

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 2007

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

## PHA Plan Agency Identification

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

**PHA Number:** CT005

**PHA Fiscal Year Beginning: (01/2007)**

### 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)

Department of Municipal Development, City of New Britain, City Hall  
Oval Grove, Community building, 12 Dobek St., New Britain

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)

Department of Municipal Development, City of New Britain, City Hall  
Oval Grove Community Room, 12 Dobek Road, New Britain, CT

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2006**  
[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) 77 %
    - Improve voucher management: (SEMAP score) 80%
    - 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)- Look to working with the City to apply for a Hope VI grant/demolition grant

- 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 de-concentrate 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 2007**  
[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**

The Authority continues to discuss with representatives of the HUD-Hartford office areas the Authority needs to concentrate on for improvement. The Authority received a standard rating for last year.

Progress is being made in programs, staff development and financial issues of the Authority. It will take awhile for the Authority to re-cover from its financial losses.

## **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 views the fiscal year 2007 as one of continuing and substantial changes. The Authority is striving to improve the PHAS and SEMAP scores, striving to improve our financial situation, striving to improve the quality of life for public housing residents and to also improve the work place for Authority staff.

The Authority shall continue to form partnerships with local agencies to provide training, homeownership opportunities, education and social activities for residents of public housing. The Authority with the approval of the Mayor of New Britain will look to apply for a Hope VI grant is they become available in 2007. We will also work with the City to see if funding may be available to assist the authority in this endeavor. We plan to review designating some buildings for elderly.

Over the next year the authority will be moving to project based asset management as required by HUD. The authority started the process in 2006 with two new property managers hired. The accounting manager and fee accountant began the huge task of separating staff, bills, etc by site as all financial statements will be done by site.

The Authority shall strive to re-invent itself to survive in this ever-changing environment.

### **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.

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	2
ii. Table of Contents	3
1. Housing Needs	8
2. Financial Resources	17
3. Policies on Eligibility, Selection and Admissions	19
4. Rent Determination Policies	28
5. Operations and Management Policies	32
6. Grievance Procedures	39
7. Capital Improvement Needs	40
8. Demolition and Disposition	42
9. Designation of Housing	43
10. Conversions of Public Housing	44
11. Homeownership	46
12. Community Service Programs	48
13. Crime and Safety	62
14. Pets	64
15. Civil Rights Certifications (included with PHA Plan Certifications)	73
16. Audit	74
17. Asset Management	75
18. Other Information	76

#### **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 De-concentration CT005A01

- FY 2003 Capital Fund Program Annual Statement CT005A02
- FY 2004 Capital Fund Program Annual Statement
- 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
- FY 2010 Capital Fund Program Annual Statement
- FY 2011 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 CT005A03
- 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) CT005A04
- 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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 A & O Policy	Annual Plan: Rent Determination
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
N/A	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	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	TANF agency	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
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(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	4639	5	n/a	n/a	n/a	n/a	n/a
Income >30% but <=50% of AMI	3312	3	n/a	n/a	n/a	n/a	n/a
Income >50% but <80% of AMI	3750	2	n/a	n/a	n/a	n/a	n/a
Elderly	2,546	5	n/a	n/a	n/a	n/a	n/a
Families with Disabilities	5,336	4	n/a	n/a	n/a	n/a	n/a
<b>Race/Ethnicity</b> (W)	9016	3	n/a	n/a	n/a	n/a	n/a
<b>Race/Ethnicity</b> (B)	1713	5	n/a	n/a	n/a	n/a	n/a
<b>Race/Ethnicity</b> (H)	4494	5	n/a	n/a	n/a	n/a	n/a
<b>Race/Ethnicity</b> (O)	5320	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.

<b>Housing Needs of Families on the Waiting List</b>			
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	65		15%
Extremely low income <=30% AMI	60	92.31	
Very low income (>30% but <=50% AMI)	4	6.15	
Low income (>50% but <80% AMI)	1	1.54	
Families with children	39	60.	
Elderly families	6	9.23	
Families with Disabilities	11	16.92	
<b>Race/ethnicity (W)</b>	56	86.15	
<b>Race/ethnicity (H)</b>	52	80.	
<b>Race/ethnicity (AA)</b>	0	0	
<b>Race/ethnicity (Multi)</b>	1	1.54	
<b>Race/ethnicity (B)</b>	8	12.31	
Characteristics by Bedroom Size			

<b>Housing Needs of Families on the Waiting List</b>			
(Public Housing Only)			
1BR	23	35	
2 BR	20	30	
3 BR	17	26	
4 BR	5	7	
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 21</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	366		5%
Extremely low income <=30% AMI	285	77.87	
Very low income (>30% but <=50% AMI)	69	18.85	
Low income (>50% but <80% AMI)	12	3.28	
Families with children	283	77.32	
Elderly families	33	9.02	
Families with Disabilities	20	5.46	
<b>Race/ethnicity (H)</b>	273	74.59	
<b>Race/ethnicity (W)</b>	293	80.05	
<b>Race/ethnicity (AA)</b>	0	0	
<b>Race/ethnicity (other)</b>	0	0	
<b>Race/ethnicity (Hawaiian)</b>	0	0	
<b>Race/ethnicity (B)</b>	73	19.95	
Characteristics by Bedroom Size (Public Housing Only)			

**Housing Needs of Families on the Waiting List**

1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)?  No  Yes  
 If yes:  
 How long has it been closed (# of months)? 44  
 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	55		20%
Extremely low income <=30% AMI	51	92.73	
Very low income (>30% but <=50% AMI)	4	7.27	
Low income (>50% but <80% AMI)	0	0	
Families with children	0	0	
Elderly families	27	49.09	
Families with Disabilities	44	80.	
<b>Race/ethnicity (W)</b>	51	92.73	
<b>Race/ethnicity (H)</b>	34	61.82	
<b>Race/ethnicity (AA)</b>	0	0	
<b>Race/ethnicity (B)</b>	4	7.27	
<b>Race/ethnicity (Multi)</b>	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	55	100	
2 BR			
3 BR			

**Housing Needs of Families on the Waiting List**

4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### 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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund	3,288,164	
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,229,904	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,981,313	Offset Operating Expenses

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)		
Nextel Towers	20,000	Offset Operating Expenses
<b>4. Non-federal sources</b> (list below)		
North Central Area Agency on Aging	9,000	Translation and Transportation Services for the Elderly
Foundation for Public Giving		Drum Call Program in Oval Grove & Mount Pleasant
<b>Total resources</b>	<b>10,528,381.00</b>	

### **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)

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)  
Elderly/Disabled

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:

2.Involuntary Displacement

2.Substandard Housing

2. Homelessness

Other preferences (select all that apply)

- 3  Working families and those unable to work because of age or disability
- 4  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)  
5.Elderly/disabled

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 de-concentration 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)  
on release from the Section 8 participant

### (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)  
Elderly/Disabled

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

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

Other preferences (select all that apply)

- 3  Working families and those unable to work because of age or disability
- 4  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)  
5. Elderly/Disabled

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. As stated in the ACOP

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report 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) report only decreases in between recertifications.

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) will also consider market rate units.

**(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. CT005A03
- 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	804	120
Section 8 Vouchers	693	35
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)

- A. Absentee Control Policy
- B. Admissions and Continued Occupancy Policy
  - a. Admissions and Continued Occupancy-Revised Attorney’s Fee
  - b. Resident Charges for Maintenance Repairs/Damage
- C. Alcohol and Drug Testing Policy
- D. Blood-Borne Disease Policy
- E. By-Laws—NBHA
  - a. Labor Management Committee
- F. Cash Receipt Policy
- G. Cellular Telephone Policy
- H. Change in Policy & Procedures (BOC to initiate)
- I. Check Signing Authorization
- J. Community Service Requirement
- K. Consolidation of Existing Vacancies Policy
- L. Consolidation of Social Services & Administration
- M. Conversion of Public Housing

- N. Criminal Records Management
- O. De-concentration of poverty and income mixing
- P. Designated Housing
- Q. Disposition Policy
- R. Drug-Free Workplace Policy
- S. Economic Viability Policy (State Moderate Rental)
- T. Elderly-Occupancy Incentive Program
- U. Employee Standard of Conduct Policy
- V. Equal Housing Opportunity Policy
- W. Eviction Policy & Procedures
- X. Family and Medical Leave Policy
- Y. Fixed Asset Policy
- Z. Funds Transfer Policy
- AA. Grievance Procedure Policy
- BB. Hazardous Materials Policy
- CC. Indemnify Commissioner—(Protect and save harmless)
- DD. Investment Policy
- EE. Master Key Control Policy
- FF. Natural Disaster Response Guidelines
- GG. Non-Profit Organization
- HH. Organizational Chart--NBHA
- II. One Strike and You're Out Policy
- JJ. Operation and Maintenance Plan
- KK. Overtime Policy
- LL. Parking Use (Authority-Wide) Policy
- MM. Personnel Policy

- NN. Pest Control Policy
- OO. Pet Control Policy
- PP. Private Use (For HA Premises) Policy
- QQ. Procurement Policy
- RR. Procurement & Analysis for Construction & Professional Services
- SS. Ratio of Residents –vs.- non residents
- TT. Rental Collection Policy
- UU. Risk Control Policy
- VV. Section 8 Housing Choice Voucher Program Administrative Plan
- WW. Sexual Harassment Policy
- XX. Sexual Offenders Policy
- YY. Shopping Cart Policy
- ZZ. Smoke Detector Policy
- AAA. Substance Abuse Policy
- BBB. Trespassing Policy
- CCC. Visitor’s Policy
- DDD. Warranty Inspection Policy
- EEE. Computer Use Policy

