

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Housing Authority of the Town of Seymour</u> PHA Code: <u>CT035000001</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/01/2010</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>80</u> Number of HCV units: <u>0</u>																										
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:35%;">Participating PHAs</th> <th rowspan="2" style="width:8%;">PHA Code</th> <th rowspan="2" style="width:20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width:20%;">Programs Not in the Consortia</th> <th colspan="2" style="width:19%;">No. of Units in Each Program</th> </tr> <tr> <th style="width:8%;">PH</th> <th style="width:11%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: It is the mission of the Housing Authority of the Town of Seymour to: affirmatively further fair housing; assist low and moderate-income families to meet their housing or housing assistance needs; provide safe, decent, and affordable housing; and, to advocate and promote housing opportunities in the rental, homeownership, and assisted living affordable housing markets for the Seymour community and the jurisdiction for which it serves.																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.																										
	<p>NEED/GOAL 1: MAINTAIN VIABLE HOUSING SUPPLY - Preserve and increase the supply of quality affordable housing available to low- and moderate-income households for seniors and disabled.</p> <p>NEED/GOAL 2: AFFORDABLE HOUSING PLANNING- Identify and apply for all available resources to assist in the development of housing.</p> <p>NEED/GOAL 3: SUPPORTIVE HOUSING - Develop and implement strategies and solutions to address the supportive housing needs of the elderly, frail elderly and growing disabled population.</p> <p>NEED/GOAL 4: RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY – Develop and maintain opportunity for resident support through community resources for low and moderate income households for seniors and disabled.</p> <p>NEED/GOAL 5: SECURITY AND SAFETY ISSUES – Develop and maintain security and safety programs for low and moderate income households for seniors and disabled.</p> <p>NEED/GOAL 6: MARKET AFFORDABLE AND FAIR HOUSING OPPORTUNITIES - Improve the ability of low- and moderate-income residents to access rental housing opportunities through affirmative marketing.</p> <p>NEED/GOAL 7: FAIR HOUSING - Empower upward mobility for low- and moderate-income residents through fair housing.</p>																										

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>Most notably the Seymour Housing authority made a significant amendment and substantial deviation/modification to its 2008 Agency Plan. The Seymour Housing Authority held a public hearing on December 10, 2009 and revised its 2008 Agency Plan to include provisions to “Federalize” its 40 unit State of Connecticut Elderly complex, Norman Ray House located at 133 Walnut Street. The 2008 Agency Plan revision was submitted on the HUD web-site and eventually accepted by the HUD area office. An application to Federalize the State units was submitted to HUD Boston Regional office on November 23, 2009.</p> <p>In 2009 the Seymour Housing Authority adopted provision of the Violence Against Women Act into its Callahan House Tenant Selection and Occupancy Policy as well as the Federal Lease.</p> <p>In 2009 the Seymour Housing Authority adopted and certified changes to the provisions of its Procurement Policy as necessary for the acceptance of ARRA Capital Fund Stimulus grant.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>The Agency Plan is available at the offices of the Seymour Housing Authority, located at 28, Smith Street, Seymour, CT 06483. The plan is also available at the office of the Seymour Town Clerk, located at the Town Hall, One First Street, Seymour, CT 06483. The Agency Plan is also able to be viewed at the Seymour Public Library, located at 46 Church Street, Seymour, CT 06483.</p> <p>It may also be viewed on line at HUD’s PIH Agency Plans web-site : http://www.hud.gov/utilities/intercept.cfm?/offices/pih/pha/approved/pdf/08/ct035v02.pdf</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Apply for Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers, ARRA funding should funding become available to develop units consistent with the previously mentioned four phased plan to improve the existing LIPH and State of Connecticut housing stock.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>Seymour Housing Authority intends to continue to participate in the Capital Funds Program consistently over the next five years.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>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. Specifically the following excerpt is pertinent to the Seymour Housing Authority’s plan (See below addressing 9.0).</p>

9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

9.0 HOUSING NEEDS

State con Plan

PLANNING PROCESS

The Connecticut 2005-2009 Consolidated Plan for Housing and Community Development was developed in tandem with the State Long-Range Housing Plan. The State Long-Range Housing Plan focuses on the administration of state funded housing development and subsidy programs whereas the Consolidated Plan focuses on the state’s administration of four federal housing and community development block grant programs. This plan is also in compliance with the State’s Proposed Plan for Conservation and Development, which is pending legislative approval.

