an “allowed pet” as defined in this policy;
- Keeping the pet would violate any BHA Rules;
- The pet owner fails to provide complete pet registration information;
- The pet owner fails to update the registration annually;
- The BHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations.

The notice of refusal may be combined with a notice of pet violation.

## **D. PET AGREEMENT**

Residents who have been approved to have a pet must enter into a Pet Agreement with the BHA.

The Resident will certify, by signing the Pet Agreement, that the Resident will adhere to the following rules:

- Agree that the resident is responsible and liable for all damages caused by their pet(s).
- All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.
- Tenants are prohibited from feeding stray animals.
- The feeding of stray animals will constitute having a pet without permission of the Housing Authority.
- Residents shall not feed any stray animals; doing so, or keeping stray or unregistered animals, will be considered having a pet without permission.
- The Resident/Pet Owner shall be responsible for the removal of waste by placing it in a sealed plastic bag and disposing of it in an outside trash bin/other container provided by the BHA immediately.

- Pet owners must take precautions to eliminate pet odors.
- The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.
- The right of management to enter dwelling unit when there is evidence that an animal left alone is in danger or distress, or is creating an nuisance.
- The right of management to seek sheltering of any animal found to be maintained in violation of the pet policy, pending resolution of any dispute regarding such violation, at owner's expense. The residents shall be responsible for any sheltering fees, and the BHA accepts no responsibility for pets removed.
- That failure to abide by any animal -related requirement or restriction constitutes a violation of the "Resident Obligations" in the resident's Lease Agreement.
- Residents will prevent disturbances by their pets that interfere with the quiet enjoyment of the premises of other residents in their units or in common areas. This includes, but is not limited to, loud or continuous chirping or other such activities.
- Residents/pet owners shall not alter their unit, patio, premises or common area to create an enclosure for any animal.

**E. LIMITATIONS ON PET OWNERSHIP**

Although the BHA, consistent with statutory intent, generally allows pet ownership in general occupancy (family) developments, upon extensive discussion with Resident Advisory Board, the BHA shall limit pet ownership at certain BHA developments or portions of developments. Specific developments and portions of developments are described in the BHA Annual Plan. Limitations include, but are not limited to, the following:

- Birds and fish as specified in previous chapters.

**F. PET TEMPORARILY ON THE PREMISES**

- Excluded from the premises are all animals and/or pets not owned by residents, except for service animals under the Reasonable Accommodation Pet Policy.
- Residents are prohibited from feeding or harboring stray animals.
- This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the BHA.
- State or local laws governing pet temporarily in dwelling accommodations shall prevail.

**H. PET WASTE REMOVAL CHARGE**

A separate pet waste removal charge of \$50.00 per occurrence will be assessed against the resident for violations of the pet policy.

Pet waste removal charges are not part of rent payable by the resident.

**K. PET CARE**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of twenty-four hours.

All residents/pet owners shall be responsible for adequate care for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

**L. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

**M. INSPECTIONS**

The BHA may enter and inspect the unit only if a written complaint is received alleging that the conductor condition of the pet in the unit is a violation, or constitutes an nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

**N. PET RULE VIOLATION NOTICE**

The authorization for a pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or an nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

- Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.
- Lease termination proceedings.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has thirty days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident/pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests a formal hearing within the five day period, the hearing will be scheduled no later than ten calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

**O. NOTICE FOR PET REMOVAL**

If the resident /pet owner and the BHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the BHA, the BHA may serve notice to remove the pet.

The Notices shall contain:

A brief statement of the factual basis for the BHA's determination of the Pet Policy that has been violated;

The requirement that the resident/pet owner must remove the pet within thirty days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**P. TERMINATION OF TENANCY**

The BHA may initiate procedures for termination of tenancy based on a Pet Policy violation if:

The pet owner has failed to remove the pet or correct a Pet Policy violation within the time periods specified; and

The Pet Policy violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended for over twenty-four hours.