(2) Section 8 Management: (list below)

---

<b>1.0</b>	<b>EQUAL OPPORTUNITY .....</b>	<b>1</b>
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
<b>2.0</b>	<b>HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN/OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY .....</b>	<b>1</b>
2.1	NEW BRITAIN HOUSING AUTHORITY RESPONSIBILITIES.....	1
2.2	OWNER RESPONSIBILITY .....	2
2.3	OBLIGATIONS OF THE PARTICIPANT .....	3
<b>3.0</b>	<b>ELIGIBILITY FOR ADMISSION.....</b>	<b>1</b>
3.1	INTRODUCTION.....	1
3.2	ELIGIBILITY CRITERIA .....	1
<b>4.0</b>	<b>MANAGING THE WAITING LIST.....</b>	<b>1</b>
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	GROUND FOR DENIAL.....	4
4.9	NOTIFICATION OF NEGATIVE ACTIONS .....	5
4.10	INFORMAL REVIEW.....	6
<b>5.0</b>	<b>SELECTING FAMILIES FROM THE WAITING LIST .....</b>	<b>1</b>
5.1	WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS.....	1

5.2	PREFERENCES .....	1
5.3	SELECTION FROM THE WAITING LIST .....	5
<b>6.0</b>	<b>ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS).....</b>	<b>1</b>
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
<b>7.0</b>	<b>MOVES WITH CONTINUED ASSISTANCE .....</b>	<b>1</b>
7.1	WHEN A FAMILY MAY MOVE.....	1
7.2	PROCEDURES REGARDING FAMILY MOVES .....	1
<b>8.0</b>	<b>PORTABILITY .....</b>	<b>1</b>
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
<b>9.0</b>	<b>DETERMINATION OF FAMILY INCOME .....</b>	<b>1</b>
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
<b>10.0</b>	<b>VERIFICATION.....</b>	<b>1</b>
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
<b>11.0</b>	<b>RENT AND HOUSING ASSISTANCE PAYMENT .....</b>	<b>1</b>
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
<b>12.0 INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS.....</b>	<b>1</b>
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
<b>13.0 RECERTIFICATION.....</b>	<b>1</b>
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
<b>14.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE NEW BRITAIN HOUSING AUTHORITY .....</b>	<b>1</b>
<b>15.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS .....</b>	<b>1</b>
15.1 COMPLAINTS .....	1
15.2 INFORMAL REVIEW FOR THE APPLICANT .....	1
15.3 INFORMAL HEARINGS FOR PARTICIPANTS.....	3
<b>16.0 TERMINATION OF THE LEASE AND CONTRACT.....</b>	<b>1</b>
<b>17.0 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE .....</b>	<b>1</b>
<b>18.0 INTELLECTUAL PROPERTY RIGHTS.....</b>	<b>1</b>

## **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) CT005A02

-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) CT005A02

-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: If funding becomes available would apply for HOPE VI for Oval Grove.

- 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:

## 8. 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.)

<b>Demolition/Disposition Activity Description</b>	
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:	
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:	

**9. 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.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. 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.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <ul style="list-style-type: none"> <li><input type="checkbox"/> Assessment underway</li> <li><input type="checkbox"/> Assessment results submitted to HUD</li> <li><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</li> <li><input type="checkbox"/> Other (explain below)</li> </ul>
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) <ul style="list-style-type: none"> <li><input type="checkbox"/> Conversion Plan in development</li> </ul>

- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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.)

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

Part of the development

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 (l)]

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

### **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)  
Preferences for families working

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. )

<b>Services and Programs</b>				
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>OIC</i>	<i>Public Housing Section 8</i>
Computer Learning Centers	<i>Available to all</i>	Grants	<i>OIC/Catholic Charities</i>	<i>Public Housing</i>
Scholarship Program	<i>Available to all</i>	Fundraising	<i>Oval Grove Office</i>	<i>Public Housing Section 8</i>
Summer Camp	<i>Available to all family developments</i>	American Savings Foundation	<i>OIC</i>	<i>Public Housing Section 8</i>
Elderly Clinical Services	Seniors	Operations	<i>Oval Grove Office</i>	<i>Public Housing</i>
File of Life	<i>Available to all</i>	Operations	<i>Oval Grove/Main Office</i>	<i>Public Housing</i>
Resident Services	<i>Available to all</i>	Operations	<i>Oval Grove/Main Office</i>	<i>Public Housing</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
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)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

# **Housing Authority of the City of New Britain**

## **Community Service Requirement Policy**

**COMMUNITY SERVICE REQUIREMENT POLICY**  
**TABLE OF CONTENTS**

- I. Introduction
  - II. Mission Statement
  - III. General Statement
  - IV. Federal Laws & Regulations
  - V. Community Service Defined
  - VI. Community Service Requirement
  - VII. General Requirements
  - VIII. Exempted Individuals
  - IX. Resident Employment Status & this Policy
  - X. Persons with Disabilities
  - XI. Implementation Date of this Policy
  - XII. Resident Council Involvement
  - XIII. Admissions & Policy Compliance
  - XIV. Administration of this Policy
  - XV. Assuring Resident Compliance
  - XVI. Failure to Comply with this Policy
  - XVII. Evictions & this Policy
  - XVIII. Prohibition Against Replacement Workers

## 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 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.

### **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 working at least 30 hours per week
  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 is participating in a welfare to work 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 contracting 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. 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 Property Managers 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 Property Managers will verify the leaseholders 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.
- B. 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**

The Authority will not use community service to replace any union job at the authority.

### **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]**

#### **Pet Policy**

#### **General Statement:**

The purpose of this policy is to establish the Authority's policy and procedures for the ownership of pets. Residents of the Authority will be allowed to maintain the reasonable ownership of certain types of pets under the policies and regulations contained herein. It also establishes reasonable rules governing the keeping of common household pets.

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.

#### **Quality Housing & Work responsibility Act of 1998 (ACT)**

The regulations and policies of the Authority's 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,**

**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.

**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 vary 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)

### **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.)

### **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 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 Handicapped/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)

### **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.

### **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.

### **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.**

### **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.

### **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 is allowed in the pet areas.

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

### **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 or is not properly cared for.

### **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.

### **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 leashes 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.

### **Licensing, Insurance, & Registration of Pets**

The Authority reserves the right to establish reasonable guidelines 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 CHO P 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 must 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

### **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 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 an 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. Payments for fish and birds have been suspended as of January 2006 per Board of Commissioners. 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.

**Article 8. Additional Fees and Charges:** The owner of the pet (CHOP) is responsible for any attacks, bites, intimidation, barking or any adverse action that would disturb other persons and/or residents peaceful enjoyment of their accommodations and will be conducive to maintaining the development in a decent, safe and sanitary condition. The Housing Authority of the City of New Britain will be held harmless and its officers, agents, and employees from the against all claims, damages, losses and expenses, including but not limited to.

### **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 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) CT005A04  
 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) Met with residents, documented comments and made changes where necessary such as pet policy.

### **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) appointed by the Mayor

#### 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) appointed by the Mayor

### **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) City of New Britain
  
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**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)
<b>Total estimated cost over next 5 years</b>				



## **DECONCENTRATION OF POVERTY AND INCOME MIXING**

The Housing Authority of the City of New Britain's (NBHA) Admission Policy is designed 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 NBHA 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 NBHA will use the gathered tenant income 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 incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the NBHA will evaluate the changes to determine whether, based on the NBHA methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the NBHA 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 NBHA will not set specific quotas, but will strive to achieve deconcentration and income mixing in its developments.

The NBHA'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 NBHA's income-mixing goals, 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% every 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 NBHA 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 developments where the Authority's goal is to increase higher income families:

Mount Pleasant          CT005-01

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

Oval Grove                CT005-02

The NBHA 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 NBHA will review the annual resident income of Mt. Pleasant and Oval Grove and using the income 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.

**NBHA INCENTIVES FOR HIGHER INCOME FAMILIES:**

The NBHA 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 development.

## CAPITAL FUND PROGRAM 2007

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

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>CT26P00550107</b> , Original Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2007</b>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) Original <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		Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	134,531.00			
3	1408 Management Improvements Soft Costs	25,000.00			
	Management Improvements Hard Costs				
4	1410 Administration	134,531.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	88,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000.00			
10	1460 Dwelling Structures	641,757.00			
11	1465.1 Dwelling Equipment—Nonexpendable	291,500.00			
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.....)	1,345,319.00			
	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				



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

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>CT26P00550107 Orig.</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2007</b>		
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		
<b>CT 5-1</b>	A.EXTERIOR METER BOX REPAIRS		1465.1	24	50,000.00			
<b>MOUNT PLEASANT</b>	B. ADA UNIT CONVERSIONS		1460	2	131,757.00			
<b>CT 5-2</b>	A. SITE LIGHTING IMPROVEMENTS		1450	28 Bld	30,000.00			
<b>OVAL GROVE</b>	B. HEATING SYSTEM UPGRADES		1460	160	100,000.00			
	C. KITCHEN REPLACEMENT		1460	160	100,000.00			
	D. REHAB PLAYGROUND AREA AND PLAYSCAPE		1475	1	70,000.00			
<b>CT 5-3</b>	A. INSTALL DOORBELLS		1460	60	20,000.00			
<b>KNAPP VILLAGE</b>	B. REPLACE BR CLOSET DOOR		1460	60	50,000.00			
<b>CT 5-4</b>	A. REPLACE MAILBOXES		1465	70	10,500.00			
<b>KENNEDY APT</b>	B. INSTALL NEW PHONE INTERCOM		1465	1	20,000.00			
<b>CT 5-5</b>	A. REPLACE MAILBOXES		1465	70	10,500.00			
<b>RIBICOFF APT</b>	B. INSTALL NEW PHONE INTERCOM		1465	1	20,000.00			
<b>CT 5-7</b>	A. REPLACE MAILBOXES		1465	70	10,500.00			
<b>GRAHAM APT</b>	B. INSTALL NEW PHONE INTERCOM		1465	1	20,000.00			
<b>CT 5-9</b>								
<b>D'AMATO APT</b>	A.REPLACE UNIT FLOORING &PAINT		1460	58	170,000.00			
	B. ELEVATOR UPGRADES		1465	2	150,000.00			
	<b>SUBTOTAL</b>				<b>963,257.00</b>			
	<b>TOTAL</b>				<b>1,345,319.00</b>			