Overall Goals

The following strategic goals are of equal importance and form the basis of Connecticut’s strategy:

- I. Encouraging Homeownership –
 - o Improve the ability of low- and moderate-income residents to access homeownership opportunities.

- II. Expanding the Supply of Quality Affordable Housing –
 - o Preserve and increase the supply of quality affordable housing available to all low- and moderate-income households, and help identify and develop available resources to assist in the development of housing.

- o Improve the ability of low- and moderate-income residents to access rental housing opportunities.
- o Assist in addressing the shelter, housing, and service needs of the homeless poor and others with special needs.

III. Revitalizing Communities –

- o Provide communities with assistance to undertake economic development initiatives.
- o Provide assistance to help communities undertake community infrastructure, facility, and service projects affecting public health, safety and welfare.

Prioritization Of Funding And Need

This plan recognizes that the housing and community development needs of the state are many while the resources to address these issues are limited. As such, this plan attempts to maximize all available state and federal resources by focusing the state’s efforts.

Only those issues deemed to be a high priority to the state have been identified in this plan. All other issues are, by default, deemed to be a lower priority in terms of funding attention.

There are 12 goals outlined in this document. These goals are as follows:

- GOAL 1: SUPPORTIVE HOUSING** - Develop and implement strategies and solutions to address the problem of homelessness through the utilization of supportive housing.
- GOAL 2: HOME OWNERSHIP** - Improve the ability of low- and moderate-income residents to access home ownership opportunities.
- GOAL 3: RENTAL HOUSING SUPPLY** - Preserve and increase the supply of quality affordable housing available to low- and moderate-income households.
- GOAL 4: RENTAL HOUSING OPPORTUNITIES** - Improve the ability of low- and moderate-income residents to access rental housing opportunities.
- GOAL 5: AFFORDABLE HOUSING PLANNING**- Help identify and develop available resources to assist in the development of housing.
- GOAL 6: FAIR HOUSING** - Empower upward mobility for low- and moderate-income residents through fair housing.
- GOAL 7: HOMELESSNESS** - Address the shelter, housing and service needs of the homeless poor and others with special needs.
- GOAL 8: SPECIAL NEEDS** - Address the housing and service needs of those populations defined as having special needs:
 - Elderly And Frail Elderly
 - Persons With Disabilities
 - Persons With HIV/Aids And Their Families
 - Persons With Substance Abuse Issues
 - Persons Recently De-Incarcerated
- GOAL 9: LEAD PAINT AND HAZARDOUS MATERIALS** - Support the removal of lead-based paint and other hazardous materials in existing housing.

GOAL 10: PUBLIC HOUSING RESIDENTS – Facilitate homeownership opportunities for public housing residents.

GOAL 11: NON-HOUSING: ECONOMIC DEVELOPMENT - Provide communities with assistance to undertake economic development initiatives.

GOAL 12: NON-HOUSING: INFRASTRUCTURE & PUBLIC FACILITIES - Provide assistance to undertake improvements to the community infrastructure, and construct or rehabilitate public facilities projects affecting public health, safety and welfare of low- and moderate-income residents

**SEYMOUR HOUSING AUTHORITY’S IDENTIFIED NEED.
SEYMOUR HOUSING AGENCY PLAN**

The Seymour Housing Authority is a Small Agency without sufficient resources to address all the needs identified in the State’s goals for affordable housing. However, the Seymour Housing Authority has identified and achieved success in several areas as explained in the narrative response +to Section 10.0 (a).

The Seymour Housing Authority has identified the areas of need for its community based on the following assumptions:

As reported in Sperling’s Best Places:

As of 2009, Seymour's population is 16,240 people. Since 2000, it has had a population growth of 4.94 percent.

The median home cost in Seymour is \$255,370. Home appreciation the last year has been -8.70 percent.

Compared to the rest of the country, Seymour's cost of living is 9.47% Higher than the U.S. average.

Seymour public schools spend \$7,865 per student. The average school expenditure in the U.S. is \$6,058. There are about 16 students per teacher in Seymour.

The unemployment rate in Seymour is 8.10 percent(U.S. avg. is 8.50%). Recent job growth is Negative. Seymour jobs have Decreased by 2.50 percent.