If the responsible party is unwilling or unable to care for the pet, or if the BHA after reasonable efforts cannot contact the responsible party, the BHA may contact the appropriate State or local agency and request the removal of the pet, or the BHA may place the pet in a proper facility for up to 30 days. If there is no other solution at the end of 30 days, the BHA may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

**R.     EMERGENCIES**

The BHA will take all necessary steps to insure that pets that become vicious, displays symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the BHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

## **REASONABLE ACCOMMODATION PET POLICY – ELDERLY/DISABLED PROJECTS**

### **INTRODUCTION**

The purpose of this policy is to establish the BHA's policy and procedures for ownership of pets in elderly and disabled units for reasonable accommodation and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities or elderly to own animals that are used to assist them.

### **ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

Pet Policy will not be applied to animals that assist persons with disabilities or elderly. To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability.

### **A. MANAGEMENT APPROVAL OF PETS**

All pets must be approved in advance by the BHA Executive Director.

The pet owner must submit and enter into a Pet Agreement with the BHA.

### **Registration of Pets**

Pets must be registered with the BHA before they are brought onto the premises. Registration includes certificates signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Dogs and cats must be spayed or neutered.

Execution of a Reasonable Accommodation Pet Agreement with the BHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

### **Refusal to Register Pets**

The BHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the BHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The BHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate the Reasonable Accommodation Pet Policy;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The BHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the BHA and agree to abide by all of the pet rules in writing.

## **B. STANDARDS FOR PETS**

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

Pet rules will not be applied to animals that assist persons with disabilities.

### **Persons with Disabilities and the Elderly**

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities or elderly in the household;
- That the animal actually assists the person with the disability or the well-being of the elderly

### **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident.

Tenants are not permitted to have more than one pet.

#### 1. Dogs

- Maximum number: one
- Maximum adult weight: 25 pounds

- Must be housebroken
- Must be spayed or neutered
- Must have all required inoculations
- Must be licensed as specified now or in the future by State law and local ordinance. Must not be a breed that is considered hostile or non-friendly, i.e., pitbull.

2. Cats

- Maximum number: one
- Must be declawed
- Must be spayed or neutered
- Must have all required inoculations
- Must be trained to use a litter box or other waste receptacle
- Must be licensed as specified now or in the future by State law or local ordinance

3. Birds

- Maximum number: two
- Must be enclosed in a cage at all times

4. Fish

- Maximum aquarium size: 20 gallons
- Must be maintained on an approved stand

**C. PET TEMPORARILY ON THE PREMISES**

- Pets that are not owned by a tenant will not be allowed.
- Residents are prohibited from feeding or harboring stray animals.
- This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the BHA.

**D. DESIGNATION OF PET/NO -PET AREAS**

*The BHA may direct such initial tenant moves as may be necessary to establish pet and no-pet areas. However, the BHA may not refuse to admit or delay admission of an applicant for tenancy on the grounds that the applicant's admission would violate a pet or no-pet area.*

*The BHA may adjust the pet and no-pet areas and/or may direct such additional moves as may be necessary to accommodate such applicants for tenancy, or to meet the changing needs of existing tenants. Remember, when you establish this policy, the BHA must bear the cost for mandated moves.*

**E. ADDITIONAL FEES AND DEPOSITS FOR PETS**

The BHA does not require a pet deposit.

**F. ALTERATIONSTO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

**G. PET WASTE REMOVAL CHARGE**

A separate pet waste removal charge of \$50.00 per occurrence will be assessed against the resident for violations of the Reasonable Accommodation Pet Policy.

Pet waste removal charges are not part of rent payable by the resident.

All reasonable expenses incurred by the BHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

- The cost of repairs and replacements to the dwelling unit;
- Fumigation of the dwelling unit.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the security deposit. The resident will be billed for any amount that exceeds the security deposit.

The expense of flea infestations shall be the responsibility of the resident.

**H. PET AREA RESTRICTIONS**

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrance to and exits from the building.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises.

**I. NOISE**

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

**J. CLEANLINESS REQUIREMENTS**

Litter Box Requirements . All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

- Litter shall not be disposed of by being flushed through a toilet.
- Litter boxes shall be stored inside the resident's dwelling unit.
- At Gaylord Towers only - no animal waste is to be put in the trash chute.

Removal of Waste . The Resident/Pet Owners shall be responsible for the removal of waste by placing it in a sealed plastic bag and disposing of it in an outside trash bin/other container provided by the BHA.