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

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program No: <b>CT26P00550107 Orig.</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2007</b>	
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		
<b>CT 5-1</b>	<b>A.</b>	9-2009		9-2011				
	<b>B.</b>	9-2009		9-2011				
<b>CT 5-2</b>	<b>A.</b>	9-2009		9-2011				
	<b>B.</b>	9-2009		9-2011				
	<b>C.</b>	9-2009		9-2011				
	<b>D.</b>	9-2009		9-2011				
<b>CT 5-3</b>	<b>A.</b>	9-2009		9-2011				
	<b>B.</b>	9-2009		9-2011				
<b>CT 5-4</b>	<b>A.</b>	9-2009		9-2011				
	<b>B.</b>	9-2009		9-2011				
<b>CT 5-5</b>	<b>A.</b>	9-2009		9-2011				
	<b>B.</b>	9-2009		9-2011				
<b>CT 5-7</b>	<b>A.</b>	9-2009		9-2011				
	<b>B.</b>	9-2009		9-2011				
<b>CT 5-9</b>	<b>A.</b>	9-2009		9-2011				
	<b>B.</b>	9-2009		9-2011				

**Capital Fund Program Five-Year Action Plan**

**CT26P00550107**

**Part I: Summary**

PHA Name <b>NEW BRITAIN HOUSING AUTHORITY</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA-Wide	Year 1 2007	Work Statement for Year 2 FFY Grant: 2008 PHA FY:	Work Statement for Year 3 FFY Grant: 2009 PHA FY:	Work Statement for Year 4 FFY Grant: 2010 PHA FY:	Work Statement for Year 5 FFY Grant: 2011 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		963,257.00	963,257.00	963,257.00	963,257.00
C. Administration		134,531.00	134,531.00	134,531.00	134,531.00
D. Fees & Costs		88,000.00	88,000.00	88,000.00	88,000.00
E. Operations		135,531.00	135,531.00	135,531.00	135,531.00
F. Management Improvement		25,000.00	25,000.00	25,000.00	25,000.00
Total CFP Funds (Est.)	1,345,319.00	1,345,319.00	1,345,319.00	1,345,319.00	1,345,319.00
Total Replacement Housing Factor Funds					

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

**CT26P00550107**

Activities for Year 1	Activities for Year : <b>2008</b>			Activities for Year: <b>2009</b>		
	<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 REPAVE BASKET BALL COURTS	50,000.00	CT 5-1	1450 SPEED BUMPS IN PARKING LOTS	21,250.00
* SEE		1450 LANDSCAPING & TREE REMOVAL	40,000.00		1450 SEWER UPGRADES, BLDG. 27, 28, 29	89,869.00
ATTACHED		1465.1 ELECTRICAL UPGRADES	200,000.00		1450 FENCING AT BOND ST	10,948.00
CFP 2005					1450 INSTALL BENCHES AT BOND ST	21,600.00
					1450 REHAB PLAY SCAPE	12,750.00
	CT 5-2	1465.1 FLUE PIPE REPLACEMENT	150,571.00		1450 DUMPSTER PADS & ENCLOSURES	82,110.00
					1450 REPLACE FENCING AT BOILER RMS	63,750.00
					1460 ADA CONVERSION - 4 UNITS	345,000.00
	CT 5-3	1465.1 ELECTRICAL UPGRADES	150,571.00			
				CT 5-2	1460 REPLACE DOWNSPOUTS/ GUTTERS	29,000.00
	CT 5-4	1460 PAINT & CARPET LOBBY	10,000.00			
		1465 NEW SECURITY CAMERA AT LOBBY	5,000.00			
		1460 ROOF VENT REPLACEMENT	25,000.00	CT 5-3	1450 REPAIR SIDEWALKS & CURBS	20,842.00
					1450 IMPROVE SITE LIGHTING	11,000.00
	CT 5-5	1460 PAINT & CARPET LOBBY	10,000.00		1450 TRIM TREES	8,000.00
		1465 NEW SECURITY CAMERA AT LOBBY	5,000.00			
		1460 ROOF VENT REPLACEMENT	25,000.00	CT 5-4	1465 REPLACE BASEBOARD RADIATORS	84,000.00
	CT 5-7	1460 PAINT & CARPET LOBBY	10,000.00			
		1465 NEW SECURITY CAMERA AT LOBBY	5,000.00	CT 5-5	1460 CARPET UNIT INTERIORS	155,138.00
		1460 ROOF VENT REPLACEMENT	25,000.00			
		1460 KITCHEN REPLACEMENT	242,115.00	CT 5-7	1460 REFURBISH BALCONY RAILINGS	8,000.00
	CT 5-9	1460 PAINT & CARPET LOBBY	10,000.00			
		<b>TOTAL =</b>	<b>963,257.00</b>		<b>TOTAL =</b>	<b>963,257.00</b>



## CAPITAL FUND PROGRAM 2006

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

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>CT26P00550106, REV.2</b> Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2006</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) 2 <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	
		Rev. 1	Rev. 2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	151,142.00	134,531.00	134,531.00	
3	1408 Management Improvements Soft Costs	25,000.00	25,000.00		
	Management Improvements Hard Costs				
4	1410 Administration	142,000.00	134,531.00	134,531.00	
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	1,105,280.00	963,257.00		
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.....)	1,511,422.00	1,345,319.00		
	Amount of line XX Related to LBP Activities	149,138.00	150,000.00		
	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 III: Implementation Schedule**

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program No: <b>CT26P00550106 REV.2</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2006</b>	
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		
<b>CT 5-1</b>	A.	9/2008	9/2008		9/2010	9/2010		
	B.	9/2008	9/2008		9/2010	9/2010		
	C.		9/2008			9/2010		
<b>CT 5-2</b>	A.	9/2008	9/2008		9/2010	9/2010		
	B.	9/2008	9/2008		9/2010	9/2010		
<b>CT 5-3</b>	A.	9/2008	9/2008		9/2010	9/2010		
<b>CT 5-7</b>	A.	9/2008	9/2008		9/2010	9/2010		

## 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: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>CT26P00550105, REV. 3</b> Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2005</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) 3 <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	
		Rev.2	Rev.3	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	151,142.00	143,572.00	143,572.00	86,143.80
3	1408 Management Improvements Soft Costs	25,000.00	25,000.00		
	Management Improvements Hard Costs				
4	1410 Administration	142,000.00	142,000.00	142,000.00	
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	1,045,280.00	987,154.00	680,754.00	
11	1465.1 Dwelling Equipment—Nonexpendable	60,000.00	50,000.00		
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.....)	1,511,422.00	1,435,726.00		
	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				





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

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program No: <b>CT26P00550105 REV.3</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2005</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	REV, 2	REV, 3	Actual	REV, 2	REV, 3	Actual		
<b>CT 5-1</b> <b>A.</b>	9/2007	9/2007		9/2009	9/2009			
	9/2007	-----		9/2009	-----			
<b>CT 5-2</b> <b>A.</b>	9/2007	9/2007		9/2009	9/2009			
<b>CT 5-3</b> <b>A.</b>	9/2007	9/2007		9/2009	9/2009			
<b>CT 5-5</b> <b>A.</b>	9/2007	9/2007		9/2009	9/2009			
	<b>B.</b>	9/2007	9/2007	9/2009	9/2009			
<b>CT 5-7</b> <b>A.</b>	9/2007	9/2007		9/2009	9/2009			

## 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

<b>PHA Name:</b> <b>NEW BRITAIN HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>CT26P00550104, REV, 2</b> Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2004</b>	
<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	
		REV, 1	REV, 2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	302,284.00	302,284.00		
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	142,000.00	142,000.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	60,000.00	60,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	793,978.00	793,978.00		
11	1465.1 Dwelling Equipment—Nonexpendable	213,160.00	213,160.00		
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.....)	1,511,422.00	1,511,422.00		
	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	153,160.00	153,160.00		
	Collateralization Expenses or Debt Service				





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

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program No: <b>CT26P00550104, REV, 2</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2004</b>	
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		
<b>CT 5-1</b>	A.	---	---		---	---		
	B.	9/2006	9/2006		9/2008	9/2008		
	C.	---	---		---	---		
<b>CT 5-3</b>	A.	---	---		---	---		
	B.	---	---		---	---		
<b>CT 5-5</b>	A.	---	---		---	---		
<b>CT 5-7</b>	A.	9/2006	9/2006		9/2008	9/2008		
	B.	---	---		---	---		
	C.	---	---		---	---		
<b>CT 5-9</b>	<b>A.</b>	9/2006	9/2006		9/2008	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: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>CT26P00550103, REV. 8</b> Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2003</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) 8 <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Rev. 7	Rev. 8	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	258,322.40	258,322.40	258,322.40	21,526.85
3	1408 Management Improvements Soft Costs	14,683.96	14,683.96	14,683.96	14,683.96
	Management Improvements Hard Costs				
4	1410 Administration	129,161.00	129,161.00	129,161.00	7,676.58
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	30,000.00	21,930.30	4,857.55
8	1440 Site Acquisition				
9	1450 Site Improvement	159,074.98	159,074.98	159,074.98	116,170.28
10	1460 Dwelling Structures	382,287.97	382,287.97	382,287.97	305,462.97
11	1465.1 Dwelling Equipment—Nonexpendable	257,081.69	257,081.69	257,081.69	49,365.00
12	1470 Nondwelling Structures	---	---		
13	1475 Nondwelling Equipment	61,000.00	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				
	Amount of Annual Grant: (sum of lines.....)	<b>1,291,612.00</b>	<b>1,291,612.00</b>	<b>1,283,542.30</b>	519,743.19
	Amount of line XX Related to LBP Activities	1415.19	1415.19	1415.19	1415.19
	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	178,602.37	178,602.37	178,602.37	
	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. 8 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. 7	Rev. 8			
<b>PHA WIDE</b>	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		258,322.40	258,322.40			
	A/E DESIGN FEES		1430		30,000.00	30,000.00			
	COMPUTER SOFTWARE UPGRADE (TENMAST)		1408		14,683.96	14,683.96			
	STAFF & COMMISSIONER TRAINING		1408		----	----			
	<b>SUBTOTAL</b>				<b>432,167.36</b>	<b>432,167.36</b>			

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>CT26P00550103, REV. 8</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>		
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. 7	Rev. 8			
<b>CT 5-1</b>	A. BATHROOM UPGRADES	1460	252	---	---			MOVED TO CFP2004
<b>MOUNT</b>	B. LEAD ABATEMENT	1460	252	---	---			MOVED TO CFP2004
<b>PLEASANT</b>	C. CRAWL SPACE & RELATED SITE UPGRADES	1450	----	29,388.23	29,388.23			CLOSE-OUT PHASE
	D. REPLACE STEAM BOILERS AT BLDG. #28 & #29 BOND ST.	1465.1	----	65,591.32	65,591.32			CLOSE-OUT PHASE
<b>CT 5-2</b>	A. LEAD ABATEMENT	1460	160	---	---			MOVED TO CFP2004
<b>OVAL GROVE</b>	B. SITE IMPROVEMENTS	1450	----	129,686.75	129,686.75			CLOSE-OUT PHASE
	C. CONSTRUCT COMMUNITY ROOM	1470	----	---	---			COMPLETED
<b>CT 5-3</b>	A. PERIMETER FENCING & SITE DRAINAGE	1450	----					----
<b>KNAPP VILLAGE</b>	B. COMMUNITY ROOM REHAB	1470		---	---			COMPLETED
<b>CT 5-4</b>	A. WINDOW REPLACEMENT	1460	70	237,287.97	237,287.97			COMPLETED
<b>KENNEDY APARTMENTS</b>	B. RE-POINT & RESEAL EXTERIOR	1460	----	98,750.00	98,750.00			CLOSE-OUT PHASE
	C. EMERGENCY EXTERIOR DOOR REPLACEMENT	1460	----	11,562.50	11,562.50			CLOSE-OUT PHASE
	D. HEAT UPGRADES	1465.1	70	44,650.59	44,650.59			IN DESIGN
	For infrastructure of gas piping under the Water and Energy Plan							
<b>CT 5-5</b>	A. REPLACE BALCONY DOORS	1460	8	---	---			MOVED TO CFP2004
<b>RIBICOFF APARTMENTS</b>	B. KITCHEN UPGRADES & CABINET REPLACEMENT	1460	100	---	---			MOVED TO CFP 2005
	C. EMERGENCY EXTERIOR DOOR REPLACEMENT	1460	----	11562.50	11562.50			CLOSE-OUT PHASE
	D. HEAT UPGRADES	1465.1	104	44,650.59	44,650.59			IN DESIGN
	For infrastructure of gas piping under the Water and Energy Plan							
	<b>SUBTOTAL</b>			<b>673,130.45</b>	<b>673,130.45</b>			

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

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>CT26P00550103, REV. 8</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>			
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. 7	Rev. 8			
<b>CT 5-7</b>	A. CORRIDOR VENTILATION		1465.1	----	----	----			
<b>GRAHAM</b>	UPGRADES								
<b>APARTMENTS</b>	B. REFURBISH & RECAULK		1460	100	----	----			COMPLETED 2002
	WINDOWS								
	C. EMERGENCY EXTERIOR DOOR		1460	----	11,562.50	11,562.50			CLOSE-OUT PHASE
	REPLACEMENT								
	D. HEAT UPGRADES		1465.1	100	44,650.59	44,650.59			IN DESIGN
	For infrastructure of gas piping under the Water and Energy Plan								
<b>CT 5-9</b>	A. INSTALL NEW PHONE/INTERCOM		1465.1	-----	12,888.00	12,888.00			IN CONSTRUCTION
<b>D'AMATO</b>	SYSTEM								
<b>APARTMENTS</b>	B. INSTALL HVAC IN COMMUNITY		1475	-----	61,000.00	61,000.00			IN CONSTRUCTION
	ROOM								
	C. EMERGENCY EXTERIOR DOOR		1460	----	11,562.50	11,562.50			CLOSE-OUT PHASE
	REPLACEMENT								
	D. HEAT UPGRADES		1465.1	58	44,650.60	44,650.60			IN DESIGN
	For infrastructure of gas piping under the Water and Energy Plan								
	<b>SUBTOTAL</b>				<b>186,314.19</b>	<b>186,314.19</b>			
	<b>GRAND TOTAL</b>				<b>1,291,612.00</b>	<b>1,291,612.00</b>			

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

PHA Name: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program No: <b>CT26P00550103, REV. 8</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2003</b>	
Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
		Rev. 7	Rev. 8	Actual	Rev. 7	Rev. 8	Actual	
<b>CT 5-1</b>	A.	9/2005	9/2005		9/2007	9/2007		
	B.	9/2005	9/2005		9/2007	9/2007		
	C.	9/2005	9/2005		9/2007	9/2007		
	D.	9/2005	9/2005		9/2007	9/2007		
<b>CT 5-2</b>	A.	9/2005	9/2005		9/2007	9/2007		
	B.	9/2005	9/2005		9/2007	9/2007		
	C.	9/2005	9/2005		9/2007	9/2007		
<b>CT 5-3</b>	A.	----	----		----	----		
	B.	9/2005	9/2005		9/2007	9/2007		
<b>CT 5-4</b>	A.	9/2005	9/2005		9/2007	9/2007		
	B.	9/2005	9/2005		9/2007	9/2007		
	C.	9/2005	9/2005		9/2007	9/2007		
	D.	9/2005	9/2005		9/2007	9/2007		
<b>CT 5-5</b>	A.	9/2005	9/2005		9/2007	9/2007		
	B.	9/2005	9/2005		9/2007	9/2007		
	C.	9/2005	9/2005		9/2007	9/2007		
	D.	9/2005	9/2005		9/2007	9/2007		
<b>CT 5-7</b>	A.	----	----		----	----		
	B.	----	----		----	----		
	C.	9/2005	9/2005		9/2007	9/2007		
	D.	9/2005	9/2005		9/2007	9/2007		
<b>CT 5-9</b>	A.	9/2005	9/2005		9/2007	9/2007		
	B.	9/2005	9/2005		9/2007	9/2007		
	C.	9/2005	9/2005		9/2007	9/2007		
	D.	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: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>CT26P00550203, REV. 3</b> Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2003 / SUPP.</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) 3 <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/2004 <input type="checkbox"/> 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	54,559.60	54,559.60	54,559.60	
3	1408 Management Improvements Soft Costs	50,000.00	50,000.00	50,000.00	29,492.64
	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	---	---		
11	1465.1 Dwelling Equipment—Nonexpendable	168,238.40	168,238.40	168,238.40	
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.....)	<b>272,798.00</b>	<b>272,798.00</b>	<b>272,798.00</b>	29,492.64
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance			<b>272,798.00</b>	
	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	168,238.40	168,238.40	168,238.40	
	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: <b>NEW BRITAIN HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program Grant No: <b>CT26P00550203, REV. 3</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003 / SUPP.</b>		
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. 2	Rev. 3		
<b>PHA WIDE</b>	<b>OPERATIONS</b>		1406		54,559.60	54,559.60		
	STAFF TRAINING		1408		30,000.00	30,000.00		
	COMPUTER UPGRADE		1408		20,000.00	20,000.00		
<b>CT 5-1</b>	<b>A. BATHROOM UPGRADES</b>		1460	252	---	---		
<b>MOUNT PLEASANT</b>								
<b>CT 5-2</b>								
<b>OVAL GROVE</b>	<b>A. HEATING UPGRADES</b>		1465.1	160	168,238.40	168,238.40		IN DESIGN
	For infrastructure of gas piping under the Water and Energy Plan							
	<b>SUBTOTAL</b>				<b>272,798.00</b>	<b>272,798.00</b>		
	<b>TOTAL</b>				<b>272,798.00</b>	<b>272,798.00</b>		



# Housing Authority of the City of New Britain 2006



Resident Advisory Board Meeting  
PHA Plan  
Wednesday, January 25, 2006

Resident Advisory Committee Meeting

**Participants:** Betty Evans, Director of Community Affairs and Programs, NBHA, Ethel Fuller, resident of the Oval Grove Housing Development, Real Dubois, D'Amato Building, Jean Burby, resident of the Ribicoff Building, Doris Jones, Mount Pleasant Housing Development, Axel Gonzalez, Director of Operations and Mary Royce, Executive Director

The following was discussed and changes were made to the **NBHA current lease**. The new language is identified in bold and is incorporated by reference:

Page 2 Section VI:

Change the following to read:

- A. **Resident agrees to pay \$ \_\_\_\_\_ as a security deposit. This amount is equal to the lesser of \_\_\_\_\_ or one month's Total Tenant Payment.**
- B. **The Security Deposit will not be used toward the last month's rent.**
- C. **At the termination of this Lease, the Security Deposit will be used to pay charges owed by the Resident, including but not limited to: cost of repairing any intentional, negligent or accidental damages to the dwelling unit caused by Residents, household members or guest, and/or to reimburse the cost of cleaning including appliances and or to reimburse the cost of issued keys at current Sundry Charges, and/or reimburse the cost of trash barrels at current Sundry Charges if provided.**
- D. **We will not use the security deposit to pay for rent or other charges while you occupy the apartment. No refund of the Security Deposit will be made until after the resident has vacated, the dwelling unit has been inspected by NBHA, and the Resident has given his/her new address to NBHA. We will inform you in writing of all charges which we deducted from your security deposit when you vacate.**

**Page 3. Section VII. UTILITIES:**

**Add #H. Air Conditioners: A seasonal charge will be posted each year at the Central Office, 16 Armistice Street. Charges are due and payable by June 1, of each year for the developments provided with electricity by the NBHA. This section does not apply to residents who pay for their own electricity.**

**Section VIII: CHARGE(S) IN ADDITION TO RENT:**

**Changes made to item C and D: Identified in bold:**

- A. Charge(s) in addition to rent shall be determined in accordance with federal and state laws and regulations.
- B. You will be charged by us for the cost of maintenance and repairs beyond normal wear and tear, which shall not be collectable until two weeks after we give you written notice of the charge(s).
- C. **Maintenance cost- the cost of services or repairs due to intentional, negligent or accidental damage to the dwelling unit, common areas or grounds beyond normal wear and tear, caused by Resident household members or guest. When the Authority determines that the required maintenance is not caused by normal wear and tear, resident shall be charged for the cost of such service, in accordance with the Sundry Charges posted by the Authority in the Annual Plan.**
- D. **Vandalism- All acts of vandalism to Resident's unit shall be reported to the City of New Britain Police Department by the resident. Failure to report vandalism will result in Resident being charged for damages.**
- E. If you disagree with a charge(s) in addition to rent, you are entitled to request a grievance hearing in accordance with Section XIV of this lease.

**X. OCCUPANCY:**

- A. **Your Right to Use and Occupancy: Changes made to item 2 and additions added in bold:**
  - 1. You shall have the right to exclusive use and occupancy of the apartment for residence by your Household.
  - 2. **Ability to comply with Lease Terms: NBHA shall make all reasonable accommodations to handicapped persons pursuant to Local, State and Federal laws. However, if during the term of this Lease, Resident, by reason of physical or mental impairment is no longer able to comply with the material provisions of this Lease, and cannot make arrangements for someone to aid him or her in the Lease THEN, NBHA, may assist Resident or designated member(s) of Resident Family, to find more suitable housing and terminate Resident Lease. If there are no family members who can or will take responsibility for moving Resident, NBHA may work with appropriate agencies to secure suitable housing and may terminate the Lease. At the time of admission, all Residents must identify the person(s) to be contacted if Resident becomes unable to comply with the Lease. Failure to arrange for, accept, or comply with services to ensure Lease compliance on the part of the Resident will result in Lease termination.**

3. You also have the right to reasonably accommodate visitors. "Visitor" means a person in the apartment with the consent of a Household member. Household members shall comply with the NBHA rules on the use of the dwelling unit. Visitors are not permitted to stay more than **15 days within a 12-month calendar year with the advanced written consent of the authority.**
4. With our consent, in writing, you may accommodate foster children and live-in care of a member of your family, or engage in legal profit-making activities that are incidental to the primary use of the apartment.

**B. Our Obligations:**

Our obligations under the lease shall include the following:

1. To provide services and maintenance for the dwelling unit, equipment, and for the common areas and facilities, which are needed to keep the housing in decent, safe and sanitary conditions. In addition, to provide a stove and refrigerator in the low rent program only.
2. To comply with the requirements of applicable state and local building or housing codes concerning matters materially affecting the health or safety of the occupants.
3. To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators.
4. To provide and maintain appropriate receptacles and facilities, excluding exclusive use containers of the individual Household, for the deposit of ash, garbage, rubbish, and other waste.
5. To supply running water and reasonable amount of hot water and reasonable amounts of heat at the appropriate times of the year.
6. To notify you of the specific grounds for any lease termination or any proposed adverse action by us including but not limited to: material non-compliance with the lease, transfer to another unit, imposition of charges for maintenance and repair, or for excess consumption of utilities.
  - a. The notice of lease termination or proposed adverse action shall inform you of the right to request a grievance hearing; excluding, lease termination for any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or our employees, or any drug-related criminal activity on or near our premises.

- b. In the case of a proposed adverse action other than lease termination, we shall not take the proposed adverse action until the time for you to request a grievance hearing was timely requested, until the grievance process is completed.
- 7. If the apartment is damaged to the extent that conditions are created which are hazardous to life, health or safety of the occupants:
  - a. We shall repair the unit in a reasonable time, provided that if you caused the damage, your Household or guests, the reasonable cost of the repairs shall be charged to you.
  - b. Where repairs cannot be made within a reasonable time, we shall offer alternative accommodations similar to the damaged unit, if available. However, if you are responsible for apartment damage costs of such damage **must** be paid or arrangement **must be made** prior to any transfer.
  - c. If we fail to abide by paragraphs b or c of this section, your rent may be abated in proportion to the seriousness of the damage and loss in value of the unit or if alternate accommodations are not provided, except that no abatement of rent shall occur if you request the alternative accommodations or if the damage was caused by you, your Household or guests.

C. Your Obligations:

The obligations of you and your Household under the lease shall include the following:

- (1) Shall use the dwelling unit (A) solely for residence by the Household, and (B) as your only place of residence, and not use or permit its use for any other purpose.
- (2) **Resident shall not give accommodations to long-term guest (s) (in excess of 15 days in one calendar year) without the advance written consent of the Authority.**
- (3) If the apartment is damaged to the extent that the conditions are created which are hazardous to life, health or safety of occupants, you shall immediately notify management of the damage.

- (4) Shall supply any certification, release information or documentation which we, or HUD determine to be necessary, including submissions required by us for an annual reexamination or interim reexamination of Family income and composition in accordance with HUD regulations and sign a new lease on an annual basis.
  
- (5) Shall move from the dwelling unit in either of the following circumstances:
  - a. We determine the Household is residing in a unit which is larger or smaller than appropriate for the Household size and composition under our unit size standards, or determine that the character of the unit is otherwise inappropriate for the Household size and composition, or determine that the unit requires substantial repairs, is scheduled for modernization, or is not in decent, safe and sanitary condition, and we offer you another dwelling unit. The offered unit shall be decent, safe and sanitary and of appropriate size under our unit size standards.
  
  - b. The dwelling unit is hazardous to the health or safety of the occupants, and we offer you another dwelling unit if available.
  
- (6) Shall abide by necessary and reasonable regulations promulgated by us for the benefit and well being of the housing project and the tenants, which shall be posted in the project office.
  
- (7) Shall comply with all obligations imposed upon you by applicable provisions of building and housing codes materially affecting health and safety.
  
- (8) **To keep the dwelling unit and other such areas as may be assigned to Resident's exclusive use in a clean and safe condition. This includes keeping front and rear entrances and walkways free from snow, ice and trash and keeping the yard free of debris and litter. Reasonable accommodations will be made for those Residents who have documented disabilities, which prevent them from performing such tasks.**
  
- (8a) **To make no alterations, repairs or decorations to the interior or exterior of the dwelling unit or to the equipment, not to install additional equipment or major appliances except with advance written consent of the Authority. To make no changes to locks or install new locks or other security devices on doors. To use no nails, tacks, screws, brackets, or fasteners on any part of the dwelling unit (a reasonable number of picture hangers excepted) without authorization by the Authority. To install no carpeting with glue, tape or tackless strips. Wallpaper and wallpaper boarder is not permitted.**

- (9) Shall dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner, **such as needles/syringes in a closed, unbreakable container, and in accordance with all State, Federal and local laws. It is recommended that needles be recapped after use, temporarily stored in a unbreakable container such as a coffee can, plastic liquid laundry detergent bottles or any other unbreakable container with a top, which should be taped shut, placed inside a second unbreakable container or bag. Contact the maintenance for collection and disposal of any needles/syringes. Never dispose of needles/syringes with your regular trash.**
- (10) Shall use only in a reasonable manner all electrical, plumbing, sanitary, heating, Residents **are to replace “consumable items” such as light bulbs, appliance bulbs and smoke detector batteries within the dwelling unit.**
- (11) Shall refrain from, and to cause the Household and guests to refrain from destroying, defacing, damaging, or removing or modifying any part of the dwelling unit or project.
- (a) **To refrain from building, installing or constructing tents, screen houses, decks, canopies, fences or any other temporary, semi-permanent or permanent structures or enclosures on NBHA property.**
  - (b) **No type of pool is allowed on NBHA property.**
  - (c) **Minibikes, snowmobiles, pocket bikes and all other off-road vehicles are not permitted on NBHA property for storage, repair or use. Such vehicles are also subject to towing and/or other methods of removal at vehicle owner’s expense.**
- (12) Shall pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, or the project (including damages to project buildings, facilities or common areas) caused by you, a member of the Household or a guest. **Residents will be financially responsible for the full replacement cost of tools and other items borrowed from Management and Maintenance.**
- (13) Shall act, and cause Household members or guests to act, in a manner that will not disturb other resident's peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe and sanitary condition. **To act in a cooperative manner with neighbors, NBHA Staff, and NBHA hired contractors and subcontractors. To refrain from and cause household members or guest to refrain from acting or speaking in an abusive or threatening manner toward neighbors, NBHA Staff, and NBHA hired contractors and subcontractors.**

a. All residents and/or guest are not permitted to play in public hallways or stairways.