The 2000 Census data reflects the following:

	#	%
RACE		
One race	15,320	99.1
White	14,642	94.7
Black or African American	209	1.4
American Indian and Alaska Native	32 0	.2
Asian	273	1.8
Asian Indian	149	1.0
Chinese	33 0	.2
Filipino	18 0	.1
Japanese.	2 -	-
Korean.	26	.2
Vietnamese.	2 -	-
Other Asian 1	43 0	.3
Native Hawaiian and Other Pacific Islander.	3 -	-
Native Hawaiian.	2-	-
Guamanian or Chamorro	--	-
Samoan.	--	-
Other Pacific Islander 2	1 -	-
Some other race	161	1.0
Two or more races	134	.9

HOUSEHOLD BY TYPE		
Total households.	6,155	100.0
Family households (families).	4,207	68.4
With own children under 18 years	1,958	31.8
Married-couple family	3,413	55.5

With own children under 18 years	1,551	25.2
Female householder, no husband present	586	9.5
With own children under 18 years	322	5.2
Nonfamily households	1,948	31.6
Householder living alone	1,650	26.8
Householder 65 years and over	664	10.8
Households with individuals under 18 years	2,085	33.9
Households with individuals 65 years and over	1,563	25.4
Average household size	2.49	(X)
Average family size	3.05	(X)

HOUSING OCCUPANCY

Total housing units	6,356	100.0
Occupied housing units	6,155	96.8
Vacant housing units	201	3.2
For seasonal, recreational, or occasional use	17 0	.3
Homeowner vacancy rate (percent)	0.6	(X)
Rental vacancy rate (percent)	3.0	(X)

INCOME IN 1999

Households	6,165	100.0
Less than \$10,000	216	3.5
\$10,000 to \$14,999	327	5.3
\$15,000 to \$24,999	624	10.1
\$25,000 to \$34,999	663	10.8
\$35,000 to \$49,999	1,082	17.6
\$50,000 to \$74,999	1,477	24.0
\$75,000 to \$99,999	877	14.2
\$100,000 to \$149,999	747	12.1
\$150,000 to \$199,999	91	1.5
\$200,000 or more	61	1.0
Median household income (dollars)	52,408	(X)
With earnings	5,023	81.5
Mean earnings (dollars) ¹	61,376	(X)
With Social Security income	1,774	28.8
Mean Social Security income (dollars) ¹	12,240	(X)
With Supplemental Security Income	168	2.7
Mean Supplemental Security Income (dollars) ¹	6,682	(X)
With public assistance income	191	3.1
Mean public assistance income (dollars) ¹	3,840	(X)
With retirement income	1,146	18.6
Mean retirement income (dollars) ¹	12,146	(X)

Families	4,277	100.0
Less than \$10,000	115	2.7
\$10,000 to \$14,999	68	1.6
\$15,000 to \$24,999	277	6.5
\$25,000 to \$34,999	383	9.0
\$35,000 to \$49,999	657	15.4
\$50,000 to \$74,999	1,151	26.9
\$75,000 to \$99,999	781	18.3
\$100,000 to \$149,999	710	16.6
\$150,000 to \$199,999	74	1.7
\$200,000 or more	61	1.4
Median family income (dollars)	65,012	(X)
Per capita income (dollars) ¹	24,056	(X)

Median earnings (dollars):

Male full-time, year-round workers	46,171	(X)
Female full-time, year-round workers	32,186	(X)

The Federal Interagency Forum on Aging-Related Statistics, reports that 35% of seniors, more than 13 million older Americans, have low incomes, estimated less than 200 percent of poverty (2009 Poverty levels are reported at \$10,830 for singles and \$14,570 for couples in the 48 contiguous States.). This information is from the Older Americans 2008: Key Indicators of Well-Being. To further document our need, in their report, America's Rental Housing: The Key to a Balanced National Policy, Harvard University's Joint Center for Housing Studies published statistics stating that among seniors who rent, 53 percent, some 2.5 million older Americans, pay more than 30 percent of their incomes for housing, and

1.4 million pay more than 50 percent. The report further states that these households are without sufficient resources to pay for rent and utilities as well as for food, medicine, and other necessities and must make decisions of what to go without. The Harvard report concludes that households with a basic Supplemental Security Income payment of \$623 a month is only enough to cover a rent of \$191 a month, which is fraction of most, if not all, fair market rents for an efficiency apartment, let alone one with a separate bedroom. The Seymour Housing Authority strives to remain as viable source of housing to those individuals and to all those we serve.