The resident/pet owners shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

#### **K. PET CARE**

No pet shall be left unattended in any apartment for a period in excess of 8 hours except birds 12 hours and fish 24 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

All complaints of cruelty and all dog bites will be referred to the Animal Control Officer or applicable agency for investigation and enforcement.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

#### **L. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

#### **M. INSPECTIONS**

The BHA may enter and inspect the unit only if a written complaint is received alleging that the conductor or condition of the pet in the unit constitutes an nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

#### **N. PET TRUE VIOLATION NOTICE**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Reasonable Accommodation Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has thirty days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident/pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

If the pet owner requests an informal hearing after a five day period, the meeting will be scheduled no later than ten calendar days, unless the pet owner agrees to a later date in writing.

#### **O. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the BHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the BHA, the BHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the BHA's determination of the Pet Rule that has been violated;

The requirement that the resident/pet owner must remove the pet within thirty days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

#### **P. TERMINATION OF TENANCY**

The BHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time periods specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

#### **Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the resident/pet owner. Includes pets who are poorly cared for or have been left unattended for over eight hours except birds 12 hours and fish 24 hours.

If the responsible party is unwilling or unable to care for the pet, or if the BHA after reasonable efforts cannot contact the responsible party, the BHA may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

**R. EMERGENCIES**

The BHA will take all necessary steps to insure that pets that become vicious, displays symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the BHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

# Annual Statement /Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Bristol Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No. <b>CT26PO2350100</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2000</b>
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- Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement  
 Performance and Evaluation Report for Period Ending 3/31/03     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00
4	1410 Administration	\$60,000.00	\$0.00	\$60,000.00	\$60,000.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$695,841.00	\$0.00	\$695,841.00	\$695,841.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$20,000.00	\$0.00	\$20,000.00	\$19,470.00
12	1470 Nondwelling Structures	\$77,000.00	\$0.00	\$77,000.00	\$6,555.00
13	1475 Nondwelling Equipment	\$60,000.00	\$0.00	\$60,000.00	\$60,000.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$1,087,841.00</b>	<b>\$0.00</b>	<b>\$1,087,841.00</b>	<b>\$1,016,866.00</b>
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			Status of Work
<b>Bristol Housing Authority</b>		Capital Fund Program Grant No. <b>CT26PO2350100</b> Replacement Housing Factor Grant No:			<b>2000</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Resident Services Coordinator & Cambridge Park Resident Prog.	1408		\$75,000.00	\$0.00	\$75,000.00	\$75,000.00	
		"		\$0.00	\$0.00	\$0.00	\$0.00	
			Total 1408	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00	
HA-Wide Admin	Modernization Coordinator 100% Director Of Facilities 10%	1410	Total 1410	\$60,000.00	\$0.00	\$60,000.00	\$60,000.00	
HA-Wide Fees and Costs PO23001 Cambridge Park	A & E services : Unit Rehabs. Camb., Lobby J.F.K.  <b>Dwelling Units:</b> Unit Rehab.	1430	Total 1430	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	
		1460		\$695,841.00		\$695,841.00	\$695,841.00	
			Total DUs:	\$695,841.00	\$0.00	\$695,841.00	\$695,841.00	
PO23001 Cambridge Park	<b>Dwelling Equipment:</b> Boiler Replacements	1465.1		\$20,000.00		\$20,000.00	\$19,470.00	
			Total D.E.:	\$20,000.00	\$0.00	\$20,000.00	\$19,470.00	
PO23003 J.F. Kennedy Apartments	<b>Interior Common Areas:</b> Lobby Renovations	1470		\$77,000.00		\$77,000.00	\$6,555.00	
			Total ICAs:	\$77,000.00	\$0.00	\$77,000.00	\$6,555.00	
HA-Wide	<b>Nondwelling Equipment:</b> Replacement Dump Truck Added Vehicle	1475		\$60,000.00		\$60,000.00	\$60,000.00	
			Total NDE:	\$60,000.00	\$0.00	\$60,000.00	\$60,000.00	
	<b>Total Capital Funds</b>			<b>\$1,087,841.00</b>	<b>\$0.00</b>	<b>\$1,087,841.00</b>	<b>\$1,016,866.00</b>	