(14) Housing Keeping Standards:

In an effort to improve the livability and conditions of the apartments owned and managed by the NBHA, Uniform Standard requirements have been developed for Resident housekeeping, while residing in their unit.

- (a) **Authority Responsibility:** the standards that follow will be applied fairly and uniformly to all Residents. The Authority will inspect each unit at least annually, to determine compliance with the Standards. Upon completion of an inspection, the Authority will notify the Resident in writing if she/he failed to comply with the standards. The Authority will advise the Resident of the specific correction(s) required to establish compliance. Within a reasonable period of time, the Authority will schedule a second inspection. Failure of a second inspection will constitute a violation of the Lease terms.
- (b) **Resident Responsibility:** Resident is required to abide by the Standards set forth below. Failure to abide by the Housekeeping Standards that result in the creation or maintenance of a threat to health or safety is a violation of Lease terms and can result in eviction. However, if the Resident can pass re-inspection of the unit the Authority may reverse its decision to cancel said Lease.
- (c) **Housekeeping Standards Inside the Dwelling Unit:**

**General:**

1. Walls shall be clean, free of dirt, grease, holes, cobwebs and fingerprints.
2. Floors shall be clean, clear, dry and free of hazards.
3. Ceilings shall be clean and free of cobwebs.
4. Windows shall be clean, free of dust, gouges, and scratches.
5. Doors shall be clean, free of grease and fingerprints. Doorstops shall be present. Locks shall work.
6. Woodwork shall be clean, free of dust, gouges, and scratches.
7. Heating units shall be dusted and free from clutter.
8. Trash shall be disposed of properly and not left in the unit.
9. Entire unit shall be free of rodent or insect infestation.
10. Smoke Detectors shall never be disconnected.

**Kitchen**

1. Stove and oven shall be clean and free of food and grease. Oven doors are not to be left open and used as a source heat.

2. Cabinets shall be clean and neat. Cabinet surface and countertop shall be free of grease and spilled food. Cabinets shall not be overloaded. Storage under the sink shall be limited to small or lightweight items to permit access for repairs.
3. Refrigerator and freezer shall be clean and doors shall close properly.
4. Exhaust fan shall be free of grease and dust.
5. Exhaust fan shall be free of grease and garbage. Dirty dishes shall be washed and put away in a timely manner.
6. Food storage areas shall be neat and clean without spilled food.

Bathroom

1. Toilet and tank shall be clean and odor free.
2. Tub and shower shall be clean and free of excessive mildew and mold. Where applicable, shower curtains shall be in place, and of adequate length.
3. Lavatory shall be clean.
4. Exhaust fans shall be free of dust. Exhaust fan shall never be disconnected.
5. Floors shall be clean and dry.

Storage Areas/Closets/Basements

1. No flammable materials shall be stored in the unit.
2. Closets shall be neat and clean.
3. Other storage/basements areas shall be clean, neat and free of hazards.
4. The basement area shall not be used as a bedroom or sleeping area.

**D. Housekeeping Standards for Outside the Dwelling Unit: The following standards apply to family units as well as senior housing. Some standards only apply when the area noted is for the exclusive use of Resident.**

1. Yards shall be free of debris, trash and abandoned car. Exterior wall shall be free of graffiti.
2. Porches (front and rear) shall be clean and free of hazards. Porches shall not be used for storage, and use of porches will not impede access to the unit.
3. Steps (front and rear) shall be clean and free of hazards.
4. Storm doors shall be clean with glass or screens intact.
5. Sidewalks shall be clean and free of hazards.
6. Parking lot shall be free of abandoned cars. There will be no car repairs on NBHA Property, in accordance with the Authority-wide Parking Policy.
7. Hallways shall be clean and free of hazards.
8. Stairwells shall be clean and uncluttered. Nothing may be stored in stairwells.
9. Laundry areas shall be clean and neat. Lint must be removed from dryers after use.

10. Utility room shall be free of debris, motor vehicle parts and flammable materials.
11. All balconies shall be free of debris, no storage or cloth lines are allowed.
12. There shall be no cooking on the exterior within 10 feet of the dwelling unit.

**(13c) Residents guest are not permitted to play in public halls or stairways; To maintain building security by: Neither making copies of nor providing additional keys to anyone without permission of NBHA; Keeping all common entry doors locked at all times, including during move-in and move-out; Residents are not allowed to admit anyone other than Resident's Family members or their guest to the premises; Not to place any item or propping instrument such as tape, cardboard, wood, etc. on any common entry door, which may compromise building security or the safety of any resident .**

**(13d) To abide by the City of New Britain School Board regulations in maintaining all school-age children in school.**

(14) Shall not engage in criminal activity in the dwelling unit or premises, and shall prevent criminal activity in the unit or premises by Household member and/or guests. Any of the following criminal activities by a Household member **and/or guest**, on the premises, shall be a violation of the lease a cause for termination of tenancy and for eviction from the unit; (a) any crime of physical violence to persons or property that threatens the health, safety or right to peaceful enjoyment of our premises by other residents or employees; (B) illegal use, sale manufacture or distribution of narcotics, or possession with the intent to use, sell, manufacture, or distribute controlled substances (C) illegal use, sale, manufacture or distribution of alcohol in a way that may interfere with the health, safety or rights to peaceful enjoyment of the premises by other residents, **(D) Drinking of alcoholic beverages outside dwelling units, or any alcohol abuse, involvement with drug related criminal activity on or off the premises or other serious criminal activity that threatens the health, safety , or right to peaceful enjoyment of NBHA's public housing premises by other residents or employees of NBHA. (E) NBHA will terminate the lease of any individual convicted of manufacturing metamphetamine on the premises of any public housing property.**

(14a)The possession of an illegal unregistered firearm in public housing is a direct violation of your Rental Lease Agreement and is subject to eviction.

(15) Shall not commit any fraud in connection with any Federal housing assistance program.

(16) Shall not receive assistance for occupancy of any other unit assisted under the Federal housing assistance program during the term of the lease.

(17) Failure to abide by the Authority's Trespassing Policy. Leaseholder and/or household members shall not allow the presence of guests who have been listed as "trespassers" by the Authority after you or your Household members have received notice from the Authority that the individual(s) have been admonished to stay away from the Authority premises on penalty of arrest for trespass.

(18) Shall not change or alter the locks in any manner without written permission of the Authority.

(19) Lease holder, household members and/or guests committed the following violations of the Authority Smoke Detector Policy;

- (a) Tampered, defaced, damaged, removed or disengaged smoke detector(s) from their dwelling unit and/or legally required common areas;
- (b) Lease holder failed to notify Housing Authority's Maintenance Division of a non-functioning (result of dead or low batteries) smoke detector within their dwelling unit.

(20) Leaseholder, members of the household and/or guests violated the following provision (s) of the Housing Authority's Pet Control Policy;

- (a) Failure to spade or neuter;
- (b) Failure to register the pet with the Authority;
- (c) Having a pet not allowed by the Authority;
- (d) Not caring for the pet as mandated by the Pet Control Policy (PCP) and/or State and Local Health and/or Anti-Animal cruelty laws;
- (e) Failure to license and/or register the pet with the local municipality;
- (f) Failure to use a leash and/or appropriate use of a leash;
- (g) Failure to abide by the provision (s) contained in the PCP;
- (h) Failure to properly dispose of pet waste/droppings

(21) Leaseholder, members of the household and/or guests violated the following provision (s) of the Housing Authority's Parking Use Policy (PUP);

**a. In order for a legal Tenant to register a vehicle with the Housing Authority, the vehicle must be registered in the tenants own name; Upon move in your vehicle must be immediately registered with the Authority, all vehicle information will be verified, you must provide the following:**

- b. **Registration in you the leaseholders name only**
  - c. **Insurance issued to you the leaseholder**
  - d. **License (State of Connecticut); Failure to do so, will result in your vehicle being towed at your own expense. All vehicles must be operational to obtain a parking sticker. Any vehicle that can not be driven to maintenance will not be issued a parking sticker;** failure to register motor vehicle with the State of Connecticut and/or Authority;
  - e. Parking in a prohibited area;
  - f. Conducting unauthorized auto repairs on Authority property;
  - g. Having an abandoned/inoperable motor vehicle(s) on Authority property;
  - h. Failure to abide by the provision(s) contained in the PUP Policy
22. To cooperate with NBHA's Pest Control Policy. Failure to abide by the Authority's Pest Control Policy or report pest problems or failure to prepare for scheduled exterminations procedures are violation of this agreement and will result in the Resident being charged for the Pest Control Service.
23. Leaseholder, household members and/or guest committed the following violations(s) of the Authority's Call-For-Aid Policy (a) tampered, defaced or damaged the Call-for-Aid unit(s) within the dwelling unit and/or legally required common areas; (b) lease holder failed to notify NBHA's Maintenance Department of a non-function Call-for-Aid unit within their dwelling unit; (c) NBHA Personnel (Maintenance and/or Public Safety) may enter your apartment without notice to test, inspect and/or verify operation of the Call-for-Aid unit(s); this is classified as an emergency.
24. Failure to abide by the Authority's Visitor's Policy.
25. Failure to abide by the Authority's "One Strike and You're Out"
26. Failure to abide by the Authority's Shopping Cart Policy.
27. Failure to abide by the Authority's Community Service Policy

**The Authority does not provide insurance coverage for damage to resident's personal property under any conditions of loss. Residents are responsible for protecting their personal property and are advised to obtain renter's insurance coverage for all their personal property**

XVII. CERTIFICATION: Add C & D

**A.** You certify that you and other members of the Household have not committed any fraud in connection with any Federal housing assistance programs, unless any such fraud was fully disclosed to us before execution of this lease or our approval for occupancy of the unit by Household members.

**B.** You certify all information or documentation submitted by you and other Household members to us in connection with your application for or continued occupancy of any Federal housing assistance program are true and complete to the best of your knowledge and belief.

**C. Resident acknowledges to having read and understood the provision and obligations under this lease, and has been afforded the opportunity to have any provisions not understood by resident explained prior to signing below.**

**D. By signing below, the Resident agrees to the Terms and Condition of this Lease and all additional documents made part of the Lease in accordance with the Code of Federal Regulations.**

## **MOTOR VEHICLE REGISTRATION**

The following lists the regulations pertaining to the registration of a motor vehicle and the assignment of parking spaces for residents:

1. All vehicles parked in an assigned parking space must be assigned to the leaseholder and/or *spouse* except for guests of the leaseholder; ***unless a visitor's pass is previously issued by public safety***
2. ***Leaseholder and all persons over the age of 18 years*** vehicle must be registered with a current/valid Connecticut state registration plate;
3. All vehicles belonging to residents of the Authority must be registered with the Authority. At all times, the Authority's registration sticker shall be affixed to the right lower corner of the front vehicle windshield;
4. Upon move-in, immediately after securing a new vehicle, or within 15 days of resident's change in vehicle plate/vehicle registration and insurance information, all vehicle information will be verified and registered with the Authority

## PARKING & MOTOR VEHICLE PROHIBITIONS

1. Parking is prohibited in and around the following areas:
  - A. Fire Hydrants
  - B. Fire Lanes
  - C. Front of Stairways
  - D. Curves and Sidewalks
  - E. Between Buildings
  - F. On the Grass
  - G. Blocking Garbage Dumpsters
  - H. Parking behind an Occupied space
  - I. In Front of Buildings
  - J. ***Block emergency vehicle entrance/handicap ramp***
2. Parking in handicapped parking space is prohibited unless the resident/guest displays in or on the vehicle proof of handicapped status issued by the State of Connecticut.
3. Auto Repairs with the exception of jump-starting a vehicle and changing a flat tire. ***No other auto repairs or cosmetic improvement are authorized.***
4. **Motor Vehicles not in acceptable condition prohibited:** means a motor vehicle that cannot be safely operated whether from a structural and/or mechanical problems then the **Authority will have the vehicle removed. All communication between the resident and public safety will be documented for verification. (See Section 8.8)**
5. **Abandoned Motor Vehicles Prohibited:** Unless the resident has received authorization from the Authority, any motor vehicle which remains on the premises for more than twenty four (24) hours that is either unregistered or inoperable shall be deemed by the Authority to be abandoned and is subject towing. **(See Section 8.8)**
6. **Parking in an Unauthorized Parking Space;** Residents can only park their vehicles in their assigned parking spaces.
7. Visitor parking spaces are for the sole use of those conducting business with or visiting the Authority or its residents. Residents are prohibited from parking in visitor spaces.

8. No trucks or other vehicles are permitted on lawns when moving furniture in or out of buildings;
  1. No School buses, boats, campers and commercial trucks are permitted to park anywhere in the housing authority's development; this includes parking lots and housing authority maintained streets within the developments, *exceptions to this rule may be applied at the discretion of the Executive Director and/or designee*
  2. Parking lots cannot be used to repair or service cars;
  3. Any violation of this parking policy will be subject to charge in addition to rent, as posted in the main office for review

## **SNOW REMOVAL**

*Upon completion of snowfall all vehicles must be removed from all parking areas no later than 12:00 noon for the purpose of snow removal*

## **RESIDENT'S RESPONSIBILITIES**

All residents must adhere to the following:

1. Each leaseholder and all persons over the age of 18 years has the responsibility of complying with all the provisions and regulations of this policy;
2. Each leaseholder and all persons over the age of 18 years has the responsibility to inform their family members, friends and visitors of the necessity to comply with this policy;
3. Each Leaseholder and all persons over the age of 18 years has the responsibility to register their vehicle with the State of Connecticut and the Authority. All properly registered motor vehicles registered with the State of Connecticut and the Authority will receive a parking sticker.

## **VISITOR'S PASS POLICY**

“Visitors parking passes are for the sole use of those agencies conducting business with residents. Guest passes can be issued for visitors, for no longer than fifteen (15) days. After the initial fifteen (15) days are over the pass *is* to be returned to the Public Safety Department.

## **EMERGENCY PASS**

*A current resident may be issued an emergency vehicle pass for their sole use with written verification or verbal conversation with their property manager if any of the following conditions applies:*

- a. Vehicle repair at a certified auto repair shop*
- b. Car rental center*

Should you fail to provide the required documentation of verbal conversation communication with the property manager your vehicle will be subject to towing at your own expense.

## **ENFORCEMENT OF THIS POLICY**

The following enforcement actions shall be undertaken by the Authority in order to ensure compliance.

1. Anyone in violation of the provisions and regulations of this policy will be subject to having their vehicles towed.
2. Any violations of the provisions and regulations of this policy may require legal action.
3. Residents found to be in violation of this policy shall be subject to fines and charges as determined by the Authority's Board of Commissioners.
4. As determined by the Authority, violations of this policy may lead to eviction from the Authority's housing programs.

## FEES & CHARGES.

The Authority's Board of Commissioners has approved the following list of fees and charges to be assessed to residents who violate this policy.

A. Residents whose motor vehicles are found to be in violation of this policy are subject to be fined and their vehicles towed at the Authority's discretion. The list of violations with corresponding fees and charges is as follows:

1.	Parking on Grass	\$25.00
2.	Parking in a no parking zone	\$25.00
3.	Blocking entrance to building/Driveway (Fire Dept. Regulations)	\$50.00
4.	Motor Vehicle in disrepair (or inoperable) Plus towing fees if applicable	\$50.00
5.	Auto repairs	\$50.00
6.	Damage to Grounds	\$50.00
7.	Dumpster Block	\$50.00
8.	Handicapped Space	\$85.00

Residents will be given notice of violation, which will contain the assessment of charges resulting from such violation and the right to contest the notice of violation by filing a grievance with the Authority within fifteen (15) days of receipt of such notice.

Residents will have thirty (30) calendar days from the receipt of notice of the violation in which to pay their charges unless they have filed a grievance.

## TOWING USE REGULATIONS

A. **Payment For Towing: Any abandoned vehicle is subject to** being towed at the owner's expense.

B. The Authority shall designate certain areas as "tow zones" with signs that state "Tow Zone: Vehicles parked in these area will be towed at owners expense.

1 Resident Advisory Board Meeting  
2 PHA Plan  
3 Wednesday, February 15, 2006  
4

5 Resident Advisory Committee Meeting  
6  
7

8 **Participants:** Betty Evans, Director of Community Affairs and Programs, NBHA, Mary  
9 Royce, Executive Director, Axel Gonzalez, Director of Operations, Ethel Fuller, resident of  
10 the Oval Grove Development, Real Dubois, resident of the D'Amato Apartments, Jean  
11 Burby, resident of the Ribicoff Apartments and Doris Jones, resident of the Mount Pleasant  
12 Development.  
13

14 The following issues were discussed  
15

16 The Mount Pleasant Resident Council asked for special provision of the Authority Wide  
17 Parking Policy.  
18

19 The Resident Council requested special parking permission for funerals and holidays for the  
20 Mount Pleasant Development.  
21

22 The requests were discussed and decided that the Authority has an Authority Wide Parking  
23 policy and the policy has to be enforced the same for all developments.  
24

25 The Mount Pleasant guest(s) must park in authorized parking areas such as:  
26

- 27 1. Upper lots on Richard Street visitor parking
- 28 2. Designated visitor parking area within the Mount Pleasant parking lots and must have  
29 the visitors parking label visible
- 30 3. Parking is permitted on Armistice Street  
31

32 Due to the limited amount of parking areas throughout public housing, special request for  
33 additional parking passes must be denied. There are not enough parking spaces within  
34 seniors housing or the Oval Grove family development.  
35

36 The issues were not resolved on the parking policy, therefore, it was suggested that all  
37 members take a copy of the parking policy and review and make necessary changes to be  
38 discussed at the next meeting.  
39

1 Resident Advisory Board Meeting  
2 PHA Plan  
3 Wednesday, March 1, 2006  
4

5 Resident Advisory Committee Meeting  
6  
7

8 **Participants:** Betty Evans, Director of Community Affairs and Programs, Mary Royce,  
9 Executive Director, NBHA, Dion Greer, Resident Services Coordinator, NBHA, Ethel Fuller  
10 and Johanna Rivera, residents of the Oval Grove Development, Real Dubois, resident of the  
11 D'Amato Apartments  
12

13 The following issues were discussed  
14

15 Further discussion regarding the parking policy:  
16

17  
18 Page 1. Change sentence to read:  
19

20 Motor Vehicle Registration  
21

- 22 1. All vehicles parked in an assigned parking space must be assigned to the  
23 lease holder(s).
- 24 2. All residents vehicles must be registered in their name with a current  
25 valid Connecticut State registration plate and insurance coverage  
26

27 It was suggested, by the committee, to invite Phil Mireles, Tenant Selection Interviewer to  
28 the next Resident Advisory Board meeting because of his experience at his previous position  
29 at the Bristol Housing Authority.  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

Resident Advisory Board Meeting  
PHA Plan  
Thursday, March 16, 2006

Resident Advisory Committee Meeting

**Participants:** Betty Evans, Director of Community Affairs and Programs, Mary Royce, Executive Director, NBHA. Phil Mireles, Tenant Selection Interviewer, Admissions Department and Dion Greer, Resident Services Coordinator, Johanna Rivera, resident of the Oval Grove Development, Real Dubois, resident of the D'Amato Apartment, Patricia Herman, resident of Mount Pleasant Development, Fredrick Gucken, resident of Graham Apartment and Jean Burby, resident of the Ribicoff Apartment

The following policies were discussed and changes were recommended. Please see old and new language for the Authority Wide Parking policy and Pet Policy

Discussions continued on the parking policy:

The following policies were revised with new language added in bold:

## **PREVIOUS PARKING POLICIES**

This parking policy contained herein as approved by the Housing Authority of the City of New Britain Board of Commissioners supercedes any and all previous parking policies

## **MISSION STATEMENT**

The purpose and mission of this Parking & Motor Vehicle Use Policy (PMVUP) is to provide the NBHA with a policy that regulates the parking of vehicles by residents and their guests and the allocation of parking spaces.

## SCOPE OF THIS POLICY

The PMVUP policy applies to the following:

1. Current, new residents *and guest* of **public housing** developments;

## MOTOR VEHICLE REGISTRATION

The following lists the regulations pertaining to the registration of a motor vehicle and the assignment of parking spaces for residents:

1. **One vehicle per household to include all public housing parking areas including Richard Street. All vehicles must be registered with the State of Connecticut, Department of Motor Vehicle.**
2. **All vehicles must be registered and insured in the leaseholder's name with the State of Connecticut Department of Motor Vehicle. The leaseholder must possess a State of Connecticut drivers license not a Department of Motor Vehicle State of Connecticut Identification.**
3. **Upon move-in all vehicles belonging to the resident must be immediately registered with the Authority. Failure to do so will result in your vehicle being towed at your own expense.**
4. All vehicles parked in an assigned parking space must be assigned to the **legal tenant(s)**.
5. **All residents'** vehicles must be registered **in their name and** with a current/valid Connecticut state registration plate;
6. All vehicles belonging to residents of public housing must be registered with the Authority. At all times, the Authority's registration sticker shall be affixed to the right lower corner of the front vehicle windshield; **All registration stickers should correspond with the development in which they resides. All other vehicles will be towed all the owners expense.**

7. **Upon registering a new vehicle the tenant must turn in the old NBHA registration sticker prior to being issued a new sticker. You must provide the following:**
  - a. **Registration**
  - b. **License**
  - c. **Insurance**

**Should you fail to provide the necessary information, all vehicles will be towed at the owner's expense.**

8. **Should the following occur, such as, but not limited to:**
  - a. **Glass Replacement**
  - b. **Vehicle Totaled**
  - c. **Sale of a Car**
  - d. **Vehicle being donated (example: Cancer Society, Kidney Foundation)**

**The tenant must turn in the old NBHA registration sticker prior to being Issued a new sticker. You must provide the following:**

- a. **Registration**
- b. **Insurance**
- c. **License**

**Should you fail to provide the necessary information, all vehicles will be towed at the owner's expense.**

9. **All assigned Handicapped/Disabled permits must be with the assigned vehicle at all times in order to park in the handicap spaces.**
10. **All guest(s) must register with the Housing Authority prior to staying Overnight and their vehicle during regular business hours 8:30 a.m. to 3:45 p.m. Monday thru Friday, excluding holidays.**
11. **Tenants must notify the Housing Authority if there is a change in vehicle plate(s)/vehicle registration and insurance information immediately. All vehicles are subject to towing.**

- 12. Parking in an Unauthorized Parking Space;** Residents can only park their vehicles in their assigned parking spaces.
- 13. Visitor parking spaces are for the sole use of those conducting business with or visiting the Authority or its residents. Residents are prohibited from parking in visitor spaces.**
- 14. Abandoned vehicles will be towed at the owner's expense.**

## PARKING & MOTOR VEHICLE PROHIBITIONS

1. Parking is prohibited in and around the following areas:
  - A. Fire Hydrants
  - B. Fire Lanes
  - C. Front of Stairways
  - D. Curves and Sidewalks
  - E. Between Buildings
  - F. On the Grass
  - G. Blocking Garbage Dumpsters
  - H. Parking behind an Occupied space
  - I. In Front of Buildings
  - J. Block emergency vehicle entrance/handicap ramp
2. Parking in handicapped parking space is prohibited unless the resident/guest displays in or on the vehicle proof of handicapped status issued by the State of Connecticut.
3. Auto Repairs with the exception of jump-starting a vehicle and changing a flat tire. No other auto repairs or cosmetic improvement are authorized.
4. **Motor Vehicles not operational is prohibited from public housing developments:** means a motor vehicle that cannot be safely operated whether from a structural and/or mechanical problems then the **Authority will have the vehicle towed at the owners expense.**
5. **Abandoned Motor Vehicles Prohibited: Abandoned vehicles will be towed at the owner's expense.**
6. **Parking in an Unauthorized Parking Space;** Residents can only park their vehicles in their assigned parking spaces.
7. Visitor parking spaces are for the sole use of those conducting business with or visiting the Authority or its residents. Residents are prohibited from parking in visitor spaces.
8. No trucks or other vehicles are permitted on lawns **or sidewalks** when moving furniture in or out of buildings;
9. No School buses, boats, campers and commercial trucks are permitted to park anywhere in the housing authority's development; this includes parking lots and housing authority maintained streets within the developments, Parking lots cannot be used to repair or service cars;
10. Any violation of this parking policy will be subject to **additional fees**, as posted in the main office for review

## **SNOW REMOVAL**

1. Upon completion of snowfall all vehicles must be removed from all Parking areas no later than 12:00 noon for the purpose of snow removal, **all vehicles not removed, are subject of being towed at the owners expense.**

## **RESIDENT'S RESPONSIBILITIES**

All residents must adhere to the following:

1. **One car per household**
2. Each leaseholder and all persons over the age of 18 years has the responsibility of complying with all the provisions and regulations of this policy;
3. Each leaseholder and all persons over the age of 18 years has the responsibility to inform their family members, friends and visitors of the necessity to comply with this policy;
4. Each Leaseholder and all persons over the age of 18 years has the responsibility to register their vehicle with the State of Connecticut and the Authority. All properly registered motor vehicles registered with the State of Connecticut and the Authority will receive a parking sticker.

## **VISITOR'S PASS POLICY**

“Visitors parking passes are for the sole use of those agencies conducting business with residents. Guest passes can be issued for visitors, **for a maximum of fifteen (15) days.** After the initial fifteen (15) days the pass must be returned to the **Housing Authority.**”

## **EMERGENCY PASS**

A current resident can be issued an emergency vehicle pass for their sole use with written verification of the following conditions applies:

- a. Vehicle repair at a certified auto repair shop
- b. Car rental center

Should you fail to provide the required documentation of verbal conversation communication with the **Housing Authority** your vehicle will be towed at your own expense?

## **ENFORCEMENT OF THIS POLICY**

The following enforcement actions shall be undertaken by the Authority in order to ensure compliance.

1. Anyone in violation of the provisions and regulations of this policy will be subject to having their vehicles towed.
2. Any violations of the provisions and regulations of this policy may require legal action.
3. Residents found to be in violation of this policy shall be subject to **fees as determined by the Authority's Board of Commissioners.**
4. As determined by the Authority, violations of this policy may lead to eviction from the Authority's housing programs.

## FEES

The Authority's Board of Commissioners has approved the following list of fees to be assessed to residents that violate this policy.

A. Residents whose motor vehicles are found to be in violation of this policy are subject to be fined and their vehicles towed at the Authority's discretion. The list of violations with corresponding fees and charges is as follows:

1.	Parking on Grass	\$25.00
2.	Parking in a no parking zone	\$25.00
3.	Blocking entrance to building/Driveway	\$50.00
4.	Motor Vehicle in disrepair (or inoperable) Plus towing fees if applicable	\$50.00
5.	Auto repairs	\$50.00
6.	Damage to Grounds	\$50.00
7.	Dumpster Block	\$50.00
8.	Handicapped Space	\$99.00
9.	Oil Spills	\$50.00

Residents will be given notice of violation, which will contain the assessment of charges resulting from such violation and the right to contest the notice of violation by filing a grievance with the Authority within ten (10) days of receipt of such notice.

## TOWING USE REGULATIONS

A. **Payment For Towing: Towed at the owner's expense.**

B. The Authority shall designate certain areas as "tow zones" with signs that state "Tow Zone: Vehicles parked in these designated areas will be towed at Car Owner's Expenses."

## Pet Policy new Language

Page 3 types of allowable pets

Added fish in tank no larger than 10 gallon

Added: Only birds that can be held in a reasonable sized cage

Page 4, types of pet not allowed

Added: **Article 3. Farm animals and fowl are prohibited under any circumstances.**

**Article 4. No rats or mice as pets**

Page 7, Pet Fees & Charges

Added: No pet deposit or registration fees for birds.