

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

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

PHA Plan Agency Identification

PHA Name: The Housing Authority of the City of New Britain

PHA Number: CT005

PHA Fiscal Year Beginning: (01/2005)

Public Access to Information

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

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

Jane Johnson Community Building in Mount Pleasant, 18 Armistice Street, New Britain, CT

Oval Grove Community Room, 12 Dobek Road, New Britain, CT

Knapp Village, 80 Pike Street, New Britain, CT

John F. Kennedy Apts., 300 East Main Street, New Britain, CT

Abraham Ribicoff Apts., 67 Martin Luther King Drive, New Britain, CT

D'Amato Apts., 40 Chestnut Street, New Britain, CT

Graham Apts., 107 Martin Luther King Drive, New Britain, CT

New Britain Town Clerk's Office, City Hall, 27 West Main, New Britain, CT

New Britain Public Library, 33 High Street, New Britain, CT

Office of the Mayor, City of New Britain, City Hall, 27 West Main Street, New Britain, CT

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)

Jane Johnson Community Building in Mount Pleasant, 18 Armistice Street, New Britain, CT

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5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2005
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- 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: (state mission here)

The Housing Authority of the City of New Britain is a public agency committed to improving both the social as well as material well being of its residents. Our mission is to provide decent, safe and sanitary housing to all eligible residents of the City of New Britain. We believe our residents should be a part of the surrounding community. This includes participating in employment, homeownership, education and social activities. Furthermore, we will strive to be our community's affordable housing of choice.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: increase revenues (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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:
 - 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:
 - Designate 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 assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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 ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- 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:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

To review all policies and procedures annually

**Annual PHA Plan
PHA Fiscal Year 2005**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

In an effort to recover from our "Troubled Status" the Housing Authority of the City of New Britain has transferred all of our State units over to Connecticut Housing Finance Authority. We are a Federal Agency only.

Administrative overhead was cut in half from current levels.

As part of the recovery process, the Housing Authority of the City of New Britain management staff meets with the HUD Hartford Office personnel on a monthly basis to review and discuss the MOA (Memorandum of Agreement) to address the areas of concerns list by TARC in their audit of the agency last year.

The Executive Director resigned on September 1, 2004. The Board is conducting a National search to find a highly qualified Executive Director to lead the Agency out of the "Troubled" designation.

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of New Britain has prepared its Agency plan for planning year 2005 in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. This document is the executive summary of the Authority's Annual Plan for planning year 2005 that is part of the Authority's Five-Year Plan, for the years 2005-2009.

The Housing Authority of the City of New Britain is a public agency committed to improving both the social as well as material well being of its residents. Our mission is to provide decent, safe and sanitary housing to all eligible residents of the City of New Britain.

We continue to believe our residents should be a part of the surrounding community. This includes participating in employment, homeownership, education, and social activities. Furthermore, we will strive to be our community's affordable housing of choice.

This plan is based upon the premise that if we accomplish our goals and objectives we will be working towards the achievements of our stated mission.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement
- FY 2006 Capital Fund Program Annual Statement
- FY 2007 Capital Fund Program Annual Statement
- FY 2008 Capital Fund Program Annual Statement
- FY 2009 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:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	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 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	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (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 a statement 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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	5,591	5	n/a	4	4	n/a	n/a
Income >30% but <=50% of AMI	4,688	5	n/a	4	4	n/a	n/a
Income >50% but <80% of AMI	6,296	4	n/a	3	3	n/a	n/a
Elderly	2,546	5	n/a	2	2	n/a	n/a
Families with Disabilities	5,336	4	n/a	3	4	n/a	n/a
Race/Ethnicity (W)	18,935	2	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity (B)	2,332	2	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity (H)	5,623	2	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity (O)	708	2	n/a	n/a	n/a	n/a	n/a

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:
- 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.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing (LIPH)		
<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	304		15%
Extremely low income <=30% AMI	264	86.84	
Very low income (>30% but <=50% AMI)	35	11.51	
Low income (>50% but <80% AMI)	4	1.32	
Families with children	234	76.97	
Elderly families	7	2.03	
Families with Disabilities	31	10.2	
Race/ethnicity (W)	271	89.14	
Race/ethnicity (H)	251	82.5	
Race/ethnicity (AA)	31	10.2	
Race/ethnicity (Multi)	2	.66	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	55	18	
2 BR	131	43	
3 BR	110	36	
4 BR	8	3	
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- 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	590		5%
Extremely low income <=30% AMI	448	75.93	
Very low income (>30% but <=50% AMI)	126	21.36	
Low income (>50% but <80% AMI)	16	2.71	
Families with children	455	77.12	
Elderly families	35	5.93	
Families with Disabilities	28	4.75	
Race/ethnicity (H)	412	69.83	
Race/ethnicity (W)	447	75.76	
Race/ethnicity (AA)	141	23.9	
Race/ethnicity (other)	1	.17	
Race/ethnicity (Hawaiian)	1	.17	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 2 years

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing (**Elderly**)
 Combined Section 8 and Public Housing
 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	59		20%
Extremely low income <=30% AMI	51	86.44	
Very low income (>30% but <=50% AMI)	7	11.86	
Low income (>50% but <80% AMI)	0	0	
Families with children	0	0	
Elderly families	23	38.98	
Families with Disabilities	31	52.54	
Race/ethnicity (W)	50	84.75	
Race/ethnicity (H)	31	52.54	
Race/ethnicity (AA)	9	15.25	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	59	100	
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No 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.

(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 finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates 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-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates 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
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- 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)

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

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced 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

[24 CFR Part 903.7 9 (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 supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	2,191,064	
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,495,712	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	25,612	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,797,229	Offset Operating Expenses
4. Other income (list below)		
Nextel Towers	20,000	Offset Operating Expenses
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
North Central Area Agency on Aging	9,000	Translation and Transportation Services for the Elderly
Foundation for Public Giving	30,000	After School Education program for Mount Pleasant and Oval Grove
Total resources	8,568,617.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs 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: (Top 10)
- When families are within a certain time of being offered a unit: (Within 1 week)
- Other: (describe)
at application time

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) Credit History

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 plans 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 of 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 admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers 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)
- We will be drafting a transfer plan to address this issue

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
- Homelessness
- 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)

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 point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 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
- 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)

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's 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
- Any time 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:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

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 was 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 (any applicable) developments below:

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: PHAs 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 (describe below)

(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:

Not able to find a unit in the 60 days or if an illness or disability necessitates more search time than 60 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
- 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 point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 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
- 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 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 preferences to income targeting requirements: (select one)

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

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

- \$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:

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:
- 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)
- 95th 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 changes 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
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes No: Does the PHA plan to 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)

d. How often are payment 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)

(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

[24 CFR Part 903.7 9 (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.
- 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	804	15
Section 8 Vouchers	801	25
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		

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)

B. Absentee Control Policy

C. Admissions and Continued Occupancy Policy

a. Admissions and Continued Occupancy-Revised Attorney's Fee

b. Resident Charges for Maintenance Repairs/Damage

D. Alcohol and Drug Testing Policy

E. Blood-Borne Disease Policy

F. By-Laws—NBHA

a. Labor Management Committee

G. Cash Receipt Policy

H. Cellular Telephone Policy

I. Change in Policy & Procedures (BOC to initiate)

J. Check Signing Authorization

K. Community Service Requirement

L. Consolidation of Existing Vacancies Policy

M. Consolidation of Social Services & Administration

N. Conversion of Public Housing

O. Criminal Records Management

P. De-concentration of poverty and income mixing

Q. Designated Housing

R. Disposition Policy

S. Drug-Free Workplace Policy

T. Economic Viability Policy (State Moderate Rental)
U. Elderly-Occupancy Incentive Program
V. Employee Standard of Conduct Policy
W. Equal Housing Opportunity Policy
X. Eviction Policy & Procedures
Y. Family and Medical Leave Policy
Z. Fixed Asset Policy
AA. Funds Transfer Policy
BB. Grievance Procedure Policy
CC. Hazardous Materials Policy
DD. Indemnify Commissioner—(Protect and save harmless)
EE. Investment Policy
FF. Master Key Control Policy
GG. Natural Disaster Response Guidelines
HH. Non-Profit Organization
II. Organizational Chart--NBHA
JJ. One Strike and You're Out Policy
KK. Operation and Maintenance Plan
LL. Overtime Policy
MM. Parking Use (Authority-Wide) Policy
NN. Personnel Policy
OO. Pest Control Policy
PP. Pet Control Policy
QQ. Private Use (For HA Premises) Policy
RR. Procurement Policy
SS. Procurement & Analysis for Construction & Professional Services

- TT. Ratio of Residents –vs.- non residents
- UU. Rental Collection Policy
- VV. Risk Control Policy
- WW. Section 8 Housing Choice Voucher Program Administrative Plan
- XX. Sexual Harassment Policy
- YY. Sexual Offenders Policy
- ZZ. Shopping Cart Policy
- AAA. Smoke Detector Policy
- BBB. Substance Abuse Policy
- CCC. Trespassing Policy
- DDD. Warranty Inspection Policy

(2) Section 8 Management: (list below)