**Annual Statement /Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name:  <b>Bristol Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No.: <b>CT26PO2350100</b> Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2000</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Resident Services Coordinator	09/30/02			06/30/04			
Resident Programs	09/30/02			06/30/04			
HA-Wide Non Dwelling Equip.	09/30/02			06/30/04			
PO23001 Cambridge Park	09/30/02			09/30/04			
PO23002 Bonnie Acres	N/A			N/A			
PO23003 J. F. Kennedy Apartments	09/30/02			09/30/04			
PO23004 Bonnie Acres Extension	N/A			N/A			
PO23005 Gaylord Towers	N/A			N/A			
PO23012 Hillcrest Apartments	N/A			N/A			
PO23015 Scattered Sites	N/A			N/A			

# Annual Statement /Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Bristol Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No. <b>CT26PO23501- 01</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2001</b>
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- Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/31/03     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$80,000.00	\$0.00	\$40,000.00	\$16,269.19
4	1410 Administration	\$65,000.00	\$0.00	\$65,000.00	\$65,000.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$80,000.00	\$0.00	\$80,000.00	\$25,782.35
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$72,350.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$800,000.00	\$0.00	\$800,000.00	\$537,718.82
11	1465.1 Dwelling Equipment-Nonexpendable	\$10,000.00	\$0.00	\$10,000.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$1,112,350.00</b>	<b>\$0.00</b>	<b>\$995,000.00</b>	<b>\$644,770.36</b>
22	Amount of line 21 Related to LBP Activities	\$40,000.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$25,000.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$100,000.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			Status of Work
<b>Bristol Housing Authority</b>		Capital Fund Program Grant No. <b>CT26PO23501- 01</b> Replacement Housing Factor Grant No:			<b>2001</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide Mgmt. Improvmts</b>	Resident Services Coordinator Cambridge Park Resident Programs	1408		\$45,000.00	\$0.00	\$40,000.00	\$16,269.19	
		"		\$35,000.00	\$0.00	\$0.00	\$0.00	
		"		\$0.00	\$0.00	\$0.00	\$0.00	
			<b>Total 1408</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$16,269.19</b>	
<b>HA-Wide Admin</b>	Maint./ Modernization Coordinator and Director of Facilities 10%	1410	<b>Total 1410</b>	<b>\$65,000.00</b>	<b>\$0.00</b>	<b>\$65,000.00</b>	<b>\$65,000.00</b>	
<b>HA-Wide Fees and Costs</b>	Architectural& Engineering Services	1430	<b>Total 1430</b>	<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$80,000.00</b>	<b>\$25,782.35</b>	
<b>PO23002 Bonnie Acres PO23003 J.F.Kennedy Apartments</b>	<b>Site:</b> Upgrade Site lighting	1450		\$32,350.00	\$0.00	\$0.00	\$0.00	
	Upgrade Site lighting	1450		\$45,000.00	\$0.00	\$0.00	\$0.00	
			<b>Total Site:</b>	<b>\$77,350.00</b>				
<b>PO23001 Cambridge Park</b>	<b>Dwelling Units:</b> Unit Rehabilitation 12 Units	1460		\$800,000.00	\$0.00	\$800,000.00	\$537,718.82	
			<b>Total DUs:</b>	<b>\$800,000.00</b>	<b>\$0.00</b>	<b>\$800,000.00</b>	<b>\$537,718.82</b>	
<b>PO23003 J.F. Kennedy Apartments</b>	<b>Site-Wide Facilities:</b> Heating Upgrade (phase 2 )	1470		\$10,000.00	\$0.00	\$0.00	\$0.00	
			<b>Total SWFs:</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total Capital Fund Program</b>			<b>\$1,112,350.00</b>		<b>\$995,000.00</b>	<b>\$644,770.36</b>	

**Annual Statement /Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: <b>Bristol Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No.: <b>CT26PO23501- 01</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>Resident Services Coordinator</b>	06/30/03			06/30/05			
<b>Cambridge Park Resident Programs</b>	06/30/03			06/30/05			
<b>HA-Wide Administration</b>	06/30/03			06/30/05			
<b>HA-Wide Fees &amp; Costs</b>	06/30/03			06/30/05			
<b>PO23001 Cambridge Park</b>	06/30/03			06/30/05			
<b>PO23003 J.F.Kennedy Apartments</b>	06/30/03			06/30/05			
<b>PO23004 Bonnie Acres Extension</b>	06/30/03			06/30/05			

