# PHA Plans

**Streamlined Annual Version**

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

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

# Streamlined Annual PHA Plan for Fiscal Year: 2007 PHA Name:

# Housing Authority of the Town of Seymour, CT

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

# Streamlined Annual PHA Plan
# Agency Identification

**PHA Name:** Housing Authority of the Town of Seymour
**PHA Number:** CT035001

**PHA Fiscal Year Beginning: (mm/yyyy)** 1/1/2007

## PHA Programs Administered:

☐ **Public Housing and Section 8** ☐ **Section 8 Only** ☒ **Public Housing Only**
Number of public housing units: Number of S8 units: Number of public housing units:
Number of S8 units:

## ☐ PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

| Participating PHAs | PHA Code | Program(s) Included in the Consortium | Programs Not in the Consortium | # of Units Each Program |
|---|---|---|---|---|
| **Participating PHA 1:** | | | | |
| **Participating PHA 2:** | | | | |
| **Participating PHA 3:** | | | | |

## PHA Plan Contact Information:

Name: David J. Keyser, Executive Directro Phone: 203-888-4579
TDD: Email (if available): admin@seymourhousing.org

## Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**
☒ PHA's main administrative office ☐ PHA's development management offices

## Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. ☒ Yes ☐ No.
If yes, select all that apply:
☒ Main administrative office of the PHA
☒ PHA development management offices
☒ Main administrative office of the local, county or State government
☒ Public library ☐ PHA website ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)
☒ Main business office of the PHA ☒ PHA development management offices

☐ Other (list below)

# Streamlined Annual PHA Plan
# Fiscal Year 2007
[24 CFR Part 903.12(c)]

## Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

## A. PHA PLAN COMPONENTS

☐ 1. Site-Based Waiting List Policies
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
☒ 2. Capital Improvement Needs
**903.7(g) Statement of Capital Improvements Needed**
☐ 3. Section 8(y) Homeownership
**903.7(k)(1)(i) Statement of Homeownership Programs**
☐ 4. Project-Based Voucher Programs
☒ 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
☒ 6. Supporting Documents Available for Review
☒ 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
☒ 8. Capital Fund Program 5-Year Action Plan

## B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50076**, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*: *Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:
**Form HUD-50070**, *Certification for a Drug-Free Workplace;*
**Form HUD-50071**, *Certification of Payments to Influence Federal Transactions*; and
**Form SF-LLL &SF-LLLa**, *Disclosure of Lobbying Activities*.

## 1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

### A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

| Site-Based Waiting Lists | | | | |
|---|---|---|---|---|
| **Development Information**: (Name, number, location) | **Date Initiated** | **Initial mix of Racial, Ethnic or Disability Demographics** | **Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL** | **Percent change between initial and current mix of Racial, Ethnic, or Disability demographics** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2. What is the number of site based waiting list developments to which families may apply at one time?

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?

4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

### B. Site-Based Waiting Lists – Coming Year

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 next component.

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)

## 2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

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

### A. Capital Fund Program

1. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2. ☐ Yes ☒ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1. ☐ Yes ☒ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

| HOPE VI Revitalization Grant Status |
|---|
| a. Development Name:<br>b. Development Number: |
| c. Status of Grant:<br>☐ Revitalization Plan under development<br>☐ Revitalization Plan submitted, pending approval<br>☐ Revitalization Plan approved<br>☐ Activities pursuant to an approved Revitalization Plan underway |

3. ☐ Yes ☒ No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. ☒ Yes ☐ No: 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:

5. ☒ Yes ☐ No: 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:

The Seymour Housing Authority has identified a desire to develop 58 Units of independent Elderly/disabled housing on Town of Seymour Leased property. The effort is to improve its elderly/disabled housing stock, and not to add units to the market. Once constructed, we would endeavor to change density at the Rev. Callahan House by combining efficiency apartments into larger one-bedroom units. We would change the density at Callahan House from 80 apartments to 50 apartments in doing so. We would similarly change density at the Norman Ray House in the same manner. We will apply for conventional, Low Income Housing Tax Credits, Section 811, and other affordable housing funding sources.

This plan is part of a four phased plan that has been in our Comprehensive Agency plan for several years.

## 3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

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, what is the maximum number of participants this fiscal year?

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:

c. What actions will the PHA undertake to implement the program this year (list)?

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

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

☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.

☐ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

☐ Demonstrating that it has other relevant experience (list experience below):

## 4. Use of the Project-Based Voucher Program

## Intent to Use Project-Based Assistance

☐ Yes ☒ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

   ☐ low utilization rate for vouchers due to lack of suitable rental units
   ☐ access to neighborhoods outside of high poverty areas
   ☐ other (describe below:)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

## 5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction:State of Connecticut, Department of Economic and Community Development

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 on its waiting lists 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)

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

*The Seymour Housing Authority is not located in an enterprise zone. Therefore, the State of Connecticut's Consolidated Plan is used as the source for compliance in matters of planning. The State of Connecticut developed an Analysis of Impediments which include:*

1. Limited State funding for affordable housing development efforts
2. The need for additional training and resources for fair housing monitoring and enforcement
3. Lack of technical support to local housing groups and other customers regarding application of fair housing requirements
4. Market conditions that impact the effectiveness of the Rental Assistance Program because of the low rent levels allowed under the program, the high percentage of income tenants are required to pay for rent, and the program's overall level of funding.
5. Lack of feasible funding applications by housing developers that prioritize fair housing according to the allocation schemes of state housing funding including the Low Income Housing Tax Credit allocation plan

6. The need for additional CDBG program monitoring in the area of fair housing
7. Lack of planning funds to support developers in communities where opposition to fair housing delays projects to the point of unfeasibility
8. Limited mass transportation throughout the State
9. Need of funding for fair housing testing and mobility counseling programs, and
10. Finally, the knowledge of state employees regarding fair housing laws and responsibilities was extremely low

**The State strategy includes the following objectives:**

1. Expand training across agency lines of state employees in the area of fair housing
2. fair housing outreach and education activities
3. Monitoring and enforcement of fair housing laws and policies
4. Infrastructure and other improvements to promote diverse communities
5. Increasing the supply of affordable housing
6. Increasing housing access for protected classes

**Seymour Housing Authority Strategy:**

The Seymour Housing Authority employs an Executive Director whose position description includes the responsibilities of the Authority's Fair Housing Officer. This individual has been trained in the areas of fair housing opportunity, creating diversity in population across a broad range of race and income, and providing an outreach effort. In an effort to promote and secure fair and affordable housing, the Seymour Housing Authority has developed its own comprehensive agency plan to provide solutions to the concerns identified in the State Consolidated Plan relative to impediments or barriers to Fair Housing. The Seymour Housing Authority operates its programs as require by State and Federal Guidelines, and by its nature complies with many regulated Fair Housing requirements. In conjunction with federal and state findings and mandates, the Seymour Housing Authority seeks to overcome the effects of impediments to fair housing, remedy discrimination and promote fair housing rights and choices.

**Actions Taken:**

1. The obvious benefit to the promotion program will be to establish the Seymour Housing Authority as a household name in the community, as the low-income elderly housing provider of choice.

2. Through the continual efforts to improve its housing stock, the Seymour Housing Authority addresses the high cost associated with developing affordable housing. The existing stock could not affordable be replaced. Neiher HUD nor the State of Connecticut has affordable housing production funds available for Housing Authorities. This funding has been absent for many years. As a result, the Housing Authority is forced to be creative and reach out to other sources of funding such as CHFA, Low Income Housing Tax Credits, the Connecticut Housing Tax Credit Contribution funds and State bonding.

3. New construction and rehabilitation of existing stock provides the opportunity to create ADA and Section 504 compliant housing stock.

4. Certainly the success of the Seymour Housing Authority's efforts will ensure long-term viability of its programs. Thirty-two percent (32%) of our housing stock is occupied by households with incomes at or below poverty levels. This documents our effectiveness to accommodate low-income needs of our community.

5. As a Housing Authority, our regulatory over-site partners, HUD and DECD require program and management policy to administer our programs and house individuals without discrimination based on race, National Origin, color, creed, family or familial status, religion or source of income. Policy and procedure is in place to ensure this requirement and staff is continuously trained regarding matters of discrimination, promotion and best practices.

6. Our affirmative marketing plan includes minority community contacts and advertising strategies that address the issues raised by the States consolidated Plan. We will continue our efforts to affirmatively market our housing stock.

Overall, The Seymour Housing Authority seeks to provide housing and related services that will meet and exceed issues identified through the A.I. With increased expenses and the expanding decrease in customary housing and social services funds, the Housing Authority creatively problem solves to further develop strategies focused upon remedies for fair housing issues. With this in mind, new and extraordinary collaborations have been formed, programs have been redesigned, resident involvement increased and all matters of housing approached in a comprehensive manner.

## 6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| X | *PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*; | 5 Year and Annual Plans |
| X | *PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan* | Streamlined Annual Plans |
| X | *Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan*. | 5 Year and standard Annual Plans |
| X | Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists. | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure. | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Deconcentration Income Analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. ☐ Check here if included in the public housing A&O Policy. | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the method for setting public housing flat rents.<br>☒ Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| X | Schedule of flat rents offered at each public housing development.<br>☒ Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |
| | Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. ☐ 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 | Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment). | Annual Plan: Management and Operations |
| N/A | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary) | Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency |
| | Results of latest Section 8 Management Assessment System (SEMAP) | Annual Plan: Management and Operations |
| | Any policies governing any Section 8 special housing types<br>☐ Check here if included in Section 8 Administrative Plan | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures<br>☒ Check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| | Section 8 informal review and hearing procedures.<br>☐ Check here if included in Section 8 Administrative Plan. | Annual Plan: Grievance Procedures |
| X | The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year. | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants. | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing. | Annual Plan: Capital Needs |
| X | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA). | Annual Plan: Capital Needs |
| X | Approved or submitted applications for demolition and/or disposition of public housing. | Annual Plan: Demolition and Disposition |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans). | Annual Plan: Designation of Public Housing |
| | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937. | Annual Plan: Conversion of Public Housing |
| | Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion. | Annual Plan: Voluntary Conversion of Public Housing |
| | Approved or submitted public housing homeownership programs/plans. | Annual Plan: Homeownership |
| | Policies governing any Section 8 Homeownership program (Section _____of the Section 8 Administrative Plan) | Annual Plan: Homeownership |
| X | Public Housing Community Service Policy/Programs<br>☒ Check here if included in Public Housing A & O Policy | Annual Plan: Community Service & Self-Sufficiency |
| | Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies. | Annual Plan: Community Service & Self-Sufficiency |
| | FSS Action Plan(s) for public housing and/or Section 8. | Annual Plan: Community Service & Self-Sufficiency |
| X | Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing. | Annual Plan: Community Service & Self-Sufficiency |
| | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services | Annual Plan: Community |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| | grant) grant program reports for public housing. | Service & Self-Sufficiency |
| X | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G).<br>☒ Check here if included in the public housing A & O Policy. | Annual Plan: Pet Policy |
| X | The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings. | Annual Plan: Annual Audit |
| X | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)<br>Revised Personnel Policy<br>Public Trust Policy<br>Drug Free Work Place & Drug Screening Policy | Annual Plan |
| | Consortium agreement(s) and for Consortium Joint PHA Plans Only:<br>Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection. | Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations |

# 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| **PHA Name:** Housing Authority of the Town of Seymour | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550103 Replacement Housing Factor Grant No: | **Federal FY of Grant:** 2003 |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no:** 2)
☒ **Performance and Evaluation Report for Period Ending: 6/30/2006** ☐ **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 7,620.00 | 7,620.00 | 7,620.00 | 7,620.00 |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | 2,011.00 | 1,261.82 | 1,261.82 | 1,261.82 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 7,500.00 | 7,146.94 | 7,146.94 | 7,146.94 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 20,648.00 | 21,750.24 | 21,750.24 | 21,750.24 |
| 10 | 1460 Dwelling Structures | 5,352.00 | 5,352.00 | 5,352.00 | 5,352.00 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 3,995.00 | 3,995.00 | 3,995.00 | 3,995.00 |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | 29,079.00 | 29,079.00 | 29,079.00 | 29,079.00 |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 76,205.00 | 76,205.00 | 76,205.00 | 76,205.00 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550103 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 |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| CT035001 | Demolition/Disposition: Demolish Waniga Senior Center contingent upon receiving State of Connecticut Assisted Living Program PILOT Demonstration Funds. Remove Waniga Community Center at 30 Smith Street. | 1485 | 1 | $29,079 | $29,079 | $29,079 | $29,079 | 100% |
| CT035001 | Cycle Paint 10 Occupied Dwelling Units | 1460 | 10 | $5,352.00 | 5,352.00 | 5,352.00 | 5,352.00 | 100% |
| CT035001 | Replace 10 Dwelling Equipment Refrigerators | 1465 | 10 | $3,995.00 | $3,995.00 | $3,995.00 | $3,995.00 | 100% |
| CT035001 | Architect/Engineer Fees | 1430 | | $7,500.00 | $7,146.94 | $7,146.94 | $7,146.94 | |
| CT035001 | Administrative Costs | 1410 | | $2,011.00 | $1,261.82 | $1,261.82 | $1,261.82 | |
| CT035001 | Operation | 1406 | | $7,620.00 | $7,620.00 | $7,620.00 | $7,620.00 | |
| CT035001 | Site/Parking Lot Improvements | 1450 | 1 | $20,648.00 | $21,750.24 | $21,750.24 | $21,750.24 | 100% |
| | | | | | | | | |
| | | | | | | | | |