A current statistical review of our Public Housing stock would reflect that annual gross income for the seniors and disabled currently residing in our LIPH housing averages \$16,051 annually and adjusted income averages \$14,229 annually, well below Seymour's median household income of \$52,402 as reported in the 2000 Census report. As this report points out, the senior and disabled populations we serve exist on income levels just slightly above poverty level. For this reason, we have higher occupancy rates and longer waiting list statistics than market rate housing and the 3 percent vacancy reported for Seymour in the 2000 census.

In 2006 a review of the LIPH rent roll revealed that of the 80 dwelling units, 76 (95%) were occupied by seniors, age 62 or older; and, 4 units (5%) were occupied by young disabled. Since then, the mixed population has grown exponentially. As of December 2009 occupancy by residents 62 and older is 68 (73.91%) and 24 units (26.07%) occupied by non-elderly disabled.

Currently a review of the demographic statistics would reveal the racial mix of the LIPH complex of the 80 households, 76 individuals are white, non-Hispanic, 3 are white – Hispanic (total white population 98.7%), and one is black (1.30%).

It is imperative that we maintain the existing aging housing stock as a viable resource for our community seek new sources of affordable housing to replace aging existing stock. Finding a sustainable source for supportive services for the aging population and growing disabled population will also be a focus for the Seymour Housing Authority. Ensuring that we affirmative further affordable and fair housing opportunities is consistent with our mission and the goals of the State's Consolidated Plan. The following represents the Seymour Housing Authority's goals more specifically:

- NEED/GOAL 1: MAINTAIN VIABLE HOUSING SUPPLY** - Preserve and increase the supply of quality affordable housing available to low- and moderate-income households for seniors and disabled.
- NEED/GOAL 2: AFFORDABLE HOUSING PLANNING**- Identify and apply for all available resources to assist in the development of housing.
- NEED/GOAL 3: SUPPORTIVE HOUSING** - Develop and implement strategies and solutions to address the supportive housing needs of the elderly, frail elderly and growing disabled population.
- NEED/GOAL 4: RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY** – Develop and maintain opportunity for resident support through community resources for low and moderate income households for seniors and disabled.
- NEED/GOAL 5: SECURITY AND SAFETY ISSUES** – Develop and maintain security and safety programs for low and moderate income households for seniors and disabled.
- NEED/GOAL 6: MARKET AFFORDABLE AND FAIR HOUSING OPPORTUNITIES** - Improve the ability of low- and moderate-income residents to access rental housing opportunities through affirmative marketing.
- NEED/GOAL 7: FAIR HOUSING** - Empower upward mobility for low- and moderate-income residents through fair housing.

9.1 STRATEGIES FOR ADDRESSING NEEDS

NEED/GOAL 1: MAINTAIN VIABLE HOUSING SUPPLY

Strategy : Maximize the number of affordable units available to the PHA within its current portfolio by:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line

- Reduce turnover time for vacated public housing units over prior three years.
- Reduce/maintain time to complete work orders in public housing units.
- Complete 100% of annual dwelling unit, system and building inspections and complete all associated work generated from inspections.
- Maintain the physical plant and systems of the public housing stock in accordance with manufacturer's recommendations.
- Maintain public housing management (PHAS Scores)
- Perform the Physical Needs Assessment and update the Capital Fund five-year plan prior to the end of this five year Agency Plan conclusion.
- Apply for Small Cities Grant Funds should they become available through negotiation to take part/share funds with the Town of Seymour

Improve Management Capabilities

- If the Seymour Housing Authority is to be viable to satisfy the needs of the populations it serves well into the future, management must seek out opportunity to solidify its financial position and strengthen its ability to manage.
- A change in the Management Information System to a Web Based for a more capable Information System to provide real-time variance and cash flow data and information for management.
- Participate in Professional Development and training and conferencing as provided by Public Housing industry or relative non-industry organization or agencies. Such organizations and agencies include but are not limited to: National Association of Housing and Redevelopment Officials (NAHRO), Connecticut Chapter of NAHRO, New England Regional Conference of NAHRO, and Public Housing Authority Director's Association (PHADA).