# Annual Statement /Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Bristol Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No. <b>CT26PO23501- 02</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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- Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/31/03     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$90,000.00	\$0.00	\$45,000.00	\$99.54
4	1410 Administration	\$70,000.00	\$0.00	\$70,000.00	\$4,741.54
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$70,000.00	\$0.00	\$70,000.00	\$40,862.70
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$82,154.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$30,000.00	\$0.00	\$30,000.00	\$12,499.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$700,000.00	\$0.00	\$700,000.00	\$442,535.20
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Cost	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	<b>Amount of Annual Grant: (sum of lines 2-20)</b>	<b>\$1,042,154.00</b>	<b>\$0.00</b>	<b>\$915,000.00</b>	<b>\$500,737.98</b>
22	Amount of line 21 Related to LBP Activities	\$40,000.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security -- Soft Costs	\$45,000.00	\$0.00	\$0.00	\$0.00
25	Amount of line 21 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$50,000.00	\$0.00	\$0.00	\$0.00

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

PHA Name:		Grant Type and Number			Federal FY of Grant:			
<b>Bristol Housing Authority</b>		Capital Fund Program Grant No <b>CT26PO23501- 02</b> Replacement Housing Factor Grant No:			<b>2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt. Improvmts	Resident Services Coordinator	1408		\$45,000.00	\$0.00	\$45,000.00	\$99.54	
	Cambridge Park Resident Programs	"		\$35,000.00	\$0.00	\$0.00	\$0.00	
	Computers	"		\$10,000.00	\$0.00	\$0.00	\$0.00	
			<b>Total 1408</b>	<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$45,000.00</b>	<b>\$99.54</b>	
HA-Wide Admin	Maint./ Modernization Coordinator and Director of Facilities 10%	1410	<b>Total 1410</b>	\$70,000.00	\$0.00	\$70,000.00	\$4,741.54	
HA-Wide Fees and Costs	Architectural& Engineering Services for:Cambridge Park Administrative office add, demolition and site improv	1430	<b>Total 1430</b>	\$70,000.00	\$0.00	\$70,000.00	\$40,862.70	
PO23001 Cambridge Park	<b>Site:</b> Demolition and Improvements sidewalks and roadway	1450		\$82,154.00	\$0.00	\$0.00	\$0.00	
			<b>Total Site:</b>	<b>\$82,154.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
PO23005 Gaylord Towers	<b>Building Exterior:</b> Community Hall Roof Renovation	1460		\$30,000.00	\$0.00	\$30,000.00	\$12,499.00	
			<b>Total B.E.</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$12,499.00</b>	
HA-Wide	<b>Site-Wide Facilities:</b> Administrative Office Addition	1470		\$700,000.00	\$0.00	\$700,000.00	\$442,535.20	
			<b>Total SWFs:</b>	<b>\$700,000.00</b>	<b>\$0.00</b>	<b>\$700,000.00</b>	<b>\$442,535.20</b>	
	<b>Total Capital Fund Program</b>			<b>\$1,042,154.00</b>	<b>\$0.00</b>	<b>\$915,000.00</b>	<b>\$500,737.98</b>	

**Annual Statement /Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name:		Grant Type and Number				Federal FY of Grant:	
<b>Bristol Housing Authority</b>		Capital Fund Program Grant No.: <b>CT26PO23501- 02</b> Replacement Housing Factor Grant No:				<b>2002</b>	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>Resident Services Coordinator</b>	06/30/04			06/30/06			
<b>Cambridge Park Resident Programs</b>	06/30/04			06/30/06			
<b>Computers</b>	06/30/04			06/30/06			
<b>HA-Wide Administration</b>	06/30/04			06/30/06			
<b>HA-Wide Fees &amp; Costs</b>	06/30/04			06/30/06			
<b>PO23001 Cambridge Park 1450</b>	06/30/04			06/30/06			
<b>PO23001 Cambridge Park 1460</b>	06/30/04			06/30/06			
<b>PO23001 Cambridge Park 1470</b>	06/30/04			06/30/06			
<b>PO23005 Gaylord Towers 1460</b>	06/30/04			06/30/06			