1.0	EQUAL OPPORTUNITY	1
1.1	FAIR HOUSING	1
1.2	REASONABLE ACCOMMODATION	1
1.3	COMMUNICATION	2
1.4	QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION	3
1.5	SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS	5
1.6	FAMILY/OWNER OUTREACH	5
1.7	RIGHT TO PRIVACY	6
1.8	REQUIRED POSTINGS	6
2.0	HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN/OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY	1
2.1	NEW BRITAIN HOUSING AUTHORITY RESPONSIBILITIES	1
2.2	OWNER RESPONSIBILITY	2
2.3	OBLIGATIONS OF THE PARTICIPANT	3
3.0	ELIGIBILITY FOR ADMISSION	1
3.1	INTRODUCTION	1
3.2	ELIGIBILITY CRITERIA	1
4.0	MANAGING THE WAITING LIST	1
4.1	OPENING AND CLOSING THE WAITING LIST	1
4.2	TAKING APPLICATIONS	1
4.3	ORGANIZATION OF THE WAITING LIST	3
4.4	FAMILIES NEARING THE TOP OF THE WAITING LIST	3
4.5	MISSED APPOINTMENTS	3
4.6	PURGING THE WAITING LIST	3
4.7	REMOVAL OF APPLICANTS FROM THE WAITING LIST	4
4.8	GROUNDINGS FOR DENIAL	4
4.9	NOTIFICATION OF NEGATIVE ACTIONS	5
4.10	INFORMAL REVIEW	6
5.0	SELECTING FAMILIES FROM THE WAITING LIST	1
5.1	WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS	1
5.2	PREFERENCES	1
5.3	SELECTION FROM THE WAITING LIST	5
6.0	ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)	1
6.1	BRIEFING	2
6.2	PACKET	3
6.3	ISSUANCE OF VOUCHER; REQUEST FOR APPROVAL OF TENANCY	4

6.4	TERM OF THE VOUCHER.....	5
6.5	APPROVAL TO LEASE A UNIT.....	6
6.6	NEW BRITAIN HOUSING AUTHORITY DISAPPROVAL OF OWNER.....	7
6.7	INELIGIBLE/ELIGIBLE HOUSING.....	8
6.8	SECURITY DEPOSIT.....	9
7.0	MOVES WITH CONTINUED ASSISTANCE.....	1
7.1	WHEN A FAMILY MAY MOVE.....	1
7.2	PROCEDURES REGARDING FAMILY MOVES.....	1
8.0	PORTABILITY.....	1
8.1	GENERAL POLICIES OF THE NEW BRITAIN HOUSING AUTHORITY.....	1
8.2	INCOME ELIGIBILITY.....	1
8.3	PORTABILITY: ADMINISTRATION BY RECEIVING HOUSING AUTHORITY.....	1
8.4	PORTABILITY PROCEDURES.....	2
9.0	DETERMINATION OF FAMILY INCOME.....	1
9.1	INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME.....	1
9.2	INCOME.....	1
9.3	EXCLUSIONS FROM INCOME.....	3
9.4	DEDUCTIONS FROM ANNUAL INCOME.....	6
10.0	VERIFICATION.....	1
10.1	ACCEPTABLE METHODS OF VERIFICATION.....	1
10.2	TYPES OF VERIFICATION.....	2
10.3	VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS.....	3
10.4	VERIFICATION OF SOCIAL SECURITY NUMBERS.....	5
10.5	TIMING OF VERIFICATION.....	6
10.6	FREQUENCY OF OBTAINING VERIFICATION.....	6
11.0	RENT AND HOUSING ASSISTANCE PAYMENT.....	1
11.1	GENERAL.....	1
11.2	RENT REASONABLENESS.....	1
11.3	COMPARABILITY.....	1
11.4	MAXIMUM SUBSIDY.....	2
11.4.1	SETTING THE PAYMENT STANDARD.....	2
11.4.2	SELECTING THE CORRECT PAYMENT STANDARD FOR A FAMILY.....	3
11.4.3	AREA EXCEPTION RENTS.....	3
11.5	ASSISTANCE AND RENT FORMULAS.....	4
11.6	UTILITY ALLOWANCE.....	7
11.7	DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT.....	8
11.8	CHANGE OF OWNERSHIP.....	8

12.0 INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS.....	1
12.1 TYPES OF INSPECTIONS	1
12.2 OWNER AND FAMILY RESPONSIBILITY	2
12.3 HOUSING QUALITY STANDARDS (HQS) 24 CFR 982.401.....	3
12.4 EXCEPTIONS TO THE HQS ACCEPTABILITY CRITERIA	14
12.5 TIME FRAMES AND CORRECTIONS OF HQS FAIL ITEMS	14
12.6 EMERGENCY FAIL ITEMS.....	15
12.7 ABATEMENT.....	16
13.0 RECERTIFICATION	1
13.1 ANNUAL REEXAMINATION	1
13.1.1 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS ...	2
13.1.2 MISSED APPOINTMENTS.....	2
13.2 INTERIM REEXAMINATIONS	2
13.2.1 SPECIAL REEXAMINATIONS.....	4
13.2.2 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS	4
14.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE NEW BRITAIN HOUSING AUTHORITY	1
15.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS.....	1
15.1 COMPLAINTS.....	1
15.2 INFORMAL REVIEW FOR THE APPLICANT.....	1
15.3 INFORMAL HEARINGS FOR PARTICIPANTS.....	3
16.0 TERMINATION OF THE LEASE AND CONTRACT	1
17.0 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE	1
18.0 INTELLECTUAL PROPERTY RIGHTS	1

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (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 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office 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 office 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

[24 CFR Part 903.7 9 (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: PHAs 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 Plan 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 at Attachment (state name) CT005A05

-or-

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

(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)

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 at Attachment (state name CT005A05

-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)

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 Plan 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 HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

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

- 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:

B. Demolition and Disposition

[24 CFR Part 903.7 9 (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.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission:	<u>(12/01/04)</u>
5. Number of units affected:	0
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24 CFR Part 903.7 9 (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.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 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 FY 1996 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.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
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.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

[24 CFR Part 903.7 9 (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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has 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)?

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 programs 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
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 Preference/eligibility for public housing homeownership option participation
 Preference/eligibility for section 8 homeownership option participation
 Other policies (list below)

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)
<i>Homework Program</i>	<i>Available to all</i>	<i>PHDEP</i>	<i>Community Affairs</i>	<i>Public Housing Section 8</i>
Computer Learning Centers	<i>Available to all</i>	Grants	<i>Community Affairs</i>	<i>Public Housing Section 8</i>
Scholarship Program	<i>Available to all</i>	Fundraising	<i>Community Affairs</i>	<i>Public Housing Section 8</i>
Summer Camp	<i>Available to all family developments</i>	American Savings Foundation	<i>Community Affairs</i>	<i>Public Housing Section 8</i>
Elderly Clinical Services	Seniors	Operations	<i>Community Affairs</i>	<i>Public Housing Section 8</i>
File of Life	<i>Available to all</i>	Operations	<i>Community Affairs</i>	<i>Public Housing Section 8</i>
Resident Services	<i>Available to all</i>	Operations	<i>Community Affairs</i>	<i>Public Housing Section 8</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 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:

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)

Housing Authority of the City of New Britain

Community Service Requirement Policy

COMMUNITY SERVICE REQUIREMENT POLICY

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COMMUNITY SERVICE REQUIREMENT POLICY

Section I: Introduction

- A. The purpose of this document is to establish the New Britain Housing Authority's (herein called the Authority) policy and procedures for the U.S. Department of Housing and Urban Development's (HUD) requirement that residents of federally assisted public housing undertake eight (8) hours of community service a month. The policy establishes the Authority's rules governing how the Community Service Requirement will be implemented.
- B. The policy contained herein adheres to the mandate for community service as outlined in both the "Quality Housing Work Responsibility Act of 1998" (Act) and HUD issued regulation 24 CFR Parts 5, 880 "Changes to Admission and Continued Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs; Final Rule" published March 29, 2000.

Section II: Mission Statement

- A. The Authority believes that the HUD mandated requirement for community service is in line with the Authority's stated mission statement as listed below:

"The Housing Authority of the City of New Britain is a public agency committed to improving both the social and material well being of its residents. Our overriding mission is to provide decent, safe and sanitary housing to all eligible residents of the City of New Britain.

The Authority is an organization that believes its residents should be a part of the surrounding community which includes their employment, homeownership, education and social activities

- B. Through community service the Authority hopes that its residents will be able to improve not only their lives, but also improve the surrounding community in the process.

Section III: General Statement

- A. It is the intent of the Authority to abide by both the new Federal laws and regulations as set forth by the Department of Housing and Urban Development (HUD) as it relates to the requirement that adult eligible residents of federally assisted public housing undertake eight (8) hours of community service per month.

- B. Eligible Adult residents that reside in any of the Authority's federally assisted public housing programs will be required to adhere to the Authority's Community Service Requirement Policy.

Section IV: Federal Laws & Regulations

- A. The "*Quality Housing Work Responsibility Act of 1998*" (Act) and HUD issued regulation 24 CFR Parts 5.880 "*Changes to Admission and Continued Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs; Final Rule*" published March 29, 2000, which outline the laws and regulations that local federal public housing authorities must adhere to when complying with the community service requirement
- B. The Act under *Subtitle A- General Provisions Section 512 Community Service and Family Self - Sufficiency requirements* outlines the federal law concerning community service.
- C. This policy adheres to all Federal laws, regulations and mandates concerning community service requirements. All disputes relating to the implementation and/or interpretation of this policy will be settled by referring to all Federal laws, regulations and mandates concerning community service requirements.

Section V Community Service Defined

- A. As stated in the Act, community service is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance residents' self-sufficiency, or increase resident self responsibility in the community.
- B. Political activities are not considered community service, as stated in the Act and its accompanying HUD issued regulations.
- C. Community service must be undertaken in the municipality where the public housing agency is located as stated in the Act and its accompanying HUD issued regulations.
- D. The Authority (or a contacted third party) will make the final determination (before time resident undertakes the activity) as to which activity is an acceptable community service as mandated under this policy.

Section VI: Community Service Requirement

- A. The community service requirement is defined as eight (8) hours per month of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance residents' self-sufficiency, or increase resident self-responsibility community.
- B. As mandated by the Act and its accompanying HUD regulations every adult (non-exempt) resident of federally assisted public housing must participate.
- C. Any resident declared to have to participate in community service has the right to challenge such ruling through the Authority's grievance process.

Section VII: General Requirements

- A. Except for family members who are exempt from this policy, each **ADULT** member of a federally assisted public housing program must undertake the following:
 - 1. Contribute eight (8) hours per month of community service; or
 - 2. Participate in an economic self-sufficiency program for at least eight (8) hours per month; or
 - 3. Perform eight (8) hours of combined activities as listed in one and two above.
- B. An adult is defined as someone that has reached the age of eighteen (18) years of age.
- C. The Authority may allow a resident to complete more than (8) hours of community service a month in order to use the extra hours for another month. Before a resident undertakes this they must have prior approval in writing from the Authority (or a contracting third party if applicable).

Section VIII: Exempted Individuals From This Policy

- A. The following individuals are exempted from the Authority's Community Service Requirement policy
1. Residents sixty-two (62) years of age and older.
 2. A **blind or disabled** individual, as defined under the Social Security Act, who have certification that states that he or she is unable to comply with the service requirement provisions because of the disability; or the primary caretaker of such an individual.
 3. Residents that are employed.
 4. Residents that are exempt from having to engage in work activity under the State funded under part A of title IV of the Social Security program Act, or under any other welfare program of the State in which the public housing agency is located, including State administered welfare-to-work program.
 5. Any member of a family that:
 - a) Is receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State in which the public housing agency is located, including State administered welfare-to-work programs, and;
 - b) Has not been found by the State or other administering entity to be in non-compliance with such a program.

The exceptions listed above are mandated by the "Quality Housing Work Responsibility Act of 1998" (Act) and HUD issued regulation 24 CFR Parts 5, 880 "Changes to Admission and Continued Occupancy Requirements in the Public *Housing and Section 8 Housing Assistance Programs; Final Rule*" published March 29, 2000.

- B. If a resident claims exemption under a welfare program, the Authority (or contracting third party) must verify such exemption with the applicable Welfare Agency that the person is complying with a work activities requirement. Work Activities are defined under the Social Security Act. Such verification can be that the family member is receiving assistance under the TANF program without sanction for non-compliance with the work activity requirement.

Section IX: Employment Status of Resident & Authority and/or Community Service Provider

The Act and its accompanying HUD mandated regulations do not create or contemplate an employer/employee relationship between the Authority and the resident performing community service or other community service provider.

Section X: Persons With Disabilities & This Policy

- A. While both the Act and its accompanying HUD mandated regulations exempt persons with disabilities from adhering to this policy, it is not an automatic exemption (See Section VIII of this policy). Residents claiming that they cannot adhere to this policy must provide the Authority with the necessary documentation.
- B. The Authority cannot exempt those individuals that claim a disability who are not yet officially classified as such, because such documentation is required in both the Act and its accompanying HUD mandated regulations.
- C. The Authority encourages those residents, who can, to comply with this policy, as working with the community will benefit not only the surrounding neighborhood but also the residents themselves,

Section XI: Implementation Date of This Policy

This policy will be implemented starting with the beginning of the Authority 2001 fiscal year (January 1, 2001) as mandated by RUD regulations.

Section XII: Resident Council Involvement

- A. The Authority encourages its Resident Councils to participate in the adherence of this policy. Resident Councils can present suggestions for community service activities.
- B. Voluntary work performed for a duly constituted Authority Resident Council will be considered as meeting the community service requirement as outlined in this policy.-

Section XIII: Admissions and Policy Compliance

- A. To ensure that non-exempt residents are adhering to the Community Service Requirement Policy the following internal procedures shall be implemented:
 - 1. Upon registering with the Authority the leaseholder and ALL family members eighteen years of age and older will receive a copy of this policy and sign the

Community Service Requirement Agreement Form (See Appendix A) that indicates that they (1) have received a copy of the policy; (2) understand the policy; (3) will comply with the policy and; (4) understand that they could be evicted if they do not comply with the policy.

2. Upon registering with the Authority the leaseholder and all family members eighteen (18) years of age and older will receive information on how they can claim exemption status this policy. This will be documented in the Community Service Requirement Exemption Form.
3. The Authority will review family compliance with this policy and verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term. If qualifying activities are administered by an outside organization, other than the Authority, the Authority shall obtain verification of family compliance from such third parties.
4. Documentation of community service and/or exemption status will be retained in the tenant files.

Section XIV: Administration Of This Policy

- A. The Authority reserves the right to determine the best method of implementing its Community Service Requirement Policy. Implementation can take the three following forms:
 1. Direct .Authority implementation:
 2. Third party contractor: or
 3. Partnerships with qualified organizations; including resident organizations and community agencies or institutions
- B. The Authority will issue internal directives and plans in order to successfully implement this policy.
- C. If the Authority contracts with the local Welfare Agency for third party implementation of this policy it will be stated in the contract that the Welfare Agency will provide the

Authority the welfare status of the resident.

Section XV: Assuring Resident Compliance

- A. The Authority will document on a monthly basis what the non-exempt family member's activities were for any given month.
- B. If the Authority contracts with an outside-qualified party to implement this policy the third party contractor must keep on file what the family member has performed for each month of qualifying activities. The third party will have to provide a signed authorization that the family member has performed such qualifying activities, This must be done on a monthly and annual basis.
- C. Thirty (30) days before the end of each non-exempt leaseholders annual lease-up, the Authority or third party contractor will provide a report summarizing the adherence to this policy. This document will include the following but not limited to:
 - 1. Number of activities
 - 2. Total hours broken down per month
 - 3. Types of activities
 - 4. Number of months the policy was not adhered to
 - 5. Reasons given **for** failure to comply
 - 6. Any problems associated with compliance or acutely undertaking of activities

Section XVI: Failure To Comply With This Policy

- A. If the Authority or its third party contractor determines that a non-exempt family member is not complying with the community service requirement, then a ***Failure to Comply with the Community Service Requirement*** notice will be sent by both certified and regular mail. This notice will contain the following:
 - 1. A description of non-compliance.
 - 2. A statement that the Authority will not renew the lease at the end of the twelve (12) month lease unless:

- A family member enters into a written agreement with the Authority to cure such non-compliance; or

- A family provides written documentation that is satisfactory to the Authority that states that the resident is non-compliance no longer lives at that dwelling unit.

3. A statement that the family member may request a grievance hearing and that the tenant may exercise his/her rights to seek timely redress for the Authority's non-renewal of the lease from any available judicial source.

B. If any member of a non-exempt dwelling unit has violated the Authority's Community Service Requirement, the Authority will not renew their lease This will not apply if all other non-exempt family members are currently complying with the community service requirement.

C. The non-compliant family member who wishes to regain compliance must enter into a written agreement with the Authority (and if applicable with the contracting third party) to cure such non-compliance. The cure could include completing additional hours of community service or economic self-sufficiency activity to make up the hours needed over the twelve-month term of the new lease.

Section XVII: Evictions & This Policy

A. As mandated by HUD regulations. a family member cannot face eviction during their lease for non-compliance with the Authority's Community Service Requirement policy.

A. The Authority can begin eviction proceedings for non-compliance of its Community Service Requirement policy after the family members annual re-certification if it is determined, as outlined in this policy, that they are in non-compliance with this policy and that the family members will not take steps to cure the non-compliance.

C. If the Authority undertakes eviction proceedings it will follow its normal eviction policy and procedures.

Section XVIII: Prohibition Against Replacement Workers

Exclusive of any agreement the Authority may have with its collective bargaining units, the Authority may not substitute community services or self-sufficiency activities performed by residents for work ordinarily performed by Authority collective bargaining employees, or replace a job at any location where residents perform activities to satisfy the service agreement.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (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 areas 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 levels 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 actions 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 anticrime/anti drug programs
- Other (describe below)

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

Mount Pleasant Federal Family Developments
Oval Grove Federal Family Developments

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

1. List the crime prevention activities the PHA has undertaken or plans 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)

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

Mount Pleasant Federal Family Developments
Oval Grove Federal Family Developments

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, officer in residence)
- 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)

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

Mount Pleasant Federal Family Developments
Oval Grove Federal Family Developments

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

PET POLICY

[24 CFR 5.309]

INTRODUCTION

The purpose of this policy is to establish the Authority's policy and procedures for ownership of pets in elderly and disabled units 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 to own animals that are used to assist them. The Addendum Pet Policy governs the method and reasonable rules for keeping common household pets.

A. General Statement:

Residents of the Authority will be allowed to maintain the reasonable ownership of certain types of pets under the policies and regulations contained herein.

B. Mission Statement:

It is the intent of the Authority to abide by the new Federal regulations as set forth by the Department of Housing and Urban Development as it relates to Pets in Public Housing.

As such, this revised Pet Control Policy strives to invite responsible current and potential residents to keep, shelter and maintain pets within designated developments of the Authority. It is also intended to discourage the unlawful introduction of those pets, herein outlined, which are dangerous or vicious and which otherwise are deemed a menace to our Community.

The Authority believes that through vigorous oversight, a sense of responsibility and community involvement will enable this Policy to be implemented successfully.

C. Quality Housing & Work responsibility Act of 1998 (ACT)

The Act under Subtitle B- Public Housing Part 2 — Admissions and Occupancy Requirements Section 526 Pet Ownership now requires that local housing authority allow the reasonable ownership of pets in public housing. The regulations and policies of the Authority' Pet Control Policy is in accordance with the Act's pet ownership provisions.

1. ACT's Pet Provisions: Below is the Act's provisions concerning pet ownership in public housing:

SEC. 526. PET OWNERSHIP

Title I of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.), as amended by the preceding provisions of this Act, is further amended by adding at the end the following section:

SEC. 31. PET OWNERSHIP IN PUBLIC HOUSING.

“(a) **OWNERSHIP CONDITIONS.** — A resident of a dwelling unit in public housing (as such term is defined in sub section (c) may own 1 or more common household pets or have 1 or more common household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the public housing agency, if the resident maintains each responsibly and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations and with the polices established in the public housing agency plan.

(b) **REASONABLE REQUIREMENTS.** — The Reasonable requirements referred to in subsection (a) may include —

(1) Requiring payment of a nominal fee, a pet deposit, or both , by residents owning or having pets present, to cover the reasonable operating costs to the project relating to the presence of pets present, to cover the reasonable operating costs to the project relating to the presence of pets and to establish an escrow account for additional costs not otherwise covered, respectively:

(2) Limitation on the number of animals in a unit, based on unit size;

(3) Prohibitions on —

(a) types of animals that are classified as dangerous;

(b) Individual animals, based on certain factors, including the size and weight of the animal; and

(4) Restrictions or prohibitions based on size and type of building or project, or other relevant conditions.

(c) **PET OWNERSHIP IN PUBLIC HOUSING DESIGNATED FOR OCCUPANCY BY ELDERLY OR HANDICAPPED FAMILIES.** -

For purpose of this section, the term “public housing” as the meaning given the term in section 3 (b), except that such term does not include any public housing that is federally assisted rental housing for the elderly or handicapped, as such term is defined in section 227 (d) of the Housing and Urban— Recovery Act of 1983 (12 U.S.C. 1701r— 1(d).

(d) REGULATIONS— This section shall take effect upon the date of the effectiveness of regulations issued by the Secretary of HUD to carry out this section. Such regulations shall be issued after notice and opportunity for public comment in accordance with the procedure under section 553 of title 5, United States Code, applicable to substantive rules (notwithstanding subsections (a) (2), (b)(B), and (d) (3) of such section)

American Kennel Club Standards

Whenever possible the Authority shall utilize official American Kennel Club standards.

Definition of a Common Household Pet

A Common Household Pet (**CHOP**) is defined as any domesticated dog, cat, bird, rodent, turtle and fish. (Fish aquariums must be approved by the Authority and not be over ten (10) gallons and cannot be used for commercial purposes.)

F. Spaying and Neutering of Common Household Pets

All CHOPs (except fish and turtles) **must be spayed or neutered** before the pet can be registered with the Authority.

Animals that Assist the Handicapped/Disabled

The provisions of the Authority PCP shall not be applied in a manner which would prohibit seeing/hearing dogs used to assist a disabled or handicapped person. The Authority of the City of Authority is committed to improving the lives of its handicapped or disabled residents through the PCP. The following qualifications must be met in order for a resident to fall under the Handicap/Disabled provisions of the PCP:

Article 1. Verification of Handicapped/Disabled Exemptions: To qualify for this exemption, an acceptable verification establishing the disability (blind/deaf) must be provided.

Article 2. Verification of Pet/Animal Training: All residents utilizing the PCP Handicap/Disabled exemption must provide written verification in the form of a training certificate that the animal has been trained to assist a person with that specific handicap.

Article 3. Pet Assists Person with Handicap/Disability: For a resident to be allowed a pet under the Handicap/Disabled Exemption of PCP the pet/animal must actually assist that person with the Handicap/Disability.

Number of Common Household Pets Per Residency

Only one (1) Common Household Pet (CHOP) will be allowed per unit.
(Fish are excluded from this provision of the PCP.)

Abiding by Federal, State, and Municipal Laws and Ordinances

All residents must abide by all applicable Federal, State and Municipal laws and ordinances concerning the care/treatment of animals.

10. Types of Allowable Pets

The following lists the types of pets allowed under the Authority's PCP. (The Authority reserves the right to use discretion in the allowable weight and height of each pet)

Article 1. Dogs and Cats must not weigh over **40** pounds each when fully grown. The pet owner must be able to carry his/her pet.

Article 2. Only pets with a gentle disposition will be allowed.

Article 3. No dog shall be more than **20** inches in height at the shoulder at maturity.

11. Pets not allowed

The following lists the types of pets not allowed to reside within the Authority's residential units.

Article 1. Vicious or dangerous pets such as, but not limited to: Pit Bulls, Doberman Pinchers, German Shepherds, Huskies, Rotweillers, Chow Chows poisonous reptiles and arachnoids.

Article 2. Pets over the weight and/or height limits.

Article 3. Only birds that can be held in a reasonable sized cage (as determined by the Authority) will be allowed. Farm animals and fowl are prohibited under any circumstances.

12. Conduct of Pets

The Authority reserves the right to require the removal of a pet if the conduct or condition is determined under the provisions of State and/or local law, in the discretion of the Authority to constitute a nuisance and/or threat to other residents, staff and the general public.

13. Designation of Pet/No-Pet Type of Pet Areas

The Authority reserves the right to designate buildings, floors of buildings, or sections of buildings as pet and no-pet areas. Authority management may direct

such initial moves as may be necessary to establish pet and no pet areas. The Authority will post signs and send notice to the residents concerning the designated pet/no pet areas.

Article 1. The Authority can establish what type or breed of pets are allowed in the pet areas.

Article 2. No dogs of any type size or breed are allowed in the Authority's high-rise buildings.

14. Inspections

The Authority can conduct inspections of units under the following articles:

Article 1. The Authority may enter and inspect the unit and premises, after reasonable notice during reasonable hours for compliance with the PCP and other lease obligations.

Article 2. The Authority may also enter and inspect the unit if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health and or safety of the other occupants or other persons in the community.

15. Responsible Parties

The resident/pet owner will be required to designate at least one responsible party 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.

16. Pet Care & Conduct Regulations

The Authority reserves the right to establish Pet Care and Conduct Regulations (PCCR). PCCR's are established in order to maintain a high quality of life for all of the residents and to ensure the safety of the staff and general public.

Article 1. No pet (excluding fish) will be left unattended in any unit for a period of fourteen (14) hours.

Article 2. All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention of his/her pet.

Article 3. Residents /pet owners must recognize that the other residents may be chemically sensitive or have allergies related to pets or may be easily frightened or disorientated by animals.

Article 4. Birds, rodents, and turtles must be caged at all times.

Article 5. Dogs and cats shall remain inside the residents unit . No animals shall be permitted to be loose in hallways, lobby areas, Laundromats, yards, community rooms or other common areas.

Article 6. When taken outside, dogs and cats must be kept on a leash at all times and controlled by an adult. Roaming of dogs and cats is strictly prohibited in all Authority developments.

Article 7. Residents shall not allow their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms “disturb, diminish and interfere” shall include, without limitation to barking, urinating in hallways, common areas or doorways, howling, chirping, biting, scratching; producing an Odor that infringes on other peaceful enjoyment and other like activities.

Article 8. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall neither allow refuse from litter boxes to accumulate nor to become unsightly or unsanitary.

Article 9. Residents/pet owners are solely responsible for cleaning up pet droppings, if any, outside the unit and/or on the development grounds Droppings must be disposed of by being placed in a sack and then placed in a NBHA container outside the development building.

Article 10. If pets are left for more than fourteen (14) hours unattended the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities. NBHA accepts no responsibility for the animal under such circumstances and the resident will be responsible for any costs that the Authority incurs as a result of the removal of such pet.

Article 11. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall consist of having a pet without written permission by the Authority.

Article 12. Pets not owned or registered by the resident with The Authority shall not be kept by the resident for any length in time or under any circumstances.

Article 13. No pet under any circumstance shall be left chained or leashed to Authority property outside the unit regardless of whether resident/pet owner is present.

Article 14. All leases shall not exceed six (6) feet in length.

Furthermore, the use of quick-release leashes are forbidden.

Article 15. Pets/animals not owned by the resident shall not be kept on a temporary basis for any length of time or under any circumstance.

Article 16. Should a residents pet give birth to a litter, all but one (1) of the pets must be removed. The litter cannot remain on Authority property over six (6) weeks.

Article 17. No pets shall be chained or tied to Authority property and/or grounds regardless if resident/pet owners is present.

17.

Licensing, Insurance, & Registration of Pets

The Authority reserves the right to establish reasonable guide - lines for the registration and licensing of pets on Authority property. Furthermore copies of documents including but not limited to: Licensing, registration, Insurance and training must be provided to the Authority at time of pet registration.

Article 1. Prior written Authority approval, evidenced by a signed lease addendum must be obtained prior to a resident owning or keeping a CHOP in a dwelling unit. (See Occupancy Lease)

Article 2. All residents/pet owners must register their pet with the City of New Britain prior to bringing such pet to the Authority.

Article 3. Residents much show written proof -at the time the pet is registered- from a licensed veterinarian of annual rabies, distemper, and all other Inoculations required by state and local law and that the animal has been spayed or neutered.

Article 4. All pets maintained by the residents must be registered with the Authority. This will include photos of dogs or cats.

Article 5. All residents/pet owners will be required to have appropriate insurance to cover unanticipated costs of their pet.

Article 6. All registered canine owners must have appropriate insurance that covers at a minimum \$6,000 in property damage and \$100,000 in general liability. In addition, the Authority must be named as the additional insurer in order for the

Authority to be notified if the insurance is canceled. Proof of insurance must be provided at time of pet registration.

18. Pet Fees & Charges

The Authority reserves the right to establish reasonable fees and charges (in accordance with federal, state and municipal laws and ordinances) in order to enforce the Pet Control Policy (PCP).

Article 1. Annual Pet Fee: When the resident undergoes their Annual Income Verification they must pay an annual pet fee of \$35.00.

Article 2. Verification of Canine Training: If the owner of a canine can show verification of a AKA sanctioned canine training class then the \$35.00 Annual Pet Fee will be reduced to \$20.00

Article 3. Pet Deposit: All residents/pet owners must pay a one time refundable Pet Deposit (PD). The PD shall pay for reasonable expenses directly attributed to the presence of the pet in the unit/development, including, but not limited to, the cost of repairs, replacement, fumigation of the unit; etc. The PD for dogs is \$80.00 and \$50.00 for cats. All other pets require a PD of \$ 40.00. The PD will be put into an interest bearing escrow account and be refunded, reduced by the amount of damage, if any, to the premises caused by the pet, to the resident upon his/her termination of residency or when pet is removed.

Article 4. Pet Registration Charge: All residents registering a pet for the first time must pay a one time Pet Registration Charge of approximately \$15.00.

Article 5. Pet Waste Removal Charge (PWRC): Residents/pet owners that do not pick up their pets droppings will be fined a PWRC of approximately \$5.00 per occurrence.

Article 6. Violation of PCP Charges: The Authority shall establish a schedule for fees and/or charges to be assessed against the resident /pet owner who violates the Authority's PCP. These charges and reasonable expenses directly attributable to the presence of the pet in the developments shall be deducted from the security deposit or charged to the pet owner if such charges exceed the pet deposit.

Article 7. Other Fees and Charges: The resident shall pay for the costs of repairs, any and all damages caused by the pet to the buildings, grounds, flooring, trim, finish, tiles, carpeting and

other appurtenances. If damage is in the nature of stains or chemicals requiring the removal of stains and such damage cannot be restored to the original condition, residents shall pay the full cost and expense of replacing the item.

19. Notice for Pet Removal & Termination of Tenancy

If the resident/pet owner and the Authority are unable to resolve a violation of the PCP or the pet owner fails to correct the violation within ten (10) days, or such time as allowed by Federal and/or State law or fails to make a written request for a meeting to discuss the violation, the Authority may service notice to remove the pet and/or terminate residents tenancy.

The notice shall contain:

1. A brief statement of the factual basis for the Authority's determination of the Pet Control Policy (PCP) rule that has been violated.
2. The requirements that the resident/pet owner must remove the pet within ten (10) days, or such time as allowed by Federal and/or State law, of the effective date of the notice of pet removal.
3. The Pet's owner failure to correct the violation, to request a meeting or to appear at the requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (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)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (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

[24 CFR Part 903.7 9 (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 (File name) CT005A
 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:

 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 the 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)

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)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- 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: (provide name here)

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)

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.

PHA Plan Table Library

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

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
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

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)

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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

DECONCENTRATION OF POVERTY AND INCOME MIXING

The Housing Authority of the City of New Britain's admission policy is designated to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. The projects to be affected are those occupied predominantly by families with children.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list, specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

- The Housing Authority will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Authority's deconcentration efforts.

The New Britain Housing Authority will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the Authority in its deconcentration goals.

- If the Authority's annual review of tenant income indicates that there has been a significant change in the tenant income characteristics of a particular project, the Housing Authority will evaluate the changes to determine whether, based on the New Britain Authority methodology of choice, the project needs to be predestinated as a higher or lower income project or whether the Housing Authority has met the deconcentration goals and the project needs no particular designation.

Deconcentration and Income-Mixing Goals:

- Admission policies related to the deconcentration efforts of the Authority do not impose specific quotas. Therefore, the New Britain Housing Authority will not set specific quotas, but will strive to achieve deconcentration and income mixing in its developments.
- The New Britain Housing Authority's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The Housing Authority will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the Authority.

- The New Britain Housing Authority’s income-mixing goal, in conjunction with the requirement to target at least 10 percent of new admissions to public housing in each fiscal year to “extremely low-income families”, will be to achieve the following occupancy percentages:
 - For higher income projects, an occupancy rate of 20% very low and extremely low-income families.
 - For lower income projects, an occupancy rate of 20% families at or above the low-income limit (75% of area median).
- In 2001, the New Britain Housing Authority will strive to achieve the following goals for deconcentration of poverty and income-mixing:
 1. Increase of three (3) lower income families into higher income developments.
 2. Increase of three (3) higher income families into lower income developments.

In the upcoming fiscal year, the Housing Authority will target the following developments for deconcentration and income mixing to achieve the goals stated above:

Lower income development where the Authority’s goal is to increase higher income families:

Mount Pleasant CT 005-01

Higher income developments where the Authority’s goal is to increase lower income families:

Oval Grove CT005-02

- The New Britain Housing will add additional sites to its deconcentration goals each year until it has met its desired goal for all of its developments.

Project Designation Methodology:

- Aggregate Average Method

The New Britain Housing Authority will review the annual resident income of Mount Pleasant and Oval Grove and using the incomes of all families in listed developments as a baseline, determine the average income of all of its resident families.

The Housing Authority will designate higher income developments those with average income above the aggregate average.

The Housing Authority will designate lower income developments those with average income below the aggregate average.

- **PHA Incentives for Higher Income Families:**

The New Britain Housing Authority will offer a flat rent option as an incentive to higher income families willing to move into lower income projects. The Authority will not take any adverse action against any higher income family declining an offer by the Authority to move into a lower income project.

Operating Budget

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

OMB Approval No.2577-0026 (exp. 6/30/2001)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission Original		b. Fiscal Year Ending c. No. of months (check one) Revision No.: 4 12/31/2004 12 mo. Other (specify).		d. Type of HUD assisted project(s) 01 PHA/IHA-Owned Rental Housing 02 IHA Owned Mutual Help Homeownership 03 PHA/IHA Leased Rental Housing 04 PHA/IHA Owned Turnkey III Homeownership 05 PHA/IHA Leased Homeownership			
e. Name of Public Housing Agency! Indian Housing Authority (PHA/IHA) Housing Authority of the City of New Britain							
f. Address (city, State, zip code) 16 Armistice Street, New Britain, CT 06053							
g. ACC Number NY-341		h. PAS / LOCCS Project No. Conn 5-1,2,3,4,5,7,& 9		HUD Field Office Hartford, CT			
j. No. of Dwelling Units 804		k. No. of Unit Months Available 9648		m. No. of Projects 7			
Line Acct. No. No.	Description (1)	Actuals Last Fiscal Yr 19 PUM (2)	Estimates or Actual Current Budget Yr. 19 PUM (3)	Requested Budget Estimates			
				PHA/IHA Estimates		HUD Modifications	
				PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for 010 7710 Operating Expense							
020 7712	Earned Home Payments						
030 7714	Nonroutine MaintenanceReserve						
040 Total	Break-Even Amount (sum of lines 010, 020, and 030)						
050 7716	Excess (or deficit) in Break-Even						
060 7790	Homebuyers Monthly Payments - Contra						
Operating Receipts				186.28	1,797,229		
070 3110 Dwelling Rental							
080 3120	Excess Utilities			0	0		
090 3190	No dwelling Rental			0	0		
100 Total Rental Income (sum of lines 070,080, and 090)				186.28	1,797,229		
110 3610 Intereston General Fund Investments				0	0		
120 3690 OtherIncome				117.07	1,129,449		

130 Total Operating Income (sum of lines 100, 110, and 120)				303.35	2,926,678		
Operating Expenditures-Administration							
140 4110 Administrative Salaries				36.17	349,000		
150 4130	Legal Expense			4.98	48,000		
160 4140	Stafi Training			0	0		
170 4150	Travel			0	0		
180 4170	Accounting Fees			0	0		
190 4171	Auditing Fees			1.04	10,000		
200 4190	Other Administrative Expenses			15.80	152,472		
210 Total	Administrative Expense (sum of line 140 thru line 200)			57.99	559,472		
Tenant Services							
220 4210 Salaries				5.54	53,413		
230 4220	Recreation, Publications and Other Services			2.06	19,900		
240 4230	Contract Costs, Training and Other			6.20	59,803		
250 Total	Tenant Services Expense (sum of lines 220, 230, and 240)			13.80	133,116		
Utilities	Water			21.96	211,850		
260 4310							
270 4320	Electricity			52.12	502,860		
280 4330	Gas			70.50	680,200		
290 4340	Fuel			0	0		
300 4350	Labor			2.52	24,300		
310 4390	Other utilities expense			14.97	144,400		
320 Total	Utilities Expense (sum of line 260 thru line 310)			162.07	1,563,610		

		19 PUM (2)	Current Budget Yr 19 PUM (3j)	PUM (4)	Amount (to nearest \$10 (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation				98.56	950,871		
330 4410 Labor							
340 4420	Materials			15.75	152,000		
350 4430	Contract Costs			20.52	197,000		
360 Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)			134.83	1,299,871		
Protective Services				5.80	56,000		
370 4460 Labor							
380 4470	Materials			0	0		
390 4480	Contract costs			0	0		
400 Total Protective Services Expense (sum of lines 370 to 390)				5.80	56,000		
General Expense				39.45	380,600		
410 - Insurance							
420 4520	Payments in Lieu of Taxes			2.42	23,362		
430 4530	Terminal Leave Payments				0		
	Employee Benefit Contributions			58.15	561,053		
450 4570	Collection Losses			2.52	24,300		
460 4590	Other General Expense			.27	2,520		
470 Total	General Expense (sum of lines 410 to 460)			102.81	991,835		
480 Total	Routine Expense (sum of lines 210, 250, 320, 360,400, and 470)			477.30	4,603,904		
Rent for Leased Dwellings							
490 j4710 Rents to Owners of Leased Dwellings							
500 Total	Operating Expense (sum of lines 480 and 490)			477.30	4,603,904		
No routine 510 4610	Expenditures Extraordinary Maintenance			1.55	15,000		
520 7520	Replacement of Nonexpendable Equipment			0	0		
530 7540	Property Betterments and Additions			0.55	5,280		
540 Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)			2.10	20,280		
550 Total	Operating Expenditures (sum of lines 500 and 540)			479.40	4,624,184		
Prior Year Adjustments							
560 60101 Prior Year Adjustments Affecting Residual Receipts							
Other Expenditure							

570	Deficiency in Residual Receipts at End of Preceding Fiscal Yr.						
580 Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)			479.40	4,624,184		
590	Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)			(176.05)	(1,697,506)		
HUD Contributions 600 8010	Basic Annual Contribution Earned - Leased Projects-Current Yea			218.60	2,109,124		
610 8011	Prior Year Adjustments - (Debit) Credit						
620 Total	Basic Annual Contribution (line 600 plus or minus line 610)						
630 8020	Contributions Earned - Op. Sub - Cur. Yr. (before year-end ad)						
640	Mandatory PFS Adjustments (net)						
650	Other (specify)						
660	Other (specify)						
670	Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)						
680 8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)						
690 Total	HUD Contributions (sum of lines 620 and 680)						
700	Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810			42.66	411,618		

form HUD-52564
(3/95)
ref. Handbook 7475.1

	Part II . Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780	Operating Reserve at End of Previous Fiscal Year . Actual for EYE (date) 12/31/03	679,670	
790	Provision for Operating Reserve . Current Budget Year (check one) Estimated for FYE 12/31/04 Actual for FYE	411,618	
800	Operating Reserve at End of Current Budget Year (check one) Estimated for EYE 12/31/04 Actual for EYE	1,091,288	
810	Provision for Operating Reserve . Requested Budget Year Estimated for FYE Enter Amount from line 700	411,618	
820	Operating Reserve at End of Requested Budget Year Estimated for EYE (Sum of lines 800 and 810)	1,502,906	
830	Cash Reserve Requirement . % of line 480		

form **HUD-52564** (3/95)
ref. Handbook 7475.1

Previous editions are obsolete

Housing Authority of the City of New Britain 2004



Resident Advisory Board Meeting
PHA Plan
Monday, March 1, 2004

Resident Advisory Committee Meeting

Participants: Betty Evans, Director of Community Affairs and Programs, NBHA, Fredrick Gucken, Resident of the Graham Apartments, , Ethel Fuller, resident of the Oval Grove Housing Development and Kim Burton, Public Safety Supervisor

The following was discussed:

Procurement Policy:

Policy reviewed

Document was reviewed with residents, no
No changes in the policy were made because
the United States Department of Housing
and Urban Development requires the
Procurement policy to comply with 24
CFR85.36

Resident Advisory Board Meeting
PHA Plan
Monday, March 10, 2004

Resident Advisory Committee Meeting

Participants: Betty Evans, Director of Community Affairs and Programs, NBHA, Fredrick Gucken, Resident of the Graham Apartments, Patricia Herman, resident of Mount Pleasant Housing Development, Kim Burton, Public Safety Supervisor, Ronald Simpson, Director of Operations and Axel Gonzales, Director of Operations

The following was discussed and changes were made:

Authority Wide Parking Policy: Policy reviewed

Page 5	Sec 6-6	Included snow removal Language
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Housing Authority Section 8 Housing Choice Voucher Program

Chapter 1	Sec. 1.1	Included: herein after known as the Authority
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**Third paragraph Included:
Section 8 Housing Choice
Voucher Program**

	Sec. 1.3	Included language: who requires Reasonable Accommodation: A form will be provided upon request
--	----------	---

2nd Paragraph: deleted the last sentence: Any **notification requesting action by the participant will include information about requesting a reasonable accommodation**

	Sec 1.4	Copied the service and accommodation policy from the Housing Authority ACO policy chapter 1-5 section G,H and I
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Housing Authority Section 8 Housing Choice Voucher Program

Chapter 1	Sec 1.6	Wrote full name of the Section 8 program in the 1 st and 4 th paragraph Change the wording from will to make every effort to in the second paragraph
	Sec 1.8	Wrote full name of the Section 8 program in the 1 st paragraph Letter C: Included the Language Administrative
Chapter 2	Sec 2.0	Wrote full name of the Section 8 program in the 1 st Paragraph
	Sec 2.1	#6: Included language: Every efforts to assist participants with disabilities find satisfactory housing
	Sec 2.3	#11: Included language: Inspect or caused to be inspected #18: Included language: from the Material Non-compliance section of the Eviction Policy of the Black Book Policy and Procedure and let the attorney help us sort out the changes
Chapter 3	Sec 3.1	Changed to six from five in the first Paragraph and Wrote full name of the Section 8 program in the first sentence; added language (that defines) Change paragraph to bullets for easy reading

	Sec. 3.2	<p>Removed c,d,e,f,g,h, and place in Chapter 4-2</p> <p>#2, Included: d. Handicap/disabled (as Certified by Social Security)</p> <p>#3 was deleted regarding near elderly population</p> <p>#4 change to #3 and we included: (as Certified by Social Security)</p>
	Sec. 3.2	<p>Letter C: Included; and/or designee</p> <p>Letter E: Included; at least thirty days (30) in advance</p> <p>Letter J: Included; As ascribed in CFR 982</p> <p>Letter K: Included language from the eviction policy of the Authority</p>
Chapter 4	Sec 4.2	<p>Change the address of the Authority to 16 Armistice Street from 34 Marimac Road</p> <p>Deleted the following from the 6th paragraph: and the approximate amount of time before housing assistance may be offered</p>
	Sec 4.8	<p>Letter J: Deleted the second statement, which were number one and three</p>
	Sec 4.10	<p>Include# 8: Persons owing money to NBHA or any other PHA are ineligible (See section 4.8)</p> <p>Letter B: end first sentence with shall be:</p> <p>Letter F: Included language at the end of the sentence to read: that is allowable under federal regulations</p>

Resident Advisory Board Meeting
PHA Plan
Wednesday, March 10, 2004

Sub-Committee Meeting

Participants: Betty Evans, Director of Community Affairs and Programs, NBHA, Patricia Herman, resident of Mount Pleasant Housing Development, Kim Burton, Public Safety Supervisor, Ronald Simpson, Director of Admission Department and Axel Gonzalez, Director of Operations, NBHA

The following was discussed and changes were made:

Chapter 4 of the ACOP :

Policy reviewed

Page 4-3

Removed all language pertaining near elderly population

Resident Advisory Board Meeting
PHA Plan
Wednesday, March 24, 2004

Sub Committee Meeting

Participants: Betty Evans, Director of Community Affairs and Programs, NBHA, Fredrick Gucken, Resident of the Graham Apartments, Patricia Herman, resident of Mount Pleasant Housing Development, Ethel Fuller, resident of Oval Grove, Ronald Simpson, Director of Operations and Axel Gonzales, Director of Operations

The following was discussed and changes were made:

**Housing Authority Section 8 Housing
Choice Voucher Program**

**Reviewed chapter 1-4 to discuss
the changes with individuals who
were absent from the last meeting**

Chapter 1

Sec 1.6

1st and 4th Paragraph, wrote the title of the program completely (**Section Housing Choice Voucher Program**)

2nd Paragraph first sentence added the word **will** to the initial changes

Sec 1.8

wrote the title of the program completely in Letter A: (**Section Housing Choice Voucher Program**)

Chapter 2

Sec. 2.0

wrote the title of the program completely (**Section Housing Choice Voucher Program**)

Sec. 2.1

Letter A: added the word Housing to the paragraph

#11 sentence reads: **Inspect or caused a unit to be inspected**

#18 added (**In accordance to CFR 982**)

Chapter 3	Sec 3.1	wrote the title of the program completely in Letter A: (Section Housing Choice Voucher Program)
		#7 corrected a typo
	Sec 3.2, B	Deleted d (A low income family that Is a non purchasing tenant in a HOPE 1 or HOPE 2 projects or a property subject to a resident homeownership program under 24 CFR248.173)
		Deleted f. (A low –income family that qualifies for voucher assistance As a non-purchasing family residing in a HOPE 1 (HOPE for public housing homeownership) or HOPE 2 (HOPE for homeownership of Multi family units) projects)
	Sec. 3.2, B	#6 added the word Housing
	Sec. 3.2 F	Added the word Participation to the 1 st paragraph Added the word may to the last paragraph
Chapter 4	Sec 4.2	added the word Housing in the 9 th Paragraph
Meeting continues with the new discussion regarding Chapter 5		
Chapter 5	Sec 5.2	Veteran Preference: Corrected typo Added an additional preference for the homeless population giving them a 41 preference
Chapter 6	Sec 6.0	Letter B: Admissions verified age of Children

4th paragraph added the word **may** to the first sentence and at the end of the paragraph added the last sentence to read: **Approved on a case-by-case basis.**

- | | | |
|-----------|---------|---|
| | Sec 6.3 | Corrected typos, deleted the first Paragraph, which began with Beginning August 12, 1999 |
| | Sec 6.5 | Letter B: or its designee
Letter G: a: the word HUD was added |
| | Sec 6.7 | Letter A: the word subsidized was added |
| Chapter 7 | Sec 7.2 | Deleted the letter that began with (the need to have a re-examination) |
| Chapter 8 | Sec 8.1 | Deleted the 2 nd paragraph which began with (if the head of spouse of the assisted family does not have a legal)

3 rd paragraph added the language: Housing Voucher Program will not be allowed to move with the initial term of the lease.

Under extraordinary circumstance the Authority may consider allowing one move in the initial 12-month period

The last paragraph was changed to Read: If a family has moved out of their assisted unit in violation of the lease the authority may terminate their assistance and contract. (In Accordance to Chapter 17.0, Termination of the Lease and Contract) |

Chapter 9

No Changes

Resident Advisory Board Meeting
PHA Plan
Monday, April 5, 2004

Sub-Committee Meeting

Participants: Betty Evans, Director of Community Affairs and Programs, NBHA, Patricia Herman, resident of Mount Pleasant Housing Development, Kim Burton, Public Safety Supervisor, Ronald Simpson, Director of Admission Department and Axel Gonzalez, Director of Operations, NBHA

The following was discussed and changes were made:

Chapter 4 of the ACOP :

Policy reviewed

Page 4-3

Removed all language pertaining near elderly population

Sec 11.3	Added the word obtain to the first Sentence of the 2 nd paragraph
	The 3 rd paragraph was changed to Read: The Authority will utilize the payment standard published annually by the U.S. Department of Housing and Urban Development to determine contract
	language was added to the 4 th paragraph: Authority in the first sentence and , not to exceed published payment standard
Sec 11.5	Letter B: minimum rent was changed from \$25.00 to 50.00
	3 rd paragraph the word and added to the last sentence and plus 25% was deleted
	Wording added to Letter B: #6 Families requesting to qualify for a minimum rent hardship, must provide income expense documentation on a 90 day reporting requirement.
	Letter C, D, deleted
Sec 11.6	3 rd Paragraph the word Admissions was added to the last sentence
Chapter 12	Sec 12.0
	Deleted the word Existing for the word Voucher in the first paragraph
	Sec 12.1
	Deleted the word seven for the word Six and deleted the word perform for Cause
	Deleted F which began with: (Move out Inspection (if applicable))

	Sec 12.3	added the wording: At least one window per room and must have a window screen.
		Letter D: added the wording: are acceptable as a secondary source of heat.
		Letter E, #2, b: added the wording: Electrical outlets that are in close proximity to the water must be a GFI.
		Letter M: deleted paragraph b: which Began with (for the units assisted Prior to April 24,1993)
	Sec 12. 6	Added the language, Letter M: Any Other health and safety items identified during the inspection
Chapter 13	Deleted	Owner claims and damages unpaid rent, and vacancy loss and participants ensuing responsibility
Chapter 14	Sec 14.2	Deleted the second paragraph which began with (Families will not be required to report any increase)
		Added language to letter C: Any increases or decreases in family income
		3 rd paragraph #1 deleted the word certificate
	Sec 14.2.1	Deleted the 60 days for 90 days
Chapter 15	Sec 15.0	Deleted K which began with (If a Family participating in the FSS program)
Chapter 16	Sec 16.3	Deleted the word certificate and Added the word voucher

Chapter 17	Okay
Chapter 18	Okay
Chapter 19	Okay
Chapter 20	Deleted
Chapter 21	Deleted
Glossary	Deleted Certificate with Voucher Department: Added United States Elderly Family: Added to the 1 st Sentence (or certified disabled by social security) Elderly Person: Added to the 1 st Sentence (or certified disabled by social security) Deleted Fair Market Value and replaced with payment standard Family: Deleted a near elderly family Family Self Sufficiency Program: Deleted FMR: added the language: housing choice voucher program Deleted Near Elderly Family

Resident Advisory Board Meeting
PHA Plan
Wednesday, May 26, 2004

Sub-Committee Meeting

Participants: Betty Evans, Director of Community Affairs and Programs, NBHA, Fredrick Gucken, Resident of the Graham Apartments and Ronald Simpson, Director of Admissions Department, NBHA

The following was discussed and changes were made:

Chapter 4 of the ACOP :

Policy reviewed

Page 4-7

Included the language: **“Eligible Low Income Families”**

Page 4-8

Included the language: **“Eligible Low Income Families”**

Chapter 6 of the ACOP :

Page 6-1

Section A:**Change the minimum rent from \$25.00 to \$50.00**

Page 6-3

Included the language under Temporary Hardship: **Individuals that are paying minimum rent or have been approve for hardship exemption will be required to verify their income every ninety (90) days**

Chapter 11 of the ACOP :

Page-5

Reviewed chapter 11 for language that explained changes in family composition and absence of a family from a unit and how long an individual could be absent from the unit without PHA permission, for more than 30 days consecutive days, the unit will be considered vacant and the PHA will terminate tenancy; no changes were made

Chapter 8, Sec. 8	Sec 8.1	Language added: When a family receives a Housing Choice Voucher they must reside in the Jurisdiction of the New Britain Housing Authority during the initial 12-month period after admission to the program. The jurisdiction of the New Britain Housing Authority is limited to the City of New Britain, CT for the purposes of the Section 8 Housing Choice Voucher Program.
Comprehensive Lease		Removed All language regarding State Moderate Housing and the Department Economic Development was removed from the lease
	Sec D	added minimum rent of \$50.00 and (please see chapter 11 of the ACOP)
	Page 7	Legal Notice: Change the address of the Authority
ACOP Table of Contents		Removed All language regarding State Moderate Housing from the title

Resident Advisory Board Meeting
PHA Plan
Wednesday, June 09, 2004

Sub-Committee Meeting

Participants: Betty Evans, Director of Community Affairs and Programs, NBHA, Fredrick Gucken, Resident of the Graham Apartments and Ronald Simpson, Director of Admissions Department, NBHA, Axel Gonzalez, Director of Operations and Patricia Lighty, Resident of Oval Grove

The following was discussed and changes were made:

We met to review and discuss the suggested changes to the following policies by Arnold & Associates, legal counsel for the Authority:

- Authority Wide Parking Policy
- ACOP
- Section 8 Housing Choice Voucher Program Administrative Plan

Please see the attached suggested changes.

CAPITAL FUND PROGRAM 2005

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550105, ORIG. Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Rev. 1	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	165,000.00			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	142,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	88,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	555,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	800,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,750,000.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	800,000.00			
	Collateralization Expenses or Debt Service				

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

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Rev. 1			
CT 5-2	A. KITCHEN UPGRADES		1460	160	245,000.00				
OVAL GROVE									
CT 5-4	A. REPLACE HEATING SYSTEM		1465.1	---	250,000.00				
KENNEDY APARTMENTS									
CT 5-5	A. REPLACE HEATING SYSTEM		1465.1	---	250,000.00				
RIBICOFF APARTMENTS									
CT 5-7	A. KITCHEN & BATH UPGRADES		1460	100	310,000.00				
GRAHAM APARTMENTS									
CT 5-9	A. REPLACE HEATING SYSTEM		1465.1	---	300,000.00				
D'AMATO APARTMENTS									
	SUBTOTAL				1,355,000.00				
	TOTAL				1,750,000.00				

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

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: CT26P00550105 Replacement Housing Factor No:					Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original		Actual	Original		Actual		
CT 5-2 A.	9/2007			9/2009				
CT 5-4 A.	9/2007			9/2009				
CT 5-5 A.	9/2007			9/2009				
CT 5-7 A.	9/2007			9/2009				
CT 5-9 A.	9/2007			9/2009				

Capital Fund Program Five-Year Action Plan

CT26P00550105

Part I: Summary

PHA Name NEW BRITAIN HOUSING AUTHORITY		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: 2006 PHA FY:	Work Statement for Year 3 FFY Grant: 2007 PHA FY:	Work Statement for Year 4 FFY Grant: 2008 PHA FY:	Work Statement for Year 5 FFY Grant: 2009 PHA FY:
A. CT 5-1 MT PLEASANT CT 5-2 OVAL GROVE CT 5-3 KNAPP VILLAGE CT 5-4 KENNEDY APTS. CT 5-5 RIBICOFF APTS. CT 5-7 GRAHAM APTS. CT 5-9 D'AMATO APTS.	Annual Statement				
B. Physical Improvements Total		1,355,000.00	1,355,000.00	1,355,000.00	1,355,000.00
C. Administration		142,000.00	142,000.00	142,000.00	142,000.00
D. Fees & Costs		88,000.00	88,000.00	88,000.00	88,000.00
E. Operations		165,000.00	165,000.00	165,000.00	165,000.00
Total CFP Funds (Est.)	1,750,000.00	1,750,000.00	1,750,000.00	1,750,000.00	1,750,000.00
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

CT26P00550105

Activities for Year 1	Activities for Year : 2006 FFY Grant: PHA FY:			Activities for Year: 2007 FFY Grant: PHA FY:		
	<u>DEV. NO.</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>	<u>DEV. NO.</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>
	CT 5-1	1450 LANDSCAPING & SITE UPGRADES	90,000.00	CT 5-1	1450 SIDEWALK / PARKING LOT UPGRADE	295,000.00
* SEE ATTACHED		1460 SIDING & SOFFIT REPLACEMENT	495,000.00		1465.1 EXTERIOR ELECTRICAL BOX UPGRADES	50,000.00
CFP 2005	CT 5-5	1460 BATHROOM UPGRADES	280,000.00			
				CT 5-2	1450 IMPROVE EXTERIOR LIGHTING	30,000.00
	CT 5-9	1460 KITCHEN & BATHROOM UPGRADES	320,000.00		1460 HEATING UPGRADES, WATER FEEDS & EXPANSION TANKS	100,000.00
		1475 REPLACE HVAC – COMMUNITY RM	25,000.00			
		1470 ENCLOSE PATIO & REPLACE PATIO FURNITURE	45,000.00		1475 REHAB RECREATION AREA, ADD NEW PLAYScape	70,000.00
		1460 UPGRADE 4 UNITS TO ADA / HUD 504 COMPLIANCE	100,000.00			
				CT 5-3	1460 ABATE ASBESTOS FLOORS IN UNITS	250,000.00
					1460 INSTALL DOORBELLS AT UNITS	20,000.00
					1460 REPLACE CLOSET DOORS	50,000.00
				CT 5-4	1465 REPLACE MAILBOXES	10,500.00
					1465 INSTALL NEW PHONE INTERCOM	35,000.00
				CT 5-5	1465 REPLACE MAILBOXES	14,000.00
					1460 BATHROOM UPGRADES	155,000.00
					1465 INSTALL NEW PHONE INTERCOM	35,000.00
				CT 5-7	1465 REPLACE MAILBOXES	15,500.00
					1465 INSTALL NEW PHONE INTERCOM	35,000.00
				CT 5-9	1460 REPLACE FLOORING & PAINT UNITS	170,000.00
					1475 INSTALL AWNING AT FRONT ENTRANCE OF BUILDING	20,000.00
		TOTAL =	1,355,000.00		TOTAL =	1,355,000.00

CAPITAL FUND PROGRAM 2004

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: NEW BRITAIN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: CT26P00550104, ORIG. Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/2004
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Rev. 1	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	165,000.00			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	142,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	88,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,050,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	305,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,750,000.000			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	625,000.00			
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	245,000.00			

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:
 Summary**

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550104, ORIG. Replacement Housing Factor Grant No:		Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/2004 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
	Collateralization Expenses or Debt Service			

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

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: CT26P00550104 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original		Actual	Original		Actual		
CT 5-1 A.	9/2006			9/2008				
CT 5-3 A.	9/2006			9/2008				
B.	9/2006			9/2008				
CT 5-5 A.	9/2006			9/2008				
CT 5-7 A.	9/2006			9/2008				
B.	9/2006			9/2008				

CAPITAL FUND PROGRAM 2003

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550103, REV. 5 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Rev. 4	Rev. 5	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	129,161.00	129,161.00		
3	1408 Management Improvements Soft Costs	54,410.00	4,410.00		
	Management Improvements Hard Costs				
4	1410 Administration	129,161.00	129,161.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	88,000.00	88,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	---	---		
10	1460 Dwelling Structures	1,019,790.00	796,992.00		
11	1465.1 Dwelling Equipment—Nonexpendable	82,888.00	82,888.00		
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	61,000.00	61,000.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	1,564,410.00	1,291,612.00		
	Amount of Annual Grant: (sum of lines.....)				
	Amount of line XX Related to LBP Activities	50,000.00	50,000.00		
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

Part II: Supporting Pages

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550103, REV. 5 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
					Rev. 4	Rev. 5		
PHA WIDE	DIRECTOR OF OPERATIONS		1410		24,161.00	24,161.00		
	CLERK OF THE WORKS		1410		62,000.00	62,000.00		
	EXECUTIVE ASSISTANT		1410		43,000.00	43,000.00		
	OPERATIONS		1406		129,161.00	129,161.00		
	A/E DESIGN FEES		1430		88,000.00	88,000.00		
	COMPUTER SOFTWARE UPGRADE (TENMAST)		1408		4,410.00	4,410.00		
	STAFF & COMMISSIONER TRAINING		1408		50,000.00	----		
	SUBTOTAL				400,732.00	350,732.00		

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

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: CT26P00550103, REV. 5 Replacement Housing Factor Grant No:					Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Rev. 4	Rev. 5			
CT 5-1	A. BATHROOM UPGRADES		1460	252	293,388.00	25,000.00			IN DESIGN PHASE
MOUNT	B. LEAD ABATEMENT		1460	252	25,000.00	25,000.00			IN DESIGN PHASE
PLEASANT	C. CRAWL SPACE & RELATED SITE UPGRADES		1450	----	----	----			MOVED CFP 2002
	D. REPLACE STEAM BOILERS AT BLDG. #28 & #29 BOND ST.		1465.1	----	70,000.00	70,000.00			IN CONSTRUCTION
CT 5-2	A. LEAD ABATEMENT		1460	160	25,000.00	25,000.00			IN DESIGN PHASE
OVAL GROVE	B. SITE IMPROVEMENTS		1450	----	----	----			MOVED CFP 2002
CT 5-3	A. PERIMETER FENCING & SITE DRAINAGE		1450	----	----	----			----
KNAPP VILLAGE									
CT 5-4	A. WINDOW REPLACEMENT		1460	70	220,000.00	220,000.00			IN CONSTRUCTION
KENNEDY APARTMENTS	B. REPOINT & RESEAL EXTERIOR		1460	----	133,147.00	133,147.00			IN BID PHASE
CT 5-5	A. REPLACE BALCONY DOORS		1460	8	40,000.00	40,000.00			IN DESIGN PHASE
RIBICOFF APARTMENTS	B. KITCHEN UPGRADES & CABINET REPLACEMENT		1460	100	283,255.00	328,845.00			IN DESIGN PHASE
	SUBTOTAL				1,089,790.00	866,992.00			

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

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: CT26P00550103, REV. 5 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original (R)	Rev. 3	Actual	Original (R)	Rev. 3	Actual		
CT 5-1	A.	9/2005	9/2005		9/2007	9/2007		
	B.	9/2005	9/2005		9/2007	9/2007		
	C.	9/2005	----		9/2007	----		
	D.	9/2005	9/2005		9/2007	9/2007		
CT 5-2	A.	9/2005	9/2005		9/2007	9/2007		
	B.	9/2005	----		9/2007	----		
CT 5-3	A.	----	----		----	----		
CT 5-4	A.	----	9/2005			9/2007		
	B.	----	9/2005			9/2007		
CT 5-5	A.	9/2005	9/2005		9/2007	9/2007		
	B.	9/2005	9/2005		9/2007	9/2007		
CT 5-7	A.	----	----		----	----		
	B.	----	----		----	----		
CT 5-9	A.	9/2005	9/2005		9/2007	9/2007		
	B.	9/2005	9/2005		9/2007	9/2007		

CAPITAL FUND PROGRAM 2003

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: NEW BRITAIN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: CT26P00550203, ORIG. Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Rev. 1	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50,000.00			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	222,798.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	272,798.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

CAPITAL FUND PROGRAM 2002

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: NEW BRITAIN HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: CT26P00550102, Rev. 3 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending 6/2004
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Rev. 2	Rev. 3	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	166,364.00	166,364.00	166,364.00	69,323.00
3	1408 Management Improvements Soft Costs	71,654.63	71,654.63	71,654.63	70,758.14
	Management Improvements Hard Costs				
4	1410 Administration	142,000.00	142,000.00	142,000.00	67,564.27
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	78,000.00	78,000.00	78,000.00	49,782.67
8	1440 Site Acquisition				
9	1450 Site Improvement	573,899.74	507,676.71	507,676.71	409,060.38
10	1460 Dwelling Structures	458,197.91	458,195.70	458,195.70	307,664.92
11	1465.1 Dwelling Equipment—Nonexpendable	51,129.72	85,791.50	85,791.50	85,791.50
12	1470 Nondwelling Structures	122,395.00	153,958.46	153,958.46	153,958.46
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,663,641.00	1,663,641.00	1,663,641.00	1,213,903.34
	Amount of line XX Related to LBP Activities	----		----	----
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: NEW BRITAIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: CT26P00550102, Rev. 3 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Rev. 1	Rev. 2	Actual	Rev. 1	Rev. 2	Actual		
CT 5-1	A.	5/31/04	----		9/30/05	----		
	B.	5/31/04	5/31/04		9/30/05	9/30/05		
	C.	-----	5/31/04		----	9/30/05		
	D.	-----	5/31/04		----	9/30/05		
CT 5-2	A.	----	5/31/04		----	9/30/05		
	B.	----	5/31/04		----	9/30/05		
CT 5-3	A.	----	5/31/04		----	9/30/05		
CT 5-4	A.	5/31/04	----		9/30/05	----		
	B.	5/31/04	5/31/04		9/30/05	9/30/05		
CT 5-5	A.	5/31/04	5/31/04		9/30/05	9/30/05		
CT 5-7	A.	5/31/04	5/31/04		9/30/05	9/30/05		
	B.	----	5/31/04		----	9/30/05		
CT 5-9	A.	----	5/31/04		----	9/30/05		