NEED/GOAL 2: AFFORDABLE HOUSING PLANNING

Strategy : Increase the number of affordable housing units by:

- Apply for section 8 units should they become available
- The Seymour Housing Authority continues to endeavor to expand its operations into such programs as the Section 8 subsidy administration by re-establishing its area of jurisdiction and operation, the Seymour Housing Authority seeks to apply its occupancy experience and administrative standards to further housing opportunity in its community.
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Acquire or build units or developments to increase the quality and quantity of public housing units by acquiring single family and duplex units utilizing its non-profit component – SHA Development Corp.
- Continue to fulfill the remaining parts of the four phase plan developed during 1999 & 2000 to build 58 new senior/disabled housing using mixed financing including a subsidy component, and to rehabilitate the existing elderly housing stock with available funds to convert the 92 efficiency apartments currently owned and operated by combining dwelling units to create larger one bedroom units. This would reduce density in the LIPH program from 80 units to 50 units, and reduced the density in the State Elderly complex from 40 units to 20 units.
- Seek collaborations with private industry partners to form, programs to finance, redesign, rehabilitate housing opportunity existing in the Community. Forming partnerships in the community to create new housing opportunity.
- Apply for Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers, ARRA funding should funding become available to develop units consistent with the previously mentioned four phased plan to improve the existing housing stock.
- The Seymour Housing Authority intends to "Federalize" its State elderly complex, Norman Ray House located at 133 Walnut Street, Seymour, CT 06483 in accordance with the American Recovery and Reinvestment Act of 2009 (ARRA), and to proceed with Conventional Development with Rehabilitation method of development as authorized under 24 CFR 941.102(a)(1). The intent is to spend a minimum of \$2,000 per unit to bring the dwelling units up to UPCS using the 2009 ARRA stimulus funds. There are 40 units so we would have to move \$80,000 from the Callahan House ceiling repair work item to complete the identified work items at the Norman Ray House. As part of our mission it is the Seymour Housing Authorities responsibility to provide affordable housing to its community. The Norman Ray House residents are in jeopardy of losing their affordable housing. Federalizing the State, Norman Ray

House senior complex and the opportunity to receive a formula subsidy under the HUD program will provide viability to this affordable housing well into the future.

NEED/GOAL 3: SUPPORTIVE HOUSING

Strategy : **Target available assistance to the elderly:**

- Seek designation of public housing for the elderly

Target available assistance to Frail Elderly:

- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Apply for Federal Assisted Living Services subsidy program grants should they become available

Target available assistance to Families with Disabilities:

- Fulfill the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- New construction and rehabilitation of existing stock provides the opportunity to create ADA and Section 504 compliant housing stock
- Market to leverage local non-profit and local governmental agencies that assist families with disabilities

NEED/GOAL 4: RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY

Strategy : **HUD-Funded Resident Opportunities and Self Sufficiency**

- Apply for Resident Services Coordinator funding/Ross Grant funding should funds become available.

Non-HUD Funded Resident Opportunities and Self Sufficiency

- The goals of the seniors are not to become economically self-sufficient. They are at a point in their lives when they are on a fixed income and really most of them could not continue to work. The Seymour Housing Authority recognizes the need for social activity and self improvements. We will continue to provide a number of programs for seniors aimed at self improvement and health related matters.

NEED/GOAL 5: SECURITY AND SAFETY ISSUES

Strategy : **Effective Applicant Screening**

- Carry out the provisions of the “One Strike and You’re Out” policy provided in the 1996 Extender Act. The Seymour Housing Authority will deny occupancy to, and take aggressive action to evict tenants in its federally subsidized or financed Public Housing on the basis of illegal drug-related activities and alcohol abuse when such abuse leads to behavior that threatens the health and safety or peaceful enjoyment of the premises by other residents.
- In consideration of eligibility for occupancy to the Seymour Housing Authority’s Federal public housing the following will apply and will result in denial or rejection of an application:
 - A history of crimes of physical violence to persons or property.
 - A history of crimes involving the illegal manufacture, sale, distribution or use of, or possession with intent to manufacture, sell, use or distribute a controlled substance.
 - A history of crimes which would adversely affect the health, safety or welfare of other tenants.
 - Any previous evictions from public housing within the past three years because of drug-related criminal activity.
 - The Seymour Housing Authority will deny occupancy to persons it has reasonable cause to believe, based on illegal use or a pattern of illegal use of controlled substances, may interfere with the health, safety or right to peaceful enjoyment of the premises by other tenants.