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | **Grant Type and Number** Capital Fund Program No: CT26P03550103 Replacement Housing Factor No: | **Federal FY of Grant:** 2003 |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| CT035001 | 9/16/05 | | 9/30/05 | 9/16/07 | | 9/30/05 | |
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## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

| **Annual Statement/Performance and Evaluation Report**<br>**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**<br>**Part III: Implementation Schedule** | | | | | | | |
|---|---|---|---|---|---|---|---|
| PHA Name: | | | **Grant Type and Number**<br>Capital Fund Program No:<br>Replacement Housing Factor No: | | | | **Federal FY of Grant:** |
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
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# 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | Grant Type and Number<br>Capital Fund Program Grant No: CT26P03550203<br>Replacement Housing Factor Grant No: | Federal FY of Grant: 2003 |
|---|---|---|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no: )
☒ Performance and Evaluation Report for Period Ending: 6/30/2006 ☐ Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 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 | 16,095.00 | | 16,095.00 | 16,095.00 |
| 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 | 1499 Development Activities | | | | |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 16,095.00 | | 16,095.00 | 16,095.00 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550203 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 |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| CT035001 | PARKING LOT IMPROVEMENTS Reclaim bituminous concrete surface of the parking lot. Regrade to elevation 205. Regrade and rebuild retaining wall to three tiered wall system. Add sidewalks and plating areas. (Phase II funding) | 1450 | 1 lot | $16,095 | | 16,095 | 16,095 | 100% |
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## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | **Grant Type and Number** Capital Fund Program No: CT26P03550203 Replacement Housing Factor No: | **Federal FY of Grant:** 2003 |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| CT035001 | 2/12/06 | | 9/30/05 | 2/12/08 | | 6/30/06 | |
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# 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| **PHA Name:** Housing Authority of the Town of Seymour | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550104 Replacement Housing Factor Grant No: | **Federal FY of Grant:** 2004 |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no:** 1)
☒ **Performance and Evaluation Report for Period Ending: 6/30/2006** ☐ **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | 2,209.73 | 2,209.73 | 2,209.73 |
| 4 | 1410 Administration | 2,011.00 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 7,500.00 | 5,000.00 | 5,000.00 | 0.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 79,661.00 | 65,854.76 | 65,854.76 | 27,359.76 |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | 16,107.51 | 9,094.00 | 5,585.00 |
| 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 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 89,172.00 | 89,172.00 | 82,158.49 | 35,154.49 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550104 Replacement Housing Factor Grant No: | | | | **Federal FY of Grant:** 2004 | | |
|---|---|---|---|---|---|---|---|---|
| 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 | Revised | Funds Obligated | Funds Expended | |
| CT035001 | PARKING LOT IMPROVEMENTS Reclaim bituminous concrete surface of the parking lot. Regrade to elevation 205. Regrade and rebuild retaining wall to three tiered wall system. Add sidewalks and plating areas. (Phase III funding). | 1450 | 1 Lot | $79,661 | $65,854.76 | $65,854.76 | $27,359.76 | 100% |
| CT035001 | CONSULTNG FEES Construction Management for contract supervision/Design of bid and contract documents. | 1430.1 | | $7,500.00 | $5,000.00 | $5,000.00 | 0.00 | |
| CT035001 | ADMINISTRATIVE COSTS Printing & Advertising | 1410 | | $2,011.00 | 0.00 | 0.00 | 0.00 | |
| CT035001 | Re-line 100 gallon hot water storage tank | 1465 | 2 | 0.00 | $8,774.00 | $4,524.00 | $4,250.00 | 50% |
| CT035001 | Energy Audit (5 Yr. Requirement) | 1408 | | 0.00 | $2,209.73 | $2,209.73 | $2,209.73 | |
| CT035001 | Replace Appliances Stoves & Refrigerators | 1465 | 8 | 0.00 | $2,763.51 | 0.00 | 0.00 | |

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550104 Replacement Housing Factor Grant No: | | | | **Federal FY of Grant:** 2004 | | |
|---|---|---|---|---|---|---|---|---|
| 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 | Revised | Funds Obligated | Funds Expended | |
| CT035001 | Replace Air Make Up Heat Recharger | 1465 | 1 | 0.00 | $4,570.00 | $4,570.00 | $1,335.00 | 100% |

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

| PHA Name: Housing Authority of the Town of Seymour | | | **Grant Type and Number** Capital Fund Program No: CT26P03550104 Replacement Housing Factor No: | | | **Federal FY of Grant:** 2004 |
|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| CT035001 | 9/13/06 | | | 9/13/08 | | | |
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## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | **Grant Type and Number** Capital Fund Program No: CT26P03550104 Replacement Housing Factor No: | **Federal FY of Grant:** 2004 |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
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# 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| **PHA Name:** Housing Authority of the Town of Seymour | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550105 Replacement Housing Factor Grant No: | **Federal FY of Grant:** 2005 |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no:** 1)
☒ **Performance and Evaluation Report for Period Ending: 6/30/2006** ☐ **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | 2,011.00 | 1,202.69 | 1,202.69 | 1,202.69 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 7,760.00 | 7,988.00 | 7,988.00 | 7,355.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | 3,700.00 | 3,700.00 | 1,575.00 |
| 10 | 1460 Dwelling Structures | 70,787.00 | 68,685.57 | 68,685.57 | 68,685.57 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 4,500.00 | 3,481.74 | 0.00 | 0.00 |
| 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 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 85,058.00 | 85,058.00 | 81,576.26 | 78,818.26 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550105 Replacement Housing Factor Grant No: | | | | **Federal FY of Grant:** 2005 | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| CT035001 | CARPET REPLACMENT Carpet replacement – 29 efficiency apartments | 1460 | 29 units | 52,587.00 | 47,091.57 | 47,091.57 | 47,091.57 | 100% |
| CT035001 | CYCLE PAINT APARTMENTS | 1460 | 10 units | 7,200.00 | 11,154.00 | 11,154.00 | 11,154.00 | 100% |
| CT035001 | REFRIGERATOR REPLACEMENT | 1465.1 | 10 units | 4,500.00 | 3,481.74 | 0.00 | 0.00 | |
| CT035001 | SECURITY ENTRY DOOR SYSTEM Replace building entry System-with proximity readers. Existing card readers are breaking and no replacements are available. | 1460 | 1 Entry Door | 11,000.00 | $10,440.00 | $10,440.00 | $10,440.00 | 100% |
| CT035001 | CONSULTING FEES Construction Management for contract supervision/Design of bid and contract documents. | 1430.1 | | 7,760.00 | 7,988.00 | 7,988.00 | 7,355.00 | |
| CT035001 | Administrative Costs Printing and Advertising | 1410 | | 2,011.00 | 1,202.69 | 1,202.69 | 1,202.69 | |
| CT035001 | Repave Parking Area | 1450 | 1 Lot | 0.00 | 3,700.00 | 3,700.00 | 1,575.00 | 100% |

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | **Grant Type and Number** Capital Fund Program No: CT26P03550105 Replacement Housing Factor No: | **Federal FY of Grant:** 2005 |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| CT035001 | 8/17/07 | | | 8/17/09 | | | |
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**Annual Statement/Performance and Evaluation Report**
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

| **PHA Name:** **Housing Authority of the Town of Seymour** | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550106 Replacement Housing Factor Grant No: | **Federal FY of Grant:** **2006** |
|---|---|---|

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

☐Original Annual Statement ☐Reserve for Disasters/ Emergencies ☐Revised Annual Statement (revision no: )
☒Performance and Evaluation Report for Period Ending: 6/30/2006 ☐Final Performance and Evaluation Report

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | 2,011.00 | | 0.00 | 0.00 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 7,760.00 | | 0.00 | 0.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 53,983.00 | | 0.00 | 0.00 |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | 16,000.00 | | 0.00 | 0.00 |
| 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 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 79,754.00 | | 0.00 | 0.00 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

| PHA Name: Housing Authority of the Town of Seymour | | Grant Type and Number<br>Capital Fund Program Grant No: CT26P03550106<br>Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2006 | | |
|---|---|---|---|---|---|---|---|---|
| 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 | Revised | Funds Obligated | Funds Expended | |
| CT035001 | **Dwelling Unit Carpet Replacement**<br>Replace carpeting in efficiency apartments – balance of third floor & second and 1st floor. | 1460 | 40 | $46,783 | | | | |
| | | | | | | | | |
| CT035001 | **Cycle Paint Apartments**<br>Cycle Paint 10 dwelling units | 1460 | 10 | $7,200.00 | | | | |
| | | | | | | | | |
| CT035001 | **Refinish Community Space**<br>Convert from SHA Office Space to Community Room Space | 1470 | | $16,000 | | | | |
| | | | | | | | | |
| CT035001 | CONSULTNG FEES<br>Construction Management for contract supervision/Design of bid and contract documents. | 1430.1 | | $7,760.00 | | | | |
| | | | | | | | | |
| CT035001 | ADMINISTRATIVE COSTS<br>Printing & Advertising | 1410 | | $2,011 | | | | |
| | | | | | | | | |

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

| PHA Name: Housing Authority of the Town of Seymour | **Grant Type and Number** Capital Fund Program No: CT26P03550106 Replacement Housing Factor No: | **Federal FY of Grant:** 2006 |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| CT035001 | 7/17/08 | | | 7/17/10 | | | |
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# 8. Capital Fund Program Five-Year Action Plan

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

| **PHA Name:** | **Grant Type and Number** | **Federal FY of Grant:** |
|---|---|---|
| **Housing Authority of the Town of Seymour** | Capital Fund Program Grant No: CT26P03550107<br>Replacement Housing Factor Grant No: | **2007** |

☒**Original Annual Statement** ☐**Reserve for Disasters/ Emergencies** ☐**Revised Annual Statement (revision no: )**
☐**Performance and Evaluation Report for Period Ending:** ☐**Final Performance and Evaluation Report**

| **Line No.** | **Summary by Development Account** | **Total Estimated Cost** | | **Total Actual Cost** | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | 2,011.00 | | 0.00 | 0.00 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 7,760.00 | | 0.00 | 0.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 70,229.00 | | 0.00 | 0.00 |
| 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 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 80,000.00 | | 0.00 | 0.00 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

## 8. Capital Fund Program Five-Year Action Plan

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

| PHA Name: Housing Authority of the Town of Seymour | | **Grant Type and Number** Capital Fund Program Grant No: CT26P03550107 Replacement Housing Factor Grant No: | | | | **Federal FY of Grant:** 2007 | | |
|---|---|---|---|---|---|---|---|---|
| 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 | Revised | Funds Obligated | Funds Expended | |
| CT035001 | **Install Kitchen Base Cabinets** Add additional kitchen base cabinets & countertops in dwelling units. | 1460 | 80 | $58,529.00 | | | | |
| | | | | | | | | |
| CT035001 | **Cycle Paint Apartments** Cycle Paint 10 dwelling units | 1460 | 10 | $7,200.00 | | | | |
| | | | | | | | | |
| CT035001 | **Refrigerator Replacement** Refrigerator replacement in 10 units. | 1465.1 | 10 | $4,500.00 | | | | |
| | | | | | | | | |
| CT035001 | CONSULTNG FEES Construction Management for contract supervision/Design of bid and contract documents. | 1430.1 | | $7,760.00 | | | | |
| | | | | | | | | |
| CT035001 | ADMINISTRATIVE COSTS Printing & Advertising | 1410 | | $2,011 | | | | |
| | | | | | | | | |

## 8. Capital Fund Program Five-Year Action Plan

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

| PHA Name: Housing Authority of the Town of Seymour | **Grant Type and Number** Capital Fund Program No: CT26P03550107 Replacement Housing Factor No: | **Federal FY of Grant:** 2007 |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| CT035001 | 7/1/09 | | | 7/1/11 | | | |
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## 8. Capital Fund Program Five-Year Action Plan

| **Capital Fund Program Five-Year Action Plan**<br>**Part I: Summary** | | | | | |
|---|---|---|---|---|---|
| PHA Name<br>Seymour Housing Authority | | | | ☒**Original 5-Year Plan**<br>☐**Revision No:** | |
| Development Number/Name/ HA-Wide | Year 1 | Work Statement for Year 2<br><br>FFY Grant:<br>PHA FY: 2008 | Work Statement for Year 3<br><br>FFY Grant:<br>PHA FY: 2009 | Work Statement for Year 4<br><br>FFY Grant:<br>PHA FY: 2010 | Work Statement for Year 5<br><br>FFY Grant:<br>PHA FY: 2011 |
| | Annual Statement | $25,000 | $75,000 | $75,000 | $ 75,000 |
| | | $45,000 | $ 7,200 | $ 7,200 | $ 7,200 |
| | | $ 4,500 | $ 4,500 | $ 4,500 | $ 4,500 |
| | | $7,200 | $7,760 | $ 7,760 | $ 7,760 |
| | | $7,760 | $2,011 | $ 2,011 | $ 2,011 |
| | | $2,011 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| CFP Funds Listed for 5-year planning | | $91,471 | $96,471 | $96,471 | $96,471 |
| | | | | | |
| Replacement Housing Factor Funds | | | | | |

## 8. Capital Fund Program Five-Year Action Plan

| Capital Fund Program Five-Year Action Plan<br>Part II: Supporting Pages—Work Activities | | | | | | |
|---|---|---|---|---|---|---|
| Activities for Year 1 | Activities for Year :_2___<br>FFY Grant:<br>PHA FY: 2008 | | | Activities for Year: _3__<br>FFY Grant:<br>PHA FY: 2009 | | |
| | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** |
| **See** | ***CT035001*** | ***Install Direct Digital Controller for HVAC*** | $ 25,000 | *CT035001* | ***Ceiling Repairs/Cracks, etc*** | $75,000 |
| **Annual** | CT035001 | ***Heating Conversion-electric to hydronic baseboard heat – 3rd & 4th floor*** | $ 45,000 | ***CT035001*** | Refrigerator Replacement | $ 4,500 |
| **Statement** | ***CT035001*** | Refrigerator Replacement | $ 4,500 | CT035001 | Cycle Paint 10 units | $ 7,200 |
| | CT035001 | Cycle Paint 10 units | $ 7,200 | CT035001 | A&E Fees | $ 7,760 |
| | CT035001 | A&E Fees | $ 7,760 | CT035001 | Admin. Costs | $ 2,011 |
| | CT035001 | Admin. Costs | $ 2,011 | | | |
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| | | | | | | |
| Total CFP Estimated Cost | | | $ 91,471.00 | | | $ 96,471.00 |

## 8. Capital Fund Program Five-Year Action Plan

| Capital Fund Program Five-Year Action Plan<br>Part II: Supporting Pages—Work Activities | | | | | |
|---|---|---|---|---|---|
| Activities for Year :_4___<br>FFY Grant:<br>PHA FY: 2010 | | | Activities for Year: _5__<br>FFY Grant:<br>PHA FY: | | |
| **Development Name/Number** | **Major Work Categories** | **Estimated Cost** | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** |
| ***CT035001*** | ***Repair/Replace toilet standoffs*** | $80,000 | *CT035001* | ***Exterior Brick Veneer & Sill repointing & water proof*** | $80,000 |
| ***CT035001*** | Refrigerator Replacement | $ 4,500 | ***CT035001*** | Refrigerator Replacement | $ 4,500 |
| CT035001 | Cycle Paint 10 units | $ 7,200 | CT035001 | Cycle Paint 10 units | $ 7,200 |
| CT035001 | A&E Fees | $ 7,760 | CT035001 | A&E Fees | $ 7,760 |
| CT035001 | Admin. Costs | $ 2,011 | CT035001 | Admin. Costs | $ 2,011 |
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## 8. Capital Fund Program Five-Year Action Plan

| | | | | |
|---|---|---|---|---|
| Total CFP Estimated Cost | $ 96,471 | | | $ 96,471 |

| Financial Resources: Planned Sources and Uses | | |
|---|---|---|
| **Sources** | **Planned $** | **Planned Uses** |
| 1. **Federal Grants (FY 2002 grants)** | | |
| a) Public Housing Operating Fund | $ 196,424.00 | |
| b) Public Housing Capital Fund | $111,471.00 | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | | |
| g) Resident Opportunity and Self-Sufficiency Grants | | |
| h) Community Development Block Grant | | |
| i) HOME | | |
| Other Federal Grants (list below) | | |
| | | |
| **2. Prior Year Federal Grants (unobligated funds only) (list below)** | | |
| CFP CT26P03550106 | $79,754.00 | $79,754.00 |
| CFP CT26P03550105 | $3,481.74 | $3,481.74 |
| CFP CT26P03550104 | $2,763.51 | $2,763.51 |
| **3. Public Housing Dwelling Rental Income** | $283,562.00 | $430,320.00 |
| | | |
| | | |
| **4. Other income** (list below) | | |
| Interest Income | $700.00 | |
| Other Income | $16,000.00 | |
| **4. Non-federal sources** (list below) | | |
| | | |
| | | |
| | | |
| **Total resources** | $410,594.25 | $516,319.78 |
| | | |
| | | |

# Agency Plan Public Hearing

**9/15/2006**
**7:00 PM to 7:55 PM**
**Rev. Callahan House**
**Community Room**
**32 Smith Street**
**Seymour, CT 06483**

| | | | |
|---|---|---|---|
| Type of meeting: | Public Hearing | Facilitator: | David J. Keyser, Executive Director |
| Note taker: | David J. Keyser | | |

Attendees:

| | | | | | |
|---|---|---|---|---|---|
| Catherine Marin | Apt. 2P | June Sioz | Apt 2T | Mary Yocher | Apt. 2K |
| Neria Aponte | Apt. 4C | Clara Amedio | Apt. 4F | Naomi Thomas | Apt. 3Q |
| Joya Corallo | Apt. 3N | Laura Bengivengo | Apt. 4T | Minnie Ciotti | Apt. 4L |
| Caroll Sisson | Apt. 2L | June Mitchell | | Grace Isenal | Apt 1G |
| Marge Wityak | Apt. 4S | Janet Bruneau | Apt. 4R | Nancy Muroz | Apt. 4N |
| Nicholas Dota | Apt. 4W | Jean Seamon | Apt. 1N | Mark Rich | Apt. 1B |
| Helen Marinlavage | Apt 1C | Jason Murry | Apt. 3J | Mark Maciag | Apt. 2D |
| Lena Minuto | Apt. 3B | Nicholas Minuto | Apt. 3B | Mike Frilio | Apt. 4W |
| Doris Sykes | Apt. 3W | Lois Perrot | Apt. 3E | Paul Marin | Apt. 4P |
| Sam Mezzatesta | Apt. 4K | Harold Murzak | Apt. 3U | Jean Jacob | Apt. 4N |
| Florence Laskowski | Apt 3H | Mary Skurot | Apt. 3P | Ann Stadnik | Apt. 3X |
| Sam Dmytrishyn | Apt | Walter Anderson | Apt 2U | Jeff Avlon | Apt. 2F |
| Rita Cashin | Apt. 4B | | | | |

# Agenda

**Opening Comments** **David J. Keyser** **5**

Discussion:

At 7:05 P.M. David Keyser, Executive Director opened the hearing and thanked everyone for their participation and attendance. He stated that this hearing was part of the HUD Annual Comprehensive Plan process. He stated that the Seymour Housing Authority developed a five year plan last year and this plan is updated annually. He commented that public hearings and public comments are part of the planning. He stated that the plan involves a review of all the Seymour Housing Authority's policies and management agenda, including financial planning. He stated that this evening he would be providing information on what the Seymour Housing Authority was implementing in 2007.

Conclusions:

| Action items: | Person responsible: | Deadline: |
|---|---|---|
| | | |

**2007 Capital Fund** **David J. Keyser** **10**

Discussion:

Conclusions:

| Action items. | Person responsible: | Deadline: |
|---|---|---|
| | | |

**Five Year Capital Fund Plan** **David J. Keyser** **10**

Discussion:

The Executive Director distributed the five year Capital Fund Plan (See attachment III). He described the work items that were to be completed in 2006. He commented on the work items planned for 2007, 2008, 2009, 2010 and 2011. He stated that the Capital Fund Dollars have been decreasing each year by $1,000. He stated that the funding level in 2006 was at $79,754. He stated that the Capital Fund began with a $106,000 funding level.

Conclusions:

| Action items | Person responsible: | Deadline: |
|---|---|---|
| | | |

**Personnel Policy Changes** **David J. Keyser** **10:00**

Discussion:

The Executive Director explained that an update the Seymour Housing Authority's Personnel Policy was required to accommodate its growth. He declared that the Board of Commissioners has made three changes in the policy.

The first change was to expand on the Drug Free Workplace Policy by implementing a pre-employment and random drug & alcohol screening. He distributed and discussed the Seymour Housing Authority Drug Free Workplace Policy (See attached Exhibit I). He described that as of September 1, 2006 any employee hired must pass a drug test. To accomplish this, the Seymour Housing Authority has partnered with Griffin Hospital and their Occupational Safety program. Applicants and Employees will be required to appear at the Occupational Safety office on Commerce Drive in Shelton for the testing. The Executive Director commented that although the Authority was in compliance with HUD's requirements for Drug Free Work Place policy, a method or procedure for testing was required to be adopted and implemented.

The Executive Director stated the second change was to establish working hours for Smithfield Gardens Assisted Living. He explained that Seymour Housing Authority clerical staff currently work 35 hours per week based on prior policy and operations for the past several years dating back to 1948. He stated that Town of Seymour Employees work on a 35 hour week. He explicated to the group that Smithfield Gardens Assisted Living facility is a 24 hour per day 7 day per week operation. He clarified that this would require a 40 hour work week to manage effectively. He stated the Personnel Policy was changed to include a 40 hour work week for the employees assigned to Smithfield Gardens Assisted Living.

The Executive Director explained that, as a result of declining public funding of our programs, it was necessary for the Seymour Housing Authority to access its health benefits package. He explained that all new hires, subsequent to September 1, 2006, would be offered health care coverage for the individual employee only. If the employee wished to cover family members, they could contribute 100% toward the cost of other members.

Conclusions:

| Action items: | Person responsible: | Deadline: |
|---|---|---|
| | | |

**Financial Resources** **David J. Keyser** **S**

Discussion:

The Executive Director distributed the financial resources sheet (See Exhibit II). He explained the PFS Operating Subsidy projection, request for Capital Fund dollars, rental income and other income. He also explained expenses. He explained that Congress & the President cut the subsidy back each year so that we do not get funded at 100%. He described that Capital Fund dollars are reduced each year by approximately $4,000.

Conclusions:

| Action items: | Person responsible: | Deadline: |
|---|---|---|
| | | |

**Improving Housing Stock** **David J. Keyser** **10**

Discussion:

The Executive Director explained some future expansion and development efforts:

He informed the group that an Architectural firm, O'Riordan & Mugan were renovating a building in the Antique District on Tank Street and Columbus Street in downtown Seymour. He stated that the firm is working on the old Elkhart's Furniture building and the house behind that. He commented that the firm was building a tower between the two buildings to house an elevator and to join the two buildings. He stated that the first floor of the buildings would be store front property for retail & commercial. He stated there would be twelve one-bedroom apartments on the upper floors. The firm is applying for affordable housing funding and the Seymour Housing Authority is sponsoring the applications. The Seymour Housing Authority will be the manager of the property. He stated that ten units would be affordable apartments for Seniors. The other two units would probably be rented at market rate.

The Executive Director stated that the Seymour Housing Authority will make another attempt to secure funding for the Randall Field independent housing complex. He stated that there have been two unsuccessful attempts thus far to secure funding for the project. He stated that we will not attempt a combination of conventional financing and Housing Tax Credit funding.

He also stated that the Seymour Housing Authority wished to establish a HUD Section 8 program in Seymour.

Conclusions:

| Action items: | Person responsible: | Deadline: |
|---|---|---|
| | | |

**General Information** **David J. Keyser** **5**

Discussion:

The Executive Director explained that we were only six to eight weeks away from completing Smithfield Gardens Assisted Living. He thanked the residents for their patience and cooperation during this long construction period. He stated that we will be planning for occupancy on November 1, 2006.

Conclusions:

| Action items: | Person responsible: | Deadline: |
|---|---|---|
| | | |

## Questions & Comments

Discussion: The Executive Director opened the floor for discussion, comments and questions:

**Tenant Comment:** Nancy Morez, Apt. 2N, asked if we could consider replacing the bathtubs with shower stalls. She stated that elderly residents have a hard time climbing in and out of the bathtubs

**SHA Response:** The Executive Director stated that he will consider that when developing future years Five Year Capital Fund planning. He stated that, if she needed us to consider this a reasonable accommodation, she should let him know after the meeting.

**Tenant Comment:** Mark Macing, Apt. 2D, asked about parking on Smith Street. He stated that Parking will be difficult for him for the winter. He also stated that he has a light flickering in his bathroom.

**SHA Response:** The Executive Director commented that there are a limited number of parking spaces in the parking lot. He stated that the Seymour Housing Authority has an parking lot policy and a waiting list for residents to be parked in the lot, off street. He commented that those who currently do not have an off street parking space, must wait until such time as someone with a vehicle leaves occupancy or gives up their vehicle. He stated that a work order will be made up to replace the failing light bulb. (See Work Order # W-010157)

**Tenant Comment:** Gloria Salzano, Apt. 4K asked if we can put brighter lighting in the apartments. She commented that the lighting is too dim

**SHA Response:** The Executive Director replied that the lighting was changed several years ago from an incandescent bulb fixture to a energy efficient plug-in flourescent fixture. He stated that the light sheds 75 watts of lighting but uses 13 watts. He stated that this was done in response to prior energy audit, and is in keeping with Federal conservation guidelines. He stated that last year Northeast Utilities came through each apartment and provided an energy efficient table lamp. He commented that he could consider adding additional lighting in upcoming Capital Fund planning.

**Tenant Comment:** Jeffrey Avalon, Apt. 2F. Asked if we ever considered installing a sidewalk from the Callahan House to Route 67.

**SHA Response:** The Executive Director explained that we cannot use our Federal funding to put public sidewalks in the area he asked about. He stated, however, the Town of Seymour is eligible for Small Cities Grant funds and that the sidewalks would be an eligible expense. The Executive Director stated that he would keep Mr. Avalon informed of when a Public Hearing for the Small Cities Grant would take place, and he offered to transport him to this meeting to ask this question at the Public Hearing.

**Tenant Comment:** Jason Murray, Apt. 3 , Asked about the status of the Town's decision on the flow of traffic on Smith Street. He specifically wished to know if Smith Street would remain one-way, or would the Police Commission return Smith Street to two way traffic and eliminate the on street parking.

**SHA Response:** The Executive Director informed the group that, as a result of his letter to the Police Commission and the petition submitted by the residents, the First Selectman and the Police Commission have decided to leave Smith Street a one way street and leave the on street parking intact

**Tenant Comment:** Nancy Morez, Apt. 2N. Commented that the new parking configuration offers no visitor parking. She also expressed concern that the ambulance and fire apparatus vehicles cannot get close to the building.

**SHA Response:** The Executive Director informed the group that there was one visitor parking space in front of the main entry to the building. He also responded that the parking lot configuration was reviewed with the Fire Marshall, Fire Chief and Ambulance Chief, none of which had problems with the plans. He stated that there would be no interruption of service from these agencies as a result of the new configuration and lay out.

**Tenant Comment:** Nicholas Dota, Apt. 4W, (Resident Commissioner and Chairman of the Seymour Housing Authority) asked about the handicapped parking spaces and the post signs that were erected in front of the spaces. He stated that the residents feel that the signs invite visitors to park in the handicapped spaces. He commented that, when the residents who are assigned to these spaces go out, visitors see the handicapped sign and then assume they can park in the spaces assigned to the residents. He stated that he is hearing numerous complaints about this.

**SHA Response:** The Executive Director informed the group that the handicapped spaces that are assigned are specifically marked "Reserved" and this is the indication that the spots are assigned to residents. He stated that there is one visitor's

handicap parking space. He stated that the signs that were put up were installed per the required ADA codes. He commented that regardless of whether we are discussing handicap spaces or regular spaces, that visitors have historically been a problem for residents in assigned spaces. As soon as someone goes out from their space, visitors park in them regardless of what signage is put up. He reminded the group that this has been our experience for the past 38 years. He stated the only way to stop this was to hire someone to patrol the parking lot. He commented that this is a problem at the Norman Ray House and many other similar complexes. He stated that he can look into adding signs on the handicap parking posts

**Resident Comment:** Grace Iareul, Apt. 1G, suggested that we put stickers on vehicles that are registered to residents with parking spaces.

**SHA Response:** The Executive Director informed the group that we have color coded stickers for each of our properties and that we provide residents with vehicles stickers for their spaces.

**Resident Comment:** Catherine Martin, Apt. 2 P, commented how she can see the hallway lights in the new building next door. She wanted to know if we have people in that building at night

**SHA Response:** The Executive Director commented that during the course of construction, their has been several workers that work until 9:30 or so. He stated that the lighting they see is common area lighting that will stay on all the time. He commented that none of the apartment windows have blinds or curtains and that he expected the lights not to be as visible when blinds are installed.

**Resident Comment:** Sam Mezzatesta, Apt. 4K, commented about the retention pond at the front of the property. He stated that it is unsightly and feels it is attracting mosquitoes. He wanted to know how we intend to dress this up and avoid mosquitoes.

**SHA Response:** The Executive Director responded that the retention pond was required by Town of Seymour and State Wetland regulations. He stated that the size of the retention pond was predicated by these rules and regulations. He commented that a Landscaper will be planting wildflowers in the pond are and that there will be decorative grasses planted around the top of the pond. He also stated that maintenance has put a mosquito repellent in the pond.

**Resident Comment:** Laura Bongiovanni, Apt. 4F, asked where the cabinets planned in 2007 would be located?

**SHA Response:** The Executive Director stated that there are a few different floor plans in Callahan House. He commented that each room could potentially be different, but that they would go in the kitchen area perhaps in front of the stoves. He stated that residents would be included in the design phase of the project.

Conclusions: All resident inquiries were answered.

| Action items: | Person responsible: | Deadline: |
|---|---|---|
| • Include the sidewalk request in future requests to the Town of Seymour, relative to the Small Cities Grant applications.<br>• Consider installation of showers instead of bathtubs in the Capital Needs Analysis in 2007. Also, survey resident in 2N to see if this is a reasonable accommodation issue<br>• Include resident group in the design phase of the kitchen cabinet renovations. | Executive Director | |

**Additional Information**

# PERSONNEL POLICIES

# OF

# HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

## (THE "AUTHORITY")

**PREAMBLE**

These personnel policies are intended as a guide for the Authority and its employees during the term of their employment. These policies are not a contract of employment and no such contract may be implied from their provisions. The provisions of this policy may be modified or deleted by the Authority at the sole discretion of the Authority or without prior notice.

**GOALS OF THE SEYMOUR HOUSING AUTHORITY**

Raise the level or professionalism in the office;

Develop professional, knowledgeable, compassionate, efficient and effective staff;

Raise levels of staff awareness of the HUD and DECD network of information. Staff must be in tune with constant changes promulgated by the HUD and DECD in all areas affecting our operations. (Fair housing, applicant intake, occupancy requirements, contracting, maintenance, bookkeeping or accounting and resident services.)

Provide an environment where staff can grow through training.

Provide competitive wages and benefits.

Provide sensitivity counseling to the staff. I think after certain tenure, some situations tend to "wear" on people, thus making them insensitive to situations.

Provide training in areas of customer relations.

Provide training in areas of support services to be provided to clients. Inform staff of networks in the community.

Provide an organized work place where "fire-fighting" is not a part of every day. Celebrate success with staff, their families, Board of Commissioners, and Community Leaders.

Staff awareness and timely completion of necessary financial, management and program reporting to HUD.

Promote staff awareness and positive participation in tenant empowerment. SHA staff cannot solve community crime and nuisance behavior on its own. We must network with residents, police and legal services.

Through regular reporting and up to date record keeping, effectively manage expenses. Each employee needs to become aware of budget constraints, and how their efforts affect the budget. Provide levels of spending that can be monitored on a monthly basis. Concerns are over office supplies and maintenance costs.

Treat residents and applicants in a consistent, fair and reasonable manner regardless of unusual or extreme situations.

Clean & organize the office.

## 1.) Conflict with Individual Employee Agreements

In the event that any provision of these Personnel Policies conflicts with the provisions of any personal employment agreement covering employees of the Authority, the provisions of the personal employment agreement shall govern.

## 2.) Basic Principles

a.) Employee Evaluation

Employment of personnel and all actions effecting employees shall be based solely on merit, ability and job performance.

b.) Non-Discrimination

The Authority shall not discriminate against any employee or applicant for employment because of race, religion, sex, color, or national origin. The Authority shall not discriminate against handicapped individuals in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 or discriminate because of age in accordance with the requirements of the Age Discrimination Act and the applicable provisions of State law. Under Section 504 of the Rehabilitation Act of 1973, the Authority shall provide reasonable accommodation to qualified handicapped individuals. However, reasonable accommodation does not require an undue financial burden on the Authority.

Equal employment opportunity shall apply to all personnel actions including but not limited to, recruitment, hiring, upgrading, promotion, demotion, transfer, layoff or termination. To make the policy generally known to the community, the Authority shall (in addition to the position requirements) insert in all employment

announcements, a statement that all qualified applicants will receive due consideration for employment without regard to race, age, religion, sex, color or national origin. This statement shall also include a provision stating that no qualified handicapped person shall, on the basis of the handicap, be subjected to discrimination in employment.

c.) Fair Administration

Consideration shall be given to the rights and interests of employees of the Authority consistent with the best interests of the public and this Authority.

d.) Continuation

Continuation of employment shall be based solely on good behavior, ability, satisfactory performance of work, availability of funds, and available funds.

e.) Political Activity

Federal Statute 5 U.S.C. 1501 et. seq. restricts the political activities of Authority officers and employees if their principal employment is in connection with an activity financed in whole or in part by Federal funds. These restrictions are enforced by the U.S. Merit Systems Protection Board.

The restriction prohibits:

(1) Use of official authority or influence for the purpose of interfering with or affection the result of an election or a nomination for office.

(2) Directly, or indirectly coercing, attempting to coerce, commanding, or advising a State or local officer or employee to pay, lend, or contribute anything of value to any party, committee, organization, agency, or person for political purposes.

(3) Being a candidate for elective office in a partisan election.

Section 1502 is not applicable for person whose position with the Authority does not constitute their principal employment. Although the question as to which is the "principal employment" is to be determined by the Special Counsel of the Merit Systems Protection Board, in general, if substantially more than half of the employee’s or member’s time is devoted to other employment and substantially more than half of his/her income is derived from other employment, he/she is not subject to the restrictions.

Certain officers may hold two public positions, one subject to and one exempt from certain provisions of 5 U.S.C. 1501, et. seq. In this case, this person is subject to all political activity restrictions of Section 1502 if the employment with the Authority is their principal employment. An officer or employee of the Authority who is in doubt as to whether he/she is subject to or exempt from any of the provisions of Section 1502 may present the matter in writing for consideration to the Office of the Special Counsel, U.S. Merit Systems Protection Board, 1120 Vermont Avenue, N.W., Washington, D.C. 20419.

Participation in the following types of political activities is prohibited:

(1) Soliciting political contributions from co-workers or subordinates.

(2) Soliciting political support for a party faction or candidate from co-workers or subordinates.

(3) Becoming a candidate for nomination or election to any public office, which is to be filled in an election in which party candidates are involved.

Section 1502 expressly reserves the right of officers or employees to vote as they may choose and to express their opinion on political subjects and candidates. Section 1502 does not prohibit any State or local official from being a candidate in an election if none of the candidates to be nominated or elected at such elections represent a party whose candidates for Presidential election received votes in the last preceding election at which Presidential electors were elected. A statement concerning the "Hatch Act" is attached.

f.) Nepotism

The employment of more than one member of the same immediate family shall be avoided insofar as possible.

g.) Notification of Job Opportunities

Notice shall be posted on bulletin boards available to all employees when a job occurs to enable employees to make applications for consideration for appointment to such openings in the event that they are qualified. No appointments shall be made until notice has appeared in the stated manner for a minimum of two days.

**3. Organization**

a.) Board of Commissioners

The Board of Commissioners, in accordance with the applicable provisions of law and the guidelines set forth in the Authority’s By-Laws, govern the activities of the Authority.

In addition, the Board of Commissioners is subject to the following:

i. Compensation

No compensation shall be given for the services of members of the Authority’s Board of Commissioners, unless required under State law and approved by HUD.

Compensation for Board member travel and related expenses is permitted in accordance with the Authority’s Travel Policy.

ii. Tenant-Commissioners

Section 2 of the United States Housing Act of 1937, as amended, states that "no person should be barred from serving on the board of directors or similar governing body of a local Public Housing Agency because of his tenancy in a lower income housing project." Such participation shall not be construed to constitute a conflict of interest, provided such Tenant-Commissioner shall not act upon any issue dealing with his/her personal circumstances of occupancy.

C.G.S. 8-41(a) requires at least one Commissioner to be a tenant in the housing owned or managed by the Authority.

iii. Employment

The employment of a Commissioner during his/her tenure or for two years thereafter is prohibited by C.G.S. 8-42(a).

b. Organization

All positions shall be established in accordance with an organization plan clearly setting forth areas of responsibility and authority.

c. Delegation of Authority

Every employee shall be given the authority necessary to perform his/her assigned duties.

d. Organization Outline

An outline of the authority is attached hereto.

**4. Selection of Personnel**

a. Selection of Applicants

Persons desiring employment shall file written applications with the Executive Director setting forth their qualifications, experience, references, and other information as may be required. All employees shall be selected solely on the basis of merit.

b. Probation

New employees shall be on probation for the first of the six (6) months of service. At the end of the each month probation, the supervisor shall be required to submit a written evaluation of the new employee’s performance. At the end of the six (6) months probation, the supervisor shall either recommend or not recommend regular employee status.

c. Resident Employment

The Authority encourages resident employment of its residents as a vehicle for gainful employment of residents. The Authority recognizes that hiring residents not only provides them employment opportunities, but also will help to expand future employment opportunities and increase income.

d. Employment of Relatives and Spouses

In hiring spouses or relatives of the Board members or staff, the Authority will comply with all applicable State and local laws governing conflicts of interest or nepotism. Where a contract for services is utilized in lieu of employment, spouses or relative of Board members or staff who reside in the same household are subject to the same prohibitions under Section 515 of the ACC as the Board member or employee.

Section 515 of the ACC does not prohibit the hiring of spouses or relatives of the Authority Board members' or staff. However, the Authority will afford a fair and equal opportunity for employment to all qualified candidates for employment and avoid favoritism or inside influence in making employment decisions. Additionally, the Authority recognizes that public confidence in the integrity of the Authority's operations can be endangered if there is even an appearance of impropriety.

**5. Position Classification**

a. Establishment of Classes

All positions shall be grouped in classes, each class to include those positions sufficiently alike to justify common treatment in selection and compensation.

b. Job/Class Titles

A descriptive title shall be assigned to each position allocated to that class and of the incumbent of each such position.

c. Job/Class Descriptions

A composite statement of the duties, responsibilities, and entrance qualifications standards of each class of position shall be set forth in writing.

d. Classification Plan

A classification plan shall be promulgated consisting of 1) a list of position classes, 2) specifications for each class, and 3) an organization chart showing each position.

e. Position Description

The duties and responsibilities of every position shall be set forth in writing. Every employee shall be given a copy of his/her job description.

**6. Compensation**

a. Determination of Rates

For technical staff and maintenance personnel, appropriate compensation rates shall be paid on the basis of prevailing rates in the locality, pursuant to the HUD assistance contracts.

For all other employees, appropriate compensation rates shall be determined on the basis of pertinent local public practice. Public practice, as referred to here, shall consist primarily of the related regulations of the

municipal or county government and of such local public bodies as public schools, public hospitals or other institutions supported by public funds.

b. Class Salary Ranges

For employees other than those whose compensation is set in accordance with paragraph 6a(1) above, a salary range shall be assigned to each class of position and the rate of compensation for each employee shall be within the bracket established for the class to which his position has been allocated. Initial appointments shall generally be made at the minimum rate of a class salary range.

c. Periodic Pay Increases

Employees other than those whose compensation is set in accordance with paragraph 6a(1) above, whose services warrant it, shall be eligible to receive periodic increases within their class salary range by action of the Executive Director, subject to limitations within the budget approved by the Board of Commissioners.

d. Compensation Plan

A Compensation Plan showing the salary range for each class, the intermediate rates within each range, and the system for making periodic within-range increases shall be established by the Board and shall be made a part of and attached to this policy statement. This plan shall be subject to necessary revisions from time to time to reflect changes in responsibility or economic conditions or for other valid reasons. No employee shall be compensated more than 100 percent of his/her salary for additional tasks.

**7. Authority to Effect Personnel Actions**

Authority to appoint, promote, transfer, demote, suspend, and separate personnel shall be vested in the Executive Director, subject to the right of the effected employee to appeal to the authority sitting as a grievance committee.

**8. Changes of Status of Employment**

a. Promotions

Vacated or newly established positions shall be filled to the fullest extent consistent with efficient operations, by the promotion of qualified employees.

b. Demotions

An employee shall be subject to demotion under the following conditions:

(1) If he/she has been found unsuited for their present position but may be expected to give satisfactory service in a lower paying position.

(2) If a position has been either abolished or reallocated to a lower paying class and he/she cannot be transferred to a position of equal pay. It shall be clearly indicated on all papers that the transaction in no way reflects on the employee's performance or ability.

c. Transfers

(1) Employees shall be transferred within the organization as far as practicable to positions where their highest skill will be utilized.

(2) When transfers of personnel are necessitated by organizational changes, every effort shall be made to place the affected employees in positions which will permit them to retain their salaries.

(3) In making transfers within the organization, due consideration shall be given to the desires of the employees involved.

d. Suspensions without Pay

An employee may be suspended from duty without pay:

(1) For disciplinary reasons, or

(3) Pending investigation of charges where the presence of the employee at work constitutes a hazard either to the Authority or to himself. If investigation does not bear out the charges and the employee is retained, he shall be paid for the period of suspension.

e. Suspensions with Pay

Employees may be suspended with pay at the discretion of the Executive Director.

**9. Separations**

Introduction

The employment relationship between the Authority and its non-contract employees may be terminated at the will of either party. The provisions of these personnel policies, as set forth in this document, provide guidelines for the Authority and its non-contract employees during their employment and does not create contractual rights regarding resignation, termination, reduction in force or leave payments.

a. Resignation

An employee who desires to terminate his/her employment shall submit a written resignation at least two (2) weeks in advance, setting forth his/her reasons for resigning. Prior to the final

separation, the employee must complete an exit conference with the Executive Director.

b. Termination

An employee who performs in an unsatisfactory manner, or who is guilty of substantial violation of regulations or other requirement of the Authority with respect to employment or performance of his/her duties, shall be subject to termination. Employees shall be given written notice of termination and the reason(s) for such action. Except when continued employment involves a threat to persons or property, employees shall be given the opportunity to review the reasons for termination prior to the effective date of such action. All employees shall be given a post-termination hearing before the Executive Director.

c. Reduction in Force

1. If it is necessary to reduce personnel, the selection of employees to be retained shall be based primarily on their relative efficiency and the necessity of the job involved. Other things being equal, length of service shall be given consideration.

2. Where separation of an employee is necessary because of a reduction in force, the employee shall be given at least two (2) weeks advance notice prior to such dismissal, or said employee shall be paid a sum equal to two weeks' salary. This provision shall not apply for temporary employees or employees hired for a specific term.

d. Leave Payments

No terminal leave or severance payment shall be made except for authorized unused annual leave balances.

**10. Performance Ratings**

a. Employees shall receive annual performance ratings.

b. Performance rating shall be noted to employee service records and shall be considered in effecting personnel actions.

**11. Personnel Service Records**

A service record containing all information pertinent to employment is maintained in the Executive Director's office. All information in this file is available to employees for review.

Employees have the responsibility of keeping the Authority advised of any changes in personnel data, such as change of residence, phone number, additional education, emergency information, number of dependents, marital status, etc.

Personnel records are maintained at all times in a confidential and secure manner. They are released for official use only with proper authorization.

**12. Training**

Authority employees are expected to possess the basic educational requirements, skill and experience necessary to perform their duties. However, some in-service and other training may be desirable to improve and/or maintain employee skills in performing their jobs. In these cases, training shall be provided. Employee training shall be a function of every supervisor.

**13. Health and Safety**

a. Employees shall be provided safe, sanitary, and healthful working conditions.

b. All employees are required to adhere to all Authority safety rules.

**14. Employee Relations**

Employees shall have the right to designate representatives of their own choosing. Employees shall be free to join, or refrain from joining, employee unions. In doing so, employees shall be ensured freedom from restraint, interference, discrimination, or reprisal.

**15. Grievances**

a. Right of Employees

Employees shall have the right to present grievances, individual, or as a group. In so doing, employees shall be assured of freedom from restraint, interference, discrimination, and reprisal. Such grievances shall be presented only through the established lines of authority.

b. Supervisory Responsibility

Supervisors at all levels shall receive and act promptly on employees' complaints.

c. Appearance before Executive Director

Any employee shall have the right to appear before and present his grievance to the Executive Director as a final appeal.

**16. Working Hours**

a. Regular Work Week

The regular work week shall consist of 40 hours for maintenance personnel, 40 hours for Smithfield Gardens Assisted Living personnel and 35 hours for general Seymour Housing Authority staff personnel(beginning January 1, 2007 Seymour Housing Authority staff will work 40 hours). From Monday through Friday, the work day for Seymour Housing Authority personnel shall begin at 8:00 AM and end at 4:00 PM (subsequent to 1/1/2007 the work day shall begin at 8:00 AM and end at 5:00 PM); and for maintenance personnel and Smithfield Gardens Assisted Living personnel, the work day shall be as necessary to provide adequate coverage of maintenance and management operation – a schedule of work hours shall be prominently posted. The summer hours work schedule shall be posted on or about June 1.

b. Overtime

Overtime work for administrative/staff personnel shall be avoided as far as possible but may be required by the Executive Director in the interest of efficient operation, in which case the employee shall be granted compensatory time off within 60 days or shall be paid at the rate of 1-1/2 times the normal rate of pay.

Overtime work by maintenance personnel shall be avoided as far as possible but may be required, particularly in the winter season and in cases of emergency, in the interests of efficient operations and maintenance, in which case the employee shall be paid at the rate of 1 ½ times the hourly rate of his/her pay.

c. Extra Work

No employee of the Seymour Housing Authority shall perform any "extra work" which is normally contracted out to private concerns, nor shall any employee perform such "extra work" during their normal working hours, without specific authorization from the Executive Director.

d. Part-Time

A part-time employee is one who works less than 25 hours per week.

**17. Pay Dates**

The Executive Director shall be paid according to the terms of his working agreement.

Hourly and weekly paid salary employees will be paid on a weekly basis, each Thursday. If the designated pay day falls on a holiday, employees shall be paid on the day preceding the pay day.

**18. Payroll Deductions**

The Authority is required by law to make deductions for Social Security, income tax withholding, retirement contributions and wage garnishments, if applicable.

**19. Holidays**

The following provisions apply to all full-time personnel:

Holidays

Each employee shall receive paid holidays in each calendar year as follows:

New Year’s Day
Martin Luther King Day
Lincoln’s Birthday
Washington’s Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran’s Day
Election Day
Thanksgiving Day
Christmas Day

And any such days that the Seymour Town Hall is closed for a holiday.

(1) If one of these holidays occurs during the vacation leave of an employee, the employee shall be given a day off in lieu of the holiday, to be taken at a later date to be agreed upon by himself and the Executive Director.

(2) When any one of the thirteen paid holidays listed falls on a Sunday the following Monday shall be observed as the holiday. In addition, if any one of these holidays falls on a Saturday, the preceding Friday shall be observed as the holiday.

**20. Vacation Leave**

Full-Time Employees:

a. Permanent, full time employees with over six months service shall receive one day of vacation pay for each month service from the date of employment up to the maximum of ten vacation days.

b. Permanent, full time employees with over five years of service shall receive fifteen days vacation leave with pay.

c. Permanent, full time employees with over ten years of service shall receive twenty days vacation leave with pay.

d. Permanent, full time employees with over fifteen years of service shall receive twenty-five days vacation leave with pay.

e. The term "days" shall be construed to mean "work day".

f. Requests for vacation shall be submitted to the Executive Director for approval, all vacations shall be approved prior to the employee taking the time off.

g. The vacation period shall extend from January 1 through December 31 of each calendar year.

(1) Vacation leave not taken by administrative employees may be accumulated, not to exceed twenty-five working days in addition to that accrued in the current calendar year, to be taken at a later date to be mutually agreed upon by employee and the Executive Director. Maintenance employees may not accumulate vacation days and will be paid for unused vacation time at the end of each calendar year.

(2) Any employee who becomes ill during the course of his/her vacation shall be given an opportunity to change his/her vacation to sick leave if he/she so desires with the condition that the employee file with the Executive Director a physician’s certificate confirming the illness.

(3) For all the accrued vacation time unused at the time of retirement, an employee shall receive one week’s pay for

each week of such unused time, and one day's pay for each unused day.

(4) In the event of an employee's death, his or her wife or husband, or in the absence of either, his or her beneficiary or estate shall be paid for all unused vacation time in the manner stipulated above.

(5) Employees, generally, shall be encouraged to take annual vacations to the extent of the amount of earned annual leave.

(6) An employee who is permanently separated shall be paid in a lump sum for any accumulated vacation leave at his current rate of pay, except where his dismissal is due to malfeasance. Separation for purposes of this sub-paragraph shall include entering military service under the conditions set forth hereinafter.

(7) In no event shall an employee be paid for vacation leave not taken, except as provided above.

**Part-time Employees**:

Part-time employees shall receive pro-rated vacation benefits. Said pro-rated vacation benefits shall be based upon the normal week of the part-time employee.

**21. Sick Leave**

**Full-Time Employees**:

All full-time, regular employees shall accrue sick leave at the rate of one and one quarter (1-1/4) days per calendar month for a total of 15 days per year, cumulative to a maximum of one hundred fifty (150) days.

a. Employees absent due to illness for three or more days shall be required to produce a doctor's note detailing the nature of the illness and the nature thereof.

b. Sick leave shall be construed as sickness of the employee and not of the employee's family.

c. In the event of a period of prolonged illness of an employee, the Executive Director may, at his discretion and after proper investigation, recommend for approval of the Authority the granting of additional sick leave, up to 365 days maximum additional days provided a monthly doctor's certificate is presented to the Commissioners. (All costs shall be shared on a pro-ration basis between the Federal and State Elderly and Moderate Rental Programs respectively),

An employee eligible for sick leave shall be granted sick leave for the following reasons only:

(1) Personal illness or physical incapacity;

(2) Enforced quarantine of the employee in accordance with community health regulations;

(3) Doctor or dentist appointments;

(4) The illness of a member of the employees household, i.e., husband, wife, and children that required the employee's personal care and attention for a period of three days only per year.

d. No employee shall be entitled to any sick leave when such leave is caused by an injury received during self-employment or any form of enumeration or employment by any other individual, agency, partnership, firm or corporation.

e. Sick leave with pay in excess of three consecutive working days for reasons of personal illness or physical incapacity will be approved upon the presentation of a medical certificate. Said medical certificate will certify that the employee's condition prevented him/her from performing the duties of his/her position. The Executive Director may, at his or her sole discretion, require an employee to supply a medical certificate for one (1), two (2), or three (3) days' sickness if he or she believes that the employee is abusing sick leave or non-service connected injury leave. Any abuse of sick leave shall result in appropriate disciplinary action.

f. Under no conditions shall an employee receiving sick leave pay from the Housing Authority undertake a job other than a job he/she holds with the Housing Authority.

g. Any full time regular employee who has used up his/her accumulated sick leave as provided for shall be covered by a short-term disability insurance policy under which he/she shall receive 66-2/3% of salary to a maximum of $500.00 per week, for a maximum period for any one disability of fifty-two (52) weeks.

**Part-time employees:**

Part-time employees shall receive pro-rated sick leave benefits. Said pro-rated sick leave benefits shall be based upon the normal work week of the part-time employee.

**22. Bereavement Leave**

Employees shall receive bereavement leave with full pay for a maximum of three (3) days in the event of the death of a father, mother, spouse or child, stepchild, a sister, brother, grandparents, grandchild, father or mother-in-law. Employees shall receive bereavement leave with full pay for a maximum of one (1) day in the event of the death of an aunt, uncle, brother or sister-in-law, persons living in the same household. Additional bereavement leave may be granted by the Executive Director.

**23. Leave Without Pay**

Leave without pay may, if necessary, be granted by the Housing Authority, not to exceed two months in any one calendar year.

**24. Jury Leave**

Employees summoned for jury duty shall receive full pay for such jury duty. The amount received from the court for jury duty shall be remitted to the Housing Authority as soon as possible. Travel

monies received from the courts for such services shall remain with the employee.

**25. Military Leave**

Approved leaves of absence shall be granted by the Housing Authority for enlistment or induction in time of war, or by induction during time of peace. Such employee shall be carried on the Authority's rolls with military leave status, and shall receive pay for unused vacation time, holiday time and longevity pay due him/her before induction or enlistment in the Armed Forces. Upon his/her honorable discharge from the Armed Forces, he/she shall be restored to the position he/she held at the time of enlistment or induction, or to an equivalent position, provided he/she applies for re-employment within ninety (90) days after his/her discharge or before the expiration of any statutory rights to re-employment, if later.

Employees who are members of the State or National Guards or members of the Armed Forces Reserves shall receive leaves of absence with pay in accordance with the number of calendar days each calendar year permitted by existing State and Federal Law, when engaged in active duty, training exercises or in the event they are summoned as Reservists or Guardsmen to assist in any civil emergency.

**26. Family/Medical Leave**

In applying for Maternity Leave, the personal physician of the expectant mother, in cooperation with the Executive Director, shall determine the proper time for the employee to stop work. It is the Housing Authority's intent that the employee shall work as long as possible before delivery. However, this requirement will not assume authority over an order to stop work at a prior date, if, in the opinion of the employee's physician, the condition requires such. Employees who comply with the provisions of this Section may resign or take maternity leave as provided below:

a. An employee who wishes to return to her same position must so notify the Executive Director in writing two (2) weeks prior to the last scheduled work day. In the absence of such notice an employee will be deemed to have resigned. Such employee will be granted maternity leave of absence not to exceed forty-five (45) days after delivery and shall return to work at the expiration of the leave only after the approval of the employee's physician that the employee is physically capable of returning to work. An employee on maternity leave of absence is eligible for paid sick leave under the terms of this policy.

b. In accordance with Section G of Public Act 73-647, an employee who is unable to return to employment pursuant to subsection 46A-60(7)(BB) of the Connecticut General State Statutes at the end of the forty-five (45) day postpartum period may apply to the Executive Director for an Extended Leave of Absence.

An employee who does not return to work on or before the expiration of her approved leave of absence or extension of such leave, if there is one, will be deemed to have resigned.

**27. Absence Without Authorization**

a. Absence without proper authorization or approval may be considered sufficient cause for suspension or dismissal of the employee at the discretion of the Executive Director.

b. If an employee is absent without proper authorization, deduction shall be made from his pay for the period of absence.

**28. Personal Days**

Permanent, full time employees with over six months of service shall receive three personal days off per year which may not be cumulative. Such time off will be requested at least three days in advance of the day off. The Executive Director has the discretion to approve or deny personal day requests.

**29. Cumulative Leave**

a. Maintenance employees may not accumulate vacation days and will be paid for unused vacation time at the end of each calendar year. Vacations must be taken in the year it is due. Administrative employees are not bound by this regulation. Due to the scope of their work it may be necessary to work for long periods of time in which no vacation can be given for long periods of time detriment to the Project. In such cases their leave may be cumulative, not to exceed 25 days. The amount of liability due to the above mentioned employees must be computed and recorded on the books of the authority annually.

b. An employee upon normal retirement shall receive based upon his current wages, a settlement payment equal to one-half of his accrued and unused sick leave credits.

30. Travel

Travel is consistent with the Seymour Housing Authority’s separate and distinct adopted travel policy as amended on 3/6/02.

**31. Retirement**

All full-time regular employees are eligible to participate in the retirement plan subject to the plan’s eligibility requirements. All employees shall be covered in accordance with the Connecticut Retirement Commission Regulation to participate under Title II of the Social Security Act as amended.

**32. Membership in Organizations**

The Authority shall make no payment for costs of individual membership of employees in any organization or the costs of membership in an organization any substantial part of whose activities involve the promotion of legislation.

Expenditures for membership dues and fees in organizations are permitted if the organization furnishes technical or professional information, training, workshops, or other benefits to public housing activities.

**33. Bonuses and Presents**

Annual operating costs shall not include the cost of any bonus payments or Christmas or other presents in cash or any other form, except that the Board of Commissioners, at their sole discretion, may grant incentive awards, based upon Performance Evaluations, chargeable to HUD Accounts 4110/4410, Administrative Salaries/Maintenance Labor and DOH Accounts 4120/4410, Administrative Salaries/Maintenance Labor.

**34. Entertainment Expenses**

Annual operating costs shall not include expenses incurred for the provision of entertainment and incidental food and beverages.

**35. Personal Use of Authority Employees, Property, Equipment or Materials**

No employee or Commissioner shall utilize any Authority equipment, materials or staff for personal use. Any employee(s) who is found to be in violation of this policy, shall be disciplined. Any Commissioner(s) who is found to be in violation of this policy, shall be dealt with in accordance with applicable local, State and Federal statutes and regulations.

**36. Outside Employment**

Employees may have outside employment which does not interfere with their employment with the Authority provided that prior permission is obtained from the Executive Director. When such employment conflicts with the Employee’s primary obligation to the Authority or otherwise interferes with his/her duties and responsibilities to the Authority, the employee may be required to cease such employment.

**37. Conflict of Interest**

The types of activities, interests, and relationships which typically create or appear to create a conflict of interest are set forth below. This list is intended for guidance purposes only and does not specify every situation which should be disclosed.

It is in conflict with the Housing Authority’s interests:

(1) For an employee to accept, directly or through any member of his immediate family, any gift of more than nominal value, any loans, services, payments, money, excessive entertainment, meals, vacation, pleasure trips, or promotional favors from any person or entity which is doing or seeking to do business with the Authority.

(2) For an employee to have outside employment or perform any services for compensation, either as an officer, director,

employee, or consultant for another person or entity (which is a competitor of, or is doing or seeking to do business with the Authority) except in each case with written consent of the Executive Director.

(3) For an employee to purchase or lease goods or equipment on behalf of the Authority from persons or entities with which he is related or in which he has an interest, or to make any such purchases or leases other than in accordance with the Authority's Procurement Policy.

(4) For an employee to use or reveal, without the written authorization of the Executive Director to any third party, any confidential information which might be prejudicial to the interest of the Authority

(5) For an employee, or any member of his immediate family, to own a material financial interest in an entity which is doing or seeking to do business with the Authority, except when such interest consists of ownership of publicly held and traded securities in corporations.

(6) For an employee to speculate or compete with the Authority in the products, properties, or services sold, purchased, or leased by the Authority.

(7) For an employee, during a one-year period after termination of employment with the Authority, to own a material interest in, or perform any service for compensation for, any entity which is doing or seeking to do business with the Authority.

(8)For an employee to acquire an interest in any property which he/she knows is being considered for acquisition by the Authority. An employee must keep themselves free of influences which might conflict or appear to conflict with their representing the Authority.

It is difficult, if not impossible, to describe all of the situations which may arise involving conflicts of interest. When any employee has a question concerning a possible conflict of interest, it is expected that he/she will request advice from the management.

**38. Political Activities/Hatch Act**

**Permissible Activities**

a. Employees may assist in voter registration drives and express opinions about the candidates and the issues.

b. Employees may participate in partisan political campaigns and contribute funds to a political organization.

c. Employees may attend political fund-raising functions, political rallies and meetings and wear or display political badges, buttons or stickers.

d. Employees may join a political club or organization, sign nominating petitions and campaign with reference to referendum questions, constitutional amendments, municipal ordinances and the like.

e. Employees may, as an individual, make campaign speeches.

f. Employees may hold office in a political club or organization.

**Prohibited Activities**

a. Employees may not use their office or official position, authority or influence to interfere with or effect the result of an election or nomination for political office (this means that you may not participate in any activity which may be construed as using your power or influence by reason of your status in or with the Housing Authority).

b. Employees may not use or knowingly permit anyone to use their official Housing Authority title or position in connection with any campaign activity.

c. Employees may not, directly or indirectly, coerce or attempt to coerce, command or advise any fellow employee or other State or local employee to pay, lend or contribute services or anything of value to a political party.

d. Employees may not display partisan political material in Housing Authority vehicles or on Housing Authority property.

e. Employees may not solicit political contributions or political support for a party or candidate from co-workers or subordinates.

**39. Annual Conferences**

The Board of Commissioners and Executive Director may each elect to attend, on an annual basis and subject to budget approvals, up to three (3) conventions/conferences from the following approved list:

1. NAHRO National Conference
2. NAHRO Summer Conference
3. NAHRO Legislative Conference
4. PHADA Annual Conference
5. PHADA Commissioners Conference
6. NERC Annual Conference

Attendance by Commissioners at other conferences, workshops or for other business-related travel shall be by appropriate approval of the Board and be in accordance with approved budgets.

**40. Standards of Conduct**

The maintenance of high standards of honesty, impartiality and conduct of employees is essential to ensure the proper performance of business and maintenance of confidence by the public and

especially of the tenants. This sets forth the policies and prescribed standards of conduct and responsibilities for all employees.

Prescribed Actions

An employee shall avoid any action which may result in, or create the appearance of:

a. Using public office for private gain;
b. Giving preferential treatment to any person; and
c. Impeding Authority efficiency or economy.

Authority Property

An employee shall not directly or indirectly use or allow the use of Agency property of any kind for other than officially approved activities. An employee has a duty to protect and conserve Agency property, including equipment, supplies and other property entrusted or issued to him/her.

Gambling, Betting & Lotteries

An employee shall not participate, while on Agency property or while on duty for the Agency, in any gambling activity. However, this does not preclude solicitation conducted by an employee organization among their own members for organizational support, or for the benefit of welfare funds for their members, or similar Agency approved activities.

Solicitation for Gift

An employee shall not solicit a contribution from another employee, tenant, or persons doing business with the Agency for a gift to an official superior, make a donation as a gift to an official supervisor, or accept a gift from an employee receiving less pay than himself/herself. However, this does not prohibit a voluntary gift of nominal value or donation in a nominal amount made on a special occasion such as marriage, illness, retirement, or for reasons of personal tragedy such as loss of home.

Interests of Employee’s Relatives

The interests of a spouse, minor child, or other members of an employee’s immediate family is considered to be an interest of the employee as it relates to Section 1a & b of Standards of Conduct.

An employee guilty of violation of the Work Rules attached hereto, may be subject to disciplinary action.

**40a. Employee Conduct**

a. Employees of this Authority are considered to be public employees and as such, must at all times, extend the utmost courtesy to tenants and others with whom they come in daily contact in connection with the performance of their duties. The impression made, whether good or bad, will be the one remembered and possibly assumed to be the attitude of all Authority employees.

b. All employees function in a "Service Industry" supported by

rental payments of the residents and in part by subsidies provided by the Federal, State, or local government. All residents are to be treated promptly, efficiently and courteously. Employees are required to conduct themselves with tact, honesty, and courtesy at all times in dealing with tenants, suppliers, and fellow employees. No exceptions shall be tolerated.

c. All employees shall conduct themselves in a manner consistent with the highest standards of business at all times.

d. All employees shall deal with all matters of authority business in a confidential manner and shall not discuss Authority matters with others.

e. Employees use of property of the Authority shall be restricted to official business and both premises and the property of the Authority shall be properly maintained at all times.

f. Employees may not ask for or receive gratuities or privileges in connection with the business and their relationship with anyone connected with or doing business with the Authority.

g. Employees shall immediately report to the Executive Director or his/her designee any accident or unusual or improper acting or activity, involving the Authority and/or any of its personnel.

h. Employees are to use all Authority owned equipment, tools, supplies and materials exclusively on Authority property. Employees shall be responsible for the exercise of reasonable care in the use of such at all times.

   They shall also be responsible for the proper care and maintenance of any equipment or machinery which is generally made available to them in the conduct of their employment.

i. Loss or damage other than normal wear and tear shall be charged to the employee based upon the current cost of replacement.

j. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on Seymour Housing Authority property and during working hours. The Authority is mandated by Federal Regulation to provide a drug free workplace. Violation of this rule will result in enforcement of the provisions detailed in the separation section of this policy. Employees, as a condition of employment are required to:

   (1) Abide by the terms of the above statement; and

   (2) Notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace or during working hours, no later than five days after such conviction.

k. Consumption of alcoholic beverages is prohibited on Authority property, during working hours and especially while operating Authority equipment. Violation of this rule will result in

enforcement of the provisions detailed in the separation section of this policy.

l. Employees of this Authority are urged and encouraged to submit suggestions pertaining to improved tenant relations and to the administration of public housing projects under the jurisdiction of the Authority. All suggestions shall be kept on file in the employee’s record file.

**41. Work Rules**

These rules are intended to govern the conduct of Agency employees on Agency property during working hours and are to aid in the maintenance of safe and desirable conditions for all.

Violation of the following may result in disciplinary action:

a. Stealing, pilfering, destroying or defacing Agency property, or the property of Agency residents.

b. Carelessness which contributes to the injury of any person.

c. Falsification of time sheets or any personal or company report.

e. Fighting or threats of physical violence on Agency Property.

e. Carrying concealed weapons on Agency property.

f. Misuse or removal without proper authorization of confidential information.

g. Bringing, using or possessing alcoholic beverages or illegal narcotics on Agency premises at any time.

h. Reporting for work while under the influence of Alcoholic beverages or illegal drugs.

i. Unsafe, careless, unlawful, or unauthorized use of an Agency owned vehicle.

j. Careless waste of materials or abuse of Agency Equipment.

k. Willfully concealing defective or uncompleted work.

l. Sleeping on Agency time.

a. Doing other than Agency work during work hours or using Agency vehicles, equipment or other materials for personal use without organization.

b. Loitering or entering Agency property at any time other than to report to work.

o. Failure to report a personal injury or accident occurring during working hours.

p. Posting unauthorized notices.

q. Leaving job assignment without proper authorization of supervisor, other than to report for first aide and/or emergency medical treatment.

r. Participating in or conducting gambling, illegal lottery, or any other game of chance on Agency premises at any time, or the possession of devices for the purpose of gambling.

**42. Sexual Harassment**

**POLICY**:

It is the policy of the Housing Authority of the Town of Seymour to prohibit harassment of one employee by another employee or supervisor on the basis of sex. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that no employee harasses another on the basis of sex. In this regard, supervisors shall not use their authority to solicit subordinates for sexual favors, making submissions either implicitly or explicitly a term or condition of employment. Likewise, between fellow employees, solicitation, insults, comments, verbal or physical advances or other sexually offensive activity will not be tolerated.

**DEFINITIONS**:

Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 as well as Connecticut General Statutes, §46a-60(a)(8). Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment; or

- Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting such individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Types of Sexual Harassment

a. Verbal: Includes sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats;

b. Non-verbal: Includes sexually suggestive objects or

pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;

c. Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work place. However, whatever form it takes, verbal, non-verbal or physical, sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the work place.

**COMPLAINT PROCEDURE**:

Any employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately to the Executive Director.

All complaints will be investigated thoroughly and will be handled in a timely manner. Investigation of such matters will usually entail conferring with involved parties and any named or apparent witnesses.

**DISCIPLINARY ACTION**:

If an investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment immediately and prevent its recurrence. Violation of this policy will not be permitted, and may result in discipline up to and including discharge.

## 43. DRUG-FREE WORKPLACE POLICY

A. The unlawful manufacture, distribution, dispensation, possession, possession for sale or distribution, or use of a controlled substance is prohibited on the premises of the Seymour Housing Authority. Also, the abuse of prescription drugs is expressly prohibited. Appropriate disciplinary actions, which may include termination, will be taken against any employee for violation of these prohibitions.

A controlled substance for purposes of this Policy means a controlled substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812), and as further defined by Federal Regulations (21 C.F.R. Sections 1300.11 through 15). This list includes, but is not limited to marijuana, heroin, PCP, cocaine, and amphetamines.

A condition of employment for work under funds received by the Housing Authority from any Federal agency, is that each employee directly engaged in the performance of work funded by such a grant will:

a. Abide by the terms of this Policy, and,

b. Notify the Housing Authority of his or her criminal drug statute conviction for any violation occurring in the workplace of the Seymour Housing Authority no later than five (5) days after such conviction.

c. Conviction means a finding of guilt (including a plea of nolo contendre) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of Federal or State criminal drug statutes.

d. Criminal drug statute means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

A sanction will be imposed on any employee so convicted within thirty (30) days after receiving notice of the conviction:

a. The Housing Authority will take appropriate disciplinary action against such employee, up to and including termination; or

b. The Housing Authority will require such employee to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency.

**B. Seymour Housing Authority Controlled SubstanceTesting Program**

**PURPOSE**

It is the purpose of this program to provide a drug free workplace for Seymour Housing Authority, based on the requirements of the Department of Health and Human Services as required by HUD.

**OVERVIEW AND SCOPE**

Substance abuse continues to be a problem in our society. It poses an enormous risk to public health and safety. According to the most recent National Household Survey On Drug Abuse (NHSDA), 71% of drug users are employed.

The objective of this policy is to develop a drug and alcohol-free workplace which will help ensure a safe and productive workplace and to provide education and treatment to our employees. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

Employees are prohibited from engaging in or unlawfully manufacturing, distributing, dispensing, processing, possessing or using controlled substances (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)) and Chapter 420b of the Connecticut General Statutes part 1.) in the work place, in company vehicles and on company property. The use of alcoholic beverages, controlled substances and /or medications prior to or during working hours that impair the employee’s ability to safely perform their job is prohibited.

This policy applies to all employees of Seymour Housing Authority as well as all applicants for employment.

**POLICY**

Seymour Housing Authority employees are prohibited from the following:

1. Reporting to work or remaining at work while having an alcohol concentration greater than .02.
2. Using alcohol while working
3. Using alcohol within eight hours of reporting to work
4. Reporting for work or remaining at work if the employee tests positive for controlled substances.
5. Reporting for work or to be working when using any controlled substance, except when instructed by a licensed medical practitioner who has advised the employee that the substance will not adversely impact the employee's ability to safely operate a commercial motor vehicle.
6. Refusing to submit to an alcohol or controlled substances test as required by this policy. Below is a description of what is considered to be a **refusal to test**.

**REFUSAL TO SUBMIT TO ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING**
Several behaviors may be construed as refusing to submit to an alcohol or controlled substance test. Those include:

Verbal refusal to take the test

Failure to provide sufficient breath for a breath alcohol test*

Failure to provide sufficient saliva to activate the saliva screening device*

Failure to provide sufficient urine for split-sample controlled substance test

Refusal to go to or remain at the collection site

Being unavailable to test after an accident for reason other than obtaining appropriate and timely medical attention

Exhibiting any behavior that obstructs the testing process.

* In the event a licensed medical practitioner evaluates the employee and determines that a medical condition has prohibited the employee from providing an adequate amount of breath, saliva or urine, the employee's failure to provide an adequate amount of breath or urine shall NOT be deemed refusal to test.

A refusal to submit to alcohol or controlled substance test shall have the same consequences as a positive test result.

**TYPES OF TESTING**

- Pre-employment / Pre-placement
- Random
- Reasonable suspicion

1. *Urine samples* will be collected for the purpose of screening for the following, but not limited to the following in certain circumstances: marijuana, cocaine, phencyclidine, opiates and amphetamines. Any positive test result will be confirmed by a second test (gas chromatography / mass spectrometry) on the same sample.

2. *Urine samples* will be collected at Griffin Hospital Occupational Medicine Center. An accredited Department of Health and Human Services (DHHS) Laboratory will receive the urine samples and will test the urine samples. Seymour Housing Authoirty requires that the Laboratory comply with all applicable drug testing requirements and procedures, and that test results be communicated only to the MRO designated by Seymour Housing Authority.
3. The testing for alcohol will be through *breath* alcohol testing device.

**Pre-Employment/Pre-placement Testing**

All applicants for employment will be required to submit to a pre-employment / pre-placement urine drug test and breath alcohol. Employment will be made contingent upon a negative drug test result.

1. Applicants will be informed that tests for substance abuse are required and that employment is always contingent upon a negative test. The candidate will have 24 hours to present to Griffin Hospital Occupational Medicine Center for the urine drug screen.
2. Applicants who receive an offer of employment contingent upon a negative urine drug will be provided with a copy of this policy.
3. Test results and the final determination of management regarding employment will be communicated to the candidate by the company representative involved with the hiring process, within a reasonable time after the drug test results has been received.
4. No applicant will commence employment in any position covered by this procedure prior to completion of the substance abuse testing process and confirmation of test results; nor will any applicant be permitted to perform in any position covered by this procedure in the event of a positive drug test result.

**Testing for Reasonable Suspicion**

An employee may be required to submit to a drug and alcohol test upon determination by management and or a supervisor of the existence of reasonable suspicion. In addition it is required that the employee be evaluated by a medical provider for a fitness for duty evaluation.

For the purpose of this procedure, reasonable suspicion shall include:

1. A belief that the actions or appearance or conduct of an employee are indicative of the use of a controlled substance or alcohol.
2. Management and other supervisory personnel will have received training in the detection through behavior observation of probable drug or alcohol use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require an employee to undergo testing. The training shall include the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.
3. After management and the employee have discussed the reasonable suspicion, the employee shall be transported and escorted immediately to the designated collection site for collection of a urine sample for drug testing and a breath alcohol test.
4. All indicia of reasonable suspicion shall be documented in written format by management and retained in the personnel file.

**Random testing**

Random drug and alcohol test will be required of all employees as designated by the employer.

The names of employees who are subject to random alcohol and substance abuse testing have been provided to Griffin Hospital Occupational Medicine Center and put into a consortium.

Conducting the random testing as part of the consortium can mean that in a given year, there is the possibility that an employee can be selected for tests several times in one year or not at all.

Once the employee is notified, verbally or by letter, by the employer that they are scheduled for a drug test and a breath alcohol test, he/she has 2 hours to present to Griffin Hospital Occupational Medicine Center.

**TESTS RESULTS AND CONSEQUENCES**

1. ***Breath Alcohol Results***

- A breath alcohol concentration level greater than or equal to .02 is considered to be positive.

An employee with a positive test will be evaluated by a medical provider to determine fitness for duty. If it has been determined that the employee cannot perform their job safely, the employee will be escorted home. If the employee is not fit for duty, he/she will be removed from work and cannot return back to work until there is a negative test.

- A positive breath alcohol test will result in an employee receiving a one-time warning. The warning will strongly recommend that the individual obtain counseling for their alcohol problem with a Substance Abuse Professional (SAP). Seymour Housing Authority may use the assistance of Griffin Hospital Occupational Medicine Center to assist the employee with a selection.

If the employee is positive a second time, the re will be immediate termination.

**There is no Medical Officer review (MRO) of breath alcohol tests.**

2. ***Drug Test Results***

- **Negative dilute**. Seymour Housing Authority does not require that the donor provide another specimen. It is accepted as a negative test.
- **Cancelled test due to an invalid specimen**. If the MRO reports this result, the donor is required to present to the collection site immediately upon notification, and provide a second specimen. It is performed under direct observation.
- **Cancelled test due to fatal flaw**. If the MRO reports this, a re-collection is necessary unless a negative result is needed such as pre-placement / pre-employment, return to duty or follow up. Direct observation is not required.
- **Cancelled test due to a reasonable medical explanation**. If the MRO reports this, no further testing is needed.
- **Positive dilute**. If the MRO reports this result, it will be treated in the same manner as a positive.

- **Refusal to test – adulterated /substituted**. If the MRO reports this result, it is treated in the same manner as a positive test result.
- **Positive test**. If the MRO reports this result, the employee will be given a one-time warning. He/She will be strongly advised to obtain evaluation and treatment of their substance abuse problem with a Substance Abuse Professional (SAP). Seymour Housing Authority may use the assistance of Griffin Hospital Occupational Medicine Center to assist the employee with a selection.

  The employee must have a negative test to return to work.

  If the employee has a positive drug test a second time, the individual will be terminated immediately.

**ROLE OF THE MRO**

The MRO is a licensed physician with knowledge of substance abuse disorders and has appropriate training to interpret and evaluate a confirmed positive test result with the employee's medical history and other relevant biomedical information.

Once the MRO has received the results from a certified laboratory, and there are no fatal flaws with the collection process, a procedure for interviewing the donor with a positive laboratory test is started.

The MRO will follow the Standard Operating Procedure at Griffin Hospital Occupational Medicine Center, and will explain to the donor the purpose of the interview, which is to see if there is a reasonable medical explanation for the positive laboratory test.

Once the test result is verified as positive, the MRO will forward in writing the results to the designated employer representative of Seymour Housing Authority.

**Time Sequence**

The MRO will attempt up to three times in 24 hours, to contact the donor confidentially and give him/her the opportunity to discuss the test result.

After 24 hours, the MRO or his/her designee will contact the Designated Employer Representative (DER) at Seymour Housing Authority and inform the representative that the donor cannot be located.

The Designated Employer Representative (DER) will attempt up to three times in 24 hours to contact the donor and let him/her know to contact the MRO within 72 hours.

The MRO may verify the test as positive without having communicated directly with the donor in the following circumstances:

1. The donor declines to discuss the test.
2. Neither the MRO nor the DER of Seymour Housing Authority has been able to contact the donor within 10 days of the MRO receiving the results from the laboratory.

3. The HR Representative has contacted the donor and more than 72 hours have passed since the date the donor was contacted.

   All attempts to reach the donor and any contacts with the Designated Employer Representative and the donor will be maintained in writing in the MRO / Donor worksheet provided by Griffin Hospital Occupational Medicine Center.

**ROLE OF THE SUBSTANCE ABUSE PROFESSIONAL (SAP)**

Regardless of employment status, an individual (including an applicant) who is found to have engaged in prohibited conduct regarding alcohol and/or controlled substances through testing that Seymour Housing Authority coordinated will be provided a list of SAPs available to contact for evaluation and treatment.

An individual is responsible for the cost of the evaluation and treatment if they wish to participate.

**RECORDKEEPING**

All test results and records will be maintained in a secured file separate from the medical record at Griffin Hospital Occupational Medicine Center and in a separate file with limited access at Seymour Housing Authority.

Documentation regarding training given to supervisors will be kept on file.

**TRAINING**

Seymour Housing Authority will provide the training for the recognition of behaviors that may be due to illicit use of drugs and /or alcohol to supervisors:

1. The training will be at least of sixty (60) minutes duration.
2. The training will be documented by certificate and becomes a permanent record.
3. The actual training will educate all trainees to the effects and consequences of controlled substance and alcohol use on personnel health, safety and the work environment.
4. The actual training will educate all trainees on the manifestations (symptoms) and behavioral causes that may indicate controlled substance or alcohol use or abuse.
5. The actual training will educate supervisory personnel as to what action they should take in the event they believe a controlled substance or alcohol is being used or abused.

Contact Information

If an employee has any questions with regard to this policy, he/she may contact one of the following individuals at Seymour Housing Authority:

**Name: David J. Keyser, Executive Director Phone: 888-4579**

**Name: Lisa Sanchez, Bookkeeper Phone: 888-4579**

**44. Employment Benefits**

Longevity Pay

Full-time employees who have completed five years of service will receive longevity pay equal to $125 once a year during the last week of the calendar year subsequent to the anniversary date of hire. Employees completing ten years of service will receive $250 each year in the previously described manner. Employees completing fifteen years of service will receive $375. Employees completing twenty years of service will receive $500.

Health, Welfare and Safety

Health. Employees shall be provided safe, sanitary and healthful working conditions.

Employees shall be covered by workman's compensation insurance.

(1) All employees shall be covered in accordance with the Connecticut Retirement Commission regulation to participate under Title 2 of the Social Security Act as amended.

(2) Retirement: All full time administrative employees shall be covered by the Connecticut Municipal Employee's Retirement Fund "B" as contained in Section 7-425 through Section 7-458 of the 1958 Revision, Connecticut General Statutes and 1967 Supplement of the General Statutes.

(3) Group Life Insurance and Major Medical: All administrative employees shall be covered under the Town of Seymour John Hancock Group Insurance Plan or similar plan as approved by the Commissioners.

(4) All full time employees shall be covered by Connecticut Blue Cross and Blue Shield coverage under the Town of Seymour or similar insurance plan as approved by the Commissioners. New hires subsequent to September 1, 2006 would be offered insurance only on the individual employee and not family members. Current employees would keep their current family member coverage.

(5) Insurance coverage cost to be borne by the Seymour Housing Authority as equivalent with Town of Seymour employee coverage.

Health, life and major medial coverage will discontinue upon separation of employment. Upon separation, the individual will be given the option to remain on the group's coverage at cost to the individual for a period of eighteen months.

Employees health, group life and major medical coverage will be provided by the Authority with the exception of employees on extended leave without pay or prolonged illness. In the event of prolonged illness extension of coverage will be considered to a maximum of 365 days. At this point, the coverage will discontinue and the employee will be given the option to remain with the group's insurance coverage for a period of eighteen months and self pay for coverage in accordance with the requirements of the C.O.B.R.A. insurance regulations. In the event of absence without proper authorization and eventual dismissal, coverage will be

discontinued and the employee will be given the option to remain with the group's insurance coverage as previously described. Where leave without pay has been granted not to exceed three months, insurance coverage will not be interrupted.

Employee Monthly Insurance Premium Co-Payments

Full-Time Employees enrolled in Health Care Coverage will contribute 10% of the cost of Health Care coverage.

**45. Pre-employment Physicals**

Applicants shall be required to take a pre-employment physical. However, the Authority shall not inquire whether an applicant is handicapped or the nature or severity of any handicap.

**46. Amendment**

The Board of Commissioners of the Authority reserves the exclusive right and power, at their sole discretion and at any time, to repeal, amend or add to any of the provisions of this Statement of Personnel Policy.

**47. Administration**

The Executive Director shall have the primary responsibility of enforcement of the provisions and purposes of this Personnel Policy, and shall make and enforce appropriate rules and regulations to carry into full effect the provisions, intent and purposes of these Personnel Policies. In the cases not covered or outlined above or in the event that a waiver is required, this will be at the sole discretion of the Executive Director.

Adopted: 10/08/2003
Amended: 11/5/2003
Amended: 8/9/2006
Amended: 9/6/2006

**Public Trust Policy**

**of**

**Housing Authority of the Town of Seymour**

In the case of abandoned, discarded or items unwanted by residents, or resident's families, the following protocol must be executed by all Housing Authority employees and subcontractors:

I. Acknowledgement Public Service Code of Ethics

A. Ethics Statement
Public service is a public trust. All decisions and actions must be consistent with meeting the needs of the populations and organization served and not for an employee's personal gain

B. The highest standard of ethical conduct and fair dealing is expected of each employee, volunteer and all associated with the Housing Authority. Our reputation is a most valuable asset, and we must continually earn the trust, confidence and respect of our residents, their families, our colleagues and our community.

C. Employees are charged with avoidance of any interest, influence, or relationship which might conflict, or appear to conflict, with the best interests of the Housing Authority, or which might affect your judgment or loyalty. Disclosure of such conflicts must be disclosed to the Executive Director or designated supervisor. Examples of conflicts of interest may include, but are not limited to:

1. Having a financial interest in any business transaction within the Housing Authority community and its associates

2. Accepting gifts, entertainment, or other benefit of more than a nominal value ($25.00) from a any person or organization associated with the Housing Authority

D. Standards of Conduct (re: Personnel Policies of the Housing Authority of Seymour - attached)

1. The maintenance of high standards of honesty, impartiality and conduct of employees is essential to ensure proper performance of business and maintenance of confidence by the public and especially of the tenants. (Item 40)

2. Employees of this Authority are considered to be public employees and as such, must at all times extend the utmost courtesy to tenants and others with whom they come in daily contact in connection with the performance of their duties. The impression made, whether good or bad, will be the one remembered and possibly assumed to be the attitude of all Authority employees. (Item 40A - a)

3. All employees shall conduct themselves in a manner consistent with the highest standards of business at all times (Item 40A - c)

4. Employees may not ask for or receive gratuities or privileges in connection with the business and their relationship with anyone connected with or doing business with the Authority (Item 40A - f)

II. Gifts and Compensation

A. Employees must conduct themselves professionally as a representative of a public service organization understanding that public trust overrules personal interest

B. Employees are not permitted to accept gifts of any nature valued over $25.00 and if received must be for the purposes of significant, special celebrations such as those which involve gift giving such as Christmas, Chanukah, birthdays, weddings, births and anniversaries.

C. Employees may, as part of their employed position or voluntarily, assist residents in moving household items, yet are not permitted to receive any house hold items as gifts or as, or in lieu of, financial compensation for assistance.

D. Employees are to inform anyone associated with the Housing Authority that all gifts, beyond a nominal value ($25.00), excluding advertising novelties, are discouraged. If the giver disregards this directive, the employee must report it promptly. The item(s) will either be returned or donated to an appropriate charity.

III. Receipt and Management of Abandoned Items

A. In the case of abandoned household items protocol identified in the resident Lease Termination Policy and Procedure must be succinctly conducted. Employees are accountable for supporting and providing this information to residents and family members. Procedures identified in the Resident Lease Termination Policy and Procedure document will be executed accordingly (see Attachment)

B. All abandoned household items must be processed within the inventory of the Housing Authority. Disbursement of these items will be made in accordance with the discretion and direction of the Executive Director

IV. Reporting Incidence and Misconduct

A. In accordance with the Housing Authority's Personnel Polices "*Employees shall immediately report to the Executive Director or his/her designee any accident or unusual or improper acting or activity, involving the Authority and/or any of it's personnel.*"

B. The Housing Authority will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

V. Compliance

A. In the case of employee neglect or misconduct regarding any personnel, organizational or aforementioned issuances, immediate corrective action will be taken by the administration, which will be determined by the Executive Director and may lead to employment suspension (without pay) and/or termination. Additionally, failure to comply may result in disciplinary action that may include reimbursement for any damages, losses and criminal prosecution.

B. Action will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this Ethics Policy.

C. All directors and employees must sign the attached Certification.

## Public Trust Policy Certification

I have read and understand the Public Trust Policy of the Housing Authority of Seymour and I agree to abide by this policy in all dealings for and with the Housing Authority and its associates. I state that I have no interests that conflict or may conflict with my service for the Housing Authority of Seymour except as set forth below.

_____

Signature Date

Disclosure of Conflict(s):

If you wish this disclosure to be treated in confidence, please indicate here. _____

This certificate should be returned to:

David J. Keyser, Executive Director

Housing Authority of Seymour

# Seymour Housing Authority
# Controlled Substance
# Testing Program

## I. PURPOSE

It is the purpose of this program to provide a drug free workplace for Seymour Housing Authority, based on the requirements of the Department of Health and Human Services as required by HUD.

## II. OVERVIEW AND SCOPE

Substance abuse continues to be a problem in our society. It poses an enormous risk to public health and safety. According to the most recent National Household Survey On Drug Abuse (NHSDA), 71% of drug users are employed.

The objective of this policy is to develop a drug and alcohol-free workplace which will help ensure a safe and productive workplace and to provide education and treatment to our employees. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

Employees are prohibited from engaging in or unlawfully manufacturing, distributing, dispensing, processing, possessing or using controlled substances (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)) and Chapter 420b of the Connecticut General Statutes part 1.) in the work place, in company vehicles and on company property. The use of alcoholic beverages, controlled substances and /or medications prior to or during working hours that impair the employee's ability to safely perform their job is prohibited.

This policy applies to all employees of Seymour Housing Authority as well as all applicants for employment.

## III. POLICY

Seymour Housing Authority employees are prohibited from the following:

1. Reporting to work or remaining at work while having an alcohol concentration greater than .02.
2. Using alcohol while working
3. Using alcohol within eight hours of reporting to work
4. Reporting for work or remaining at work if the employee tests positive for controlled substances.
5. Reporting for work or to be working when using any controlled substance, except when instructed by a licensed medical practitioner who has advised the employee that the substance will not adversely impact the employee's ability to safely operate a commercial motor vehicle.
6. Refusing to submit to an alcohol or controlled substances test as required by this policy. Below is a description of what is considered to be a **refusal to test**.

## IV. REFUSAL TO SUBMIT TO ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING

Several behaviors may be construed as refusing to submit to an alcohol or controlled substance test. Those include:

Verbal refusal to take the test

Failure to provide sufficient breath for a breath alcohol test*

Failure to provide sufficient saliva to activate the saliva screening device*

Failure to provide sufficient urine for split-sample controlled substance test

Refusal to go to or remain at the collection site

Being unavailable to test after an accident for reason other than obtaining appropriate and timely medical attention

Exhibiting any behavior that obstructs the testing process.

* In the event a licensed medical practitioner evaluates the employee and determines that a medical condition has prohibited the employee from providing an adequate amount of breath, saliva or urine, the employee's failure to provide an adequate amount of breath or urine shall NOT be deemed refusal to test.

A refusal to submit to alcohol or controlled substance test shall have the same consequences as a positive test result.

## V. TYPES OF TESTING

- Pre-employment / Pre-placement
- Random
- Reasonable suspicion

1. *Urine samples* will be collected for the purpose of screening for the following, but not limited to the following in certain circumstances: marijuana, cocaine, phencyclidine, opiates and amphetamines. Any positive test result will be confirmed by a second test (gas chromatography / mass spectrometry) on the same sample.
2. *Urine samples* will be collected at Griffin Hospital Occupational Medicine Center. An accredited Department of Health and Human Services (DHHS) Laboratory will receive the urine samples and will test the urine samples. Seymour Housing Authority requires that the Laboratory comply with all applicable drug testing requirements and procedures, and that test results be communicated only to the MRO designated by Seymour Housing Authority.
3. The testing for alcohol will be through *breath* alcohol testing device.

**Pre-Employment/Pre-placement Testing**
All applicants for employment will be required to submit to a pre-employment / pre-placement urine drug test and breath alcohol. Employment will be made contingent upon a negative drug test result.

1. Applicants will be informed that tests for substance abuse are required and that employment is always contingent upon a negative test. The candidate will have <u>24 hours</u> to present to Griffin Hospital Occupational Medicine Center for the urine drug screen.
2. Applicants who receive an offer of employment contingent upon a negative urine drug will be provided with a copy of this policy.
3. Test results and the final determination of management regarding employment will be communicated to the candidate by the company representative involved with the hiring process, within a reasonable time after the drug test results has been received.
4. No applicant will commence employment in any position covered by this procedure prior to completion of the substance abuse testing process and confirmation of test results; nor will any applicant be permitted to perform in any position covered by this procedure in the event of a positive drug test result.

**Testing for Reasonable Suspicion**
An employee may be required to submit to a drug and alcohol test upon determination by management and or a supervisor of the existence of reasonable suspicion. In addition it is required that the employee be evaluated by a medical provider for a fitness for duty evaluation.

For the purpose of this procedure, reasonable suspicion shall include:

1. A belief that the actions or appearance or conduct of an employee are indicative of the use of a controlled substance or alcohol.
2. Management and other supervisory personnel will have received training in the detection through behavior observation of probable drug or alcohol use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require an employee to undergo testing. The training shall include the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.
3. After management and the employee have discussed the reasonable suspicion, the employee shall be transported and escorted immediately to the designated collection site for collection of a urine sample for drug testing and a breath alcohol test.
4. All indicia of reasonable suspicion shall be documented in written format by management and retained in the personnel file.

**Random testing**

Random drug and alcohol test will be required of all employees as designated by the employer.

The names of employees who are subject to random alcohol and substance abuse testing have been provided to Griffin Hospital Occupational Medicine Center and put into a consortium.

Conducting the random testing as part of the consortium can mean that in a given year, there is the possibility that an employee can be selected for tests several times in one year or not at all.

Once the employee is notified, verbally or by letter, by the employer that they are scheduled for a drug test and a breath alcohol test, he/she has 2 hours to present to Griffin Hospital Occupational Medicine Center.

## VI. TESTS RESULTS AND CONSEQUENCES

### *1. Breath Alcohol Results*

- A breath alcohol concentration level greater than or equal to .02 is considered to be positive.

An employee with a positive test will be evaluated by a medical provider to determine fitness for duty. If it has been determined that the employee cannot perform their job safely, the employee will be escorted home. If the employee is not fit for duty, he/she will be removed from work and cannot return back to work until there is a negative test.

- A positive breath alcohol test will result in an employee receiving a one-time warning. The warning will strongly recommend that the individual obtain counseling for their alcohol problem with a Substance Abuse Professional (SAP). Seymour Housing Authority may use the assistance of Griffin Hospital Occupational Medicine Center to assist the employee with a selection.

If the employee is positive a second time, the re will be immediate termination.

**There is no Medical Officer review (MRO) of breath alcohol tests.**

### *2. Drug Test Results*

- **Negative dilute**. Seymour Housing Authority does not require that the donor provide another specimen. It is accepted as a negative test.
- **Cancelled test due to an invalid specimen**. If the MRO reports this result, the donor is required to present to the collection site immediately upon notification, and provide a second specimen. It is performed under direct observation.
- **Cancelled test due to fatal flaw**. If the MRO reports this, a re-collection is necessary unless a negative result is needed such as pre-placement / pre-employment, return to duty or follow up. Direct observation is not required.
- **Cancelled test due to a reasonable medical explanation**. If the MRO reports this, no further testing is needed.
- **Positive dilute**. If the MRO reports this result, it will be treated in the same manner as a positive.
- **Refusal to test – adulterated /substituted**. If the MRO reports this result, it is treated in the same manner as a positive test result.

- **Positive test** If the MRO reports this result, the employee will be given a one-time warning. He/She will be strongly advised to obtain evaluation and treatment of their substance abuse problem with a Substance Abuse Professional (SAP). Seymour Housing Authority may use the assistance of Griffin Hospital Occupational Medicine Center to assist the employee with a selection.

  The employee must have a negative test to return to work.

  If the employee has a positive drug test a second time, the individual will be terminated immediately.

## VII. ROLE OF THE MRO

The MRO is a licensed physician with knowledge of substance abuse disorders and has appropriate training to interpret and evaluate a confirmed positive test result with the employee's medical history and other relevant biomedical information.

Once the MRO has received the results from a certified laboratory, and there are no fatal flaws with the collection process, a procedure for interviewing the donor with a positive laboratory test is started.

The MRO will follow the Standard Operating Procedure at Griffin Hospital Occupational Medicine Center, and will explain to the donor the purpose of the interview, which is to see if there is a reasonable medical explanation for the positive laboratory test.

Once the test result is verified as positive, the MRO will forward in writing the results to the designated employer representative of Seymour Housing Authority.

**Time Sequence**

The MRO will attempt up to three times in 24 hours, to contact the donor confidentially and give him/her the opportunity to discuss the test result.

After 24 hours, the MRO or his/her designee will contact the Designated Employer Representative (DER) at Seymour Housing Authority and inform the representative that the donor cannot be located.

The Designated Employer Representative (DER) will attempt up to three times in 24 hours to contact the donor and let him/her know to contact the MRO within 72 hours.

The MRO may verify the test as positive without having communicated directly with the donor in the following circumstances:

1. The donor declines to discuss the test.
2. Neither the MRO nor the DER of Seymour Housing Authority has been able to contact the donor within 10 days of the MRO receiving the results from the laboratory.
3. The HR Representative has contacted the donor and more than 72 hours have passed since the date the donor was contacted.

All attempts to reach the donor and any contacts with the Designated Employer Representative and the donor will be maintained in writing in the MRO / Donor worksheet provided by Griffin Hospital Occupational Medicine Center.

## VIII. ROLE OF THE SUBSTANCE ABUSE PROFESSIONAL (SAP)

Regardless of employment status, an individual (including an applicant) who is found to have engaged in prohibited conduct regarding alcohol and/or controlled substances through testing that Seymour Housing Authority coordinated will be provided a list of SAPs available to contact for evaluation and treatment.

An individual is responsible for the cost of the evaluation and treatment if they wish to participate.

## IX. RECORDKEEPING

All test results and records will be maintained in a secured file separate from the medical record at Griffin Hospital Occupational Medicine Center and in a separate file with limited access at Seymour Housing Authority.

Documentation regarding training given to supervisors will be kept on file.

## X. TRAINING

Seymour Housing Authority will provide the training for the recognition of behaviors that may be due to illicit use of drugs and /or alcohol to supervisors:

1. The training will be at least of sixty (60) minutes duration.
2. The training will be documented by certificate and becomes a permanent record.
3. The actual training will educate all trainees to the effects and consequences of controlled substance and alcohol use on personnel health, safety and the work environment.

4. The actual training will educate all trainees on the manifestations (symptoms) and behavioral causes that may indicate controlled substance or alcohol use or abuse.
5. The actual training will educate supervisory personnel as to what action they should take in the event they believe a controlled substance or alcohol is being used or abused.

**Contact Information**
If an employee has any questions with regard to this policy, he/she may contact one of the following individuals at Seymour Housing Authority:

**Name:David J. Keyser, Executive Director** **Phone: 888-4579**

**Name:Lisa Sanchez, Bookkeeper** **Phone: 888-4579**

Adopted 8/9/2006

**Prospective Employee Drug Testing Consent Form**

**Notice and Authorization for Job Applicant Drug Testing**

As a matter of policy, to help ensure a safe work environment free of the use of illegal drugs that may impair the ability to perform the essential functions of the position and in compliance with Federal Drug Free Workplace initiatives and regulatory commitments, I understand that my prospective employer requires applicants for employment to take a urine drug test as a condition of hire. I understand that any offer of employment is contingent upon having a **negative** urine drug screen. It is also my understanding that any applicant who refuses to submit to a drug test or who interferes with the test will **not** be hired. If employed, I agree to obey Seymour Housing Authority's Drug Free Workplace Program.

I understand that I must present for a urine drug screen as directed by the Seymour Housing Authority or within 24 hours of receiving an offer of employment. I understand that I will be required to produce an acceptable urine sample within 2 hours of arriving at Griffin Hospital Occupational Medicine Center.

I hereby consent for Griffin Hospital Occupational Medicine Center or its designated agent to collect a urine sample from me and conduct the necessary tests to determine the presence of illegal drugs or controlled substances.

I also consent to the release of the test results to an authorized representative of my prospective employer for appropriate review.

**Agreed**

_____ _____

Signature Date

_____

Print Name

**Refused**

_____ _____

Signature Date

_____

Print Name

Testing will be performed by:
**Griffin Hospital Occupational Medicine Center**
**100 Commerce Drive, Shelton** **Hours: Monday through Friday**
**8:30 a.m. to 5 p.m.**

# HOUSING AUTHORITY OF THE TOWN OF SEYMOUR
## FEDERAL PET POLICY

The Housing Authority of the Town of Seymour adopts the following pet policy for the purpose of setting guidelines for the ownership of pets at the Callahan House federal complex. Nothing in this pet policy prohibits pet ownership or discriminates against persons relative to admission or continued occupancy because they own pets. The intent of this policy is to maintain a standard for housing persons with pets in a manner, which does not constitute a nuisance or threat to health or safety of other occupants or of other persons in the community. This policy is in compliance with regulations required under 24 CFR Part 5, Subpart C for federally assisted rental housing for the elderly or for persons with disabilities

## POLICY TERMS

1. A $15.00 per month fee will be charged the owner of dogs or cats over and above the monthly rent for the purposes of maintaining the grounds, etc.

2. Common household pets are defined as follows:
   Dogs – Size limited to a maximum of 25 pounds
   Cats – Size limited to a maximum of 20 pounds
   Birds – Canaries, parquets, or lovebirds – limit two per cage
   Fish – Tank limited to a 10-gallon capacity

   Rodents, reptiles, snakes, rabbits, and pigeons are not considered as household pets by this Authority and will not be allowed. Animals that are classified as dangerous or "attack" animals are strictly prohibited.

3. No tenant will be allowed more than one animal or one cage or one tank.

4. Only animals that are "housebroken" will be allowed.

5. A security deposit of $300.00 will be requested for dogs or cats to cover any damages that may be caused by the pet to apartments or hallways. The Housing Authority may use pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the complex including; Cost of repairs and replacement to tenants dwelling unit, and fumigation of tenant's dwelling unit. The Housing Authority will refund unused portion of the pet deposit within a reasonable time after the tenant moves from the complex or no longer owns or keeps the pet in the dwelling unit. In the case of affordability of the pet deposit, the Executive Director may elect at his discretion to allow payment of the pet deposit over a six-month period by collecting $50 per month.

6. Full insurance coverage on dogs or cats must be provided by the tenant to cover any injury or accident caused by the animal. Proof of coverage and amount will be submitted to the Housing Authority.

7. Any damage done by a pet will be total responsibility of the tenant at the time and the Housing Authority will be reimbursed within 30 days of billing.

8. Tenant will sign a statement indemnifying the Housing Authority of any damages, injuries or accidents caused by their pet.

9. Tenant must be able to care for the pets needs. If, after consulting the area Health District and/or a local Veterinarian, it is determined that adequate care is no longer possible, the owner must relinquish the right to pet ownership.

10. The Housing Authority will have the right to have the owner remove any animal that poses a threat to the health or safety or is a nuisance to other residents or Housing Authority Employees.

11. All dogs must be licensed by the Town of Seymour. Transfers from other towns or cities in Connecticut can be obtained form the office of the Town Clerk.

12. All dogs and cats must be inoculated against rabies. All dogs or cats must be spayed or neutered. These requirements must be met before the animal will be allowed in the project and the tenant must present proof. Proof of booster shots to keep the animal safe from disease must be submitted annually.

13. Animals must be restrained at all times. Dogs will be on leases of no more than 6 feet in length. Cats will be on leashes or in carriers or carried by the tenant.

14. Owner must have a signed notarized statement from next of kin stating that the pet will be removed from the apartment in the event that the tenant is absent from the apartment or upon his/her demise.

15. Periodic inspections will be made (with reasonable notice given to the tenant) to assure that the apartments are well maintained and no damaged is being caused.

16. Cat litter must be provided for cats with litter to be changed at least twice a week.

17. Owner is responsible for disposal of animal waste. Waste will be secured in plastic bags and disposed in the compactor or in the Dumpster. No other means of disposal will be

allowed. There will be a designated area outside for animals. Pet owners will be responsible for picking up and disposing of waste. A container will be provided in the designated area.

18. All pets will be properly groomed and maintained free of infections and disease including fleas, ticks, and other infestations.

19. No unauthorized pet will be allowed in the building or on the grounds.

20. If for any reason a pet is left unattended for 24 hours or more, the Authority has the right to enter the apartment and transfer the pet to the proper authorities, i.e., local animal shelter or humane society. The Tenant will hold the Authority harmless in such circumstances.

21. The tenant will take adequate precautions to eliminate any pet odors within the apartment and to maintain the apartment in a sanitary condition at all times.

22. The Tenant agrees to move to a designated area of the complex for those residents with pets should the Housing Authority deem it necessary. Reasons for this move may be for, but not limited to, the purposes of alleviating density problems

23. Animals are barred from the Laundry Room and Community Room.

## Special Purpose Pets

Several portions of these rules shall not apply to situations where animals that assist persons with disabilities are required. Specifically, the size and description of the pets listed in paragraph 2 of the Policy Terms do not apply. Persons with disabilities requiring special assistance pets must document this need with the Housing Authority. Such persons will not be charged the monthly fee nor will they be charged the security deposit or required to carry insurance. These special purpose pets are assumed to be properly trained and maintained as witnessed by certification from an appropriate concern that engages in such training of special purpose animals. The owner must provide the Housing Authority with proof of this special training certification. Nothing in this statement, however, relieves the owner of a pet who assists persons with disabilities from maintaining the pet in accordance with the remaining Policy Terms.

## Amendments to this Policy

Any amendments to the pet policy shall not be made without consultation with the residents of the complex. The resident council and all residents of the complex will receive written notification of any proposed changes, and will be provided no less than thirty days to consider and comment on these changes. At the end of the thirty-day review period, a public hearing will

be held to collect comments from the general resident population. The Housing Authority is solely responsible for the content of any final rule. The Housing Authority will consider tenant comments. Proposed Policy changes will be adopted by the Board of Commissioners of the Seymour Housing Authority. The HUD Field Office will be advised of any final Pet Policy amendments.

## Violations

Any violations of these rules may be grounds for the removal of the pet or termination of the pet owner's tenancy or both. The Housing Authority will properly notify the resident of any adverse action in accordance with the provisions of the lease and HUD regulations and State/local law.

**Adopted by Board of Commissioners**

**_____**

**Date**