Effective Lease enforcement

- In consideration of continued occupancy the Seymour Housing the following will apply and will result in an eviction action:
 - Any drug-related or criminal activity occurring on or off Housing Authority property will be treated as a “serious violation of the material terms of the lease”. Criminal activity is cause for eviction **even in the absence of conviction or arrests.** Criminal activity includes: Anyone involved in the possession, sale, or distribution of controlled substances, including violation of liquor laws.
 - Alcohol abuse is grounds for termination of tenancy if the Seymour Housing Authority determines that such abuse interferes with the health, safety, or right to peaceful enjoyment of the premises by other tenants.
 - Any person who the Seymour Housing Authority determines is illegally using a controlled substance, or whose illegal use of a controlled substance is determined to interfere with the rights of other tenants.
 - Discharge or illegal possession of firearms.
 - Anyone involved in fights, assaults, acts of violence or disputes on or outside Housing Authority property
 - Any household that is reported on more than one occasion to have a high degree of traffic to and from his/her apartment.

Effective Building Maintenance & Safety Features

- Maintain the building and dwelling units utilizing Uniform Physical Condition Standards for annual and periodic inspections of dwellings. Routine inspection of apartment and building entry locks to ensure proper working order.
- Maintain hallway & common area CCTV system & recording devices.

Partnering with Community Resources

- Partnering with Seymour Police Department to provide ability to search the National Crimes Institute Center for criminal background checks.
- Partnering with Seymour Police Department to provide Community Policing and Block Watch assistance.
- Partnering with Social Service Agencies to provide assistance with disabled population and at risk behaviors.

NEED/GOAL 6: MARKET AFFORDABLE AND FAIR HOUSING OPPORTUNITIES

Strategy : Increase awareness of Seymour Housing Authority resources among families of races and ethnicities with disproportionate needs:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Conduct activities to affirmatively market to further fair housing

NEED/GOAL 7: FAIR HOUSING

Strategy : Maintain staff education in Fair Housing

- All Staff has all received Fair Housing Training during 2009. Fair Housing Training will continue to be offered to employees as part of continuing professional development.
- 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.

Maintain/review policies and procedures to remove barriers to Fair Housing

- Continue to complete the self-evaluation/needs assessment and transitions plan required under Sec. 504 of the Rehabilitation Act.

- As a Housing Authority, our regulatory over-site partners, HUD, DECD and CHFA 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 lawful 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
- Our affirmative marketing plan includes minority community contacts and advertising strategies that address the issues raised by the by the State's consolidated Plan. We will continue our efforts to affirmatively market our housing stock.
- Through the continual efforts to improve & rehabilitate its housing stock, the Seymour Housing Authority addresses the single most prohibitive barriers to Fair Housing, the cost of new development. The existing stock could not affordably be replaced. Neither 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.

10 ADDITIONAL INFORMATION:

10 (a) Goals Obtained

- 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.
- The Seymour Housing Authority's component entity, SHA Development Corp. has been successfully furthering fair housing in multiple areas. In 2006 SHA Development Corp. completed construction and began initial operation of a 56 unit State of Connecticut PILOT Demonstration Assisted Living facility. Smithfield Gardens Assisted Living provides low to moderate income housing, special core services, three meals per day and assisted living services to individuals and couples age 65 and older and who qualify for the IRS Low Income Housing Tax Credit program and the State's Connecticut Home Care Program for the Elderly This achievement grants us the ability to further fair housing and to provide 19 units of housing at 50% of the Area Medium Income (AMI) and 37 units of housing at 60% of AMI. This development was achieved by partnering with a food service contractor, an Assisted Living Services Agency and the Seymour Housing Authority to provide meals, Assisted Living Services, Property Management and the Core Services to frail elderly who qualify for the program.
- During 2007 the SHA Development Corp partnered with a local Architect/private entrepreneur, the Bank Street East Limited Liability Corp., who has endeavored to provide twelve units of affordable elderly housing in the downtown Seymour area. This Architect is renovating two historic buildings that will combine commercial space and twelve one bedroom apartments funded by the State of Connecticut's Housing Trust Fund and Federal Home Loan Bank affordable housing low cost loan and grant funding as well as private bank loans provided by the Naugatuck Valley Savings and Loan Bank. Eight of these twelve units will be occupied by individuals whose income does not exceed 60% of AMI. Four of the units will house individuals at market rate. In 2008 the Seymour Housing Authority will embark on a 15 year management agreement to manage these of affordable senior housing under the State of Connecticut's Affordable Housing Program guidelines
- Seymour Housing Authority continued to be a High Performer Status for its management of the LIPH Program
- Seymour Housing Authority continued to affirmatively market its property.
- Seymour Housing Authority continues to provide residents with Self Sufficiency/Improvement programs

- Seymour Housing Authority successfully applied for and received a third round of Private Foundation funds to continue the Community Policing efforts. This effort has been funded a total of \$107,000 in Private Foundation funds.
- Staff training included the following during 2009:
 - Public Housing Manager (PHM) certification offered by NAHRO. This designation was achieved by the MRC Director.
 - Conn Nahro's Annual Maintenance Training provided sessions on Bed Bugs and Diversity Training. This was attended by the entire maintenance staff, the Executive Director and Senior Occupancy Specialist. This training provided tremendous insight into a problem with bed bugs that would latter surface as a maintenance issue.
 - Conn Nahro Fair Housing Training and Certification. This training was attended by all Seymour Housing Authority Staff and key Smithfield Gardens Staff. This satisfied a requirement of a CHRO settlement.
 - Nahro offered a Federal/HUD Procurement & Contract Seminar. This provided an update to the latest HUD requirements for procurement compliance including the new ARRA funding compliance requirements and was attended by the Maintenance Services Coordinator/Assistant Occupancy Specialist.
 - HUD – Enterprise Income Verification (EIV) System 9.0. This HUD training provided guidelines to the use of this income verification system that is used and required by the Federal LIPH housing program. All applicants and residents of Federal LIPH programs are reported to HUD using this program. The training provided instruction and guidance on HUD's latest updates to the EIV system. This was attended by the Bookkeeper/Office Manager, Senior Occupancy Specialist, Junior Occupancy Specialist, and the Maintenance Coordinator/Assistant Occupancy Specialist.
 - Conn Nahro 11th Annual Convention & Exhibition. This provided training in many Public Housing program areas including occupancy guidelines, fair housing, and HUD program updates. This was attended by the Executive Director, Occupancy Specialist and Smithfield Recreational Coordinator.
 - Conn Nahro offered a Section 8 Rent Calculation session. This session provided training in HUD program rental calculation. Section 8 rent calculations are the same as LIPH rent calculations, therefore this training is relevant to the Rev. Callahan House program. This was attended by the Junior Occupancy Specialist, Maintenance Services Coordinator/Occupancy Assistant and the Bookkeeper/Office Manager.
 - C3P Low Income Housing Tax Credit training & Certification. This program is a requirement to operate a Federal Low Income Housing Tax Credit program and therefore a necessity to manage Smithfield Gardens Assisted Living. Yearly updates and certifications were obtained by the MRC Director and the Executive Director.
 - PHA Web Public Housing Software training. Two trainings were provided on-site by MTCS, our contract provider. This is part of our conversion from the Computerized Housing Authority System to PHA Web. The first training was in tenant accounting and resulted in the conversion of all tenant accounting functions to PHA Web. The second was in tenant accounts receivable. This resulted in conversion of tenant accounts receivable and rent rolls to PHA Web. This training was attended by all Seymour Housing staff and key SGAL staff.
 - HUD Fair Housing Training. HUD offered updates and training in Fair Housing near year end. This training was attended by the Senior & Junior Occupancy Specialists, Maintenance Services Coordinator/Occupancy Assistant and the Utopia Supervising Nurse.
 - The Seymour Housing Authority invested \$11,600 in Staff Training during 2009 to improve Staff knowledge and professionalism in order to better serve the community.

10 (b)**Seymour Housing Authority's definition of "significant amendment" and "substantial deviation/modification"**

- Substantial deviations or significant amendments or modifications are defined as changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners. Such changes include those provided by Notice PIH 99-51 and are as follows:
 - Changes to rent or admissions policies or organization of the waiting list (This provision does not include any changes to admissions policies promulgated by a change in Federal or State Regulations. Such changes will be documented by PIH notices or CFR excerpts.);
 - Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or change the use of replacement reserve funds under the Capital Fund (This does not limit the fungibility between CFP program years provided by HUD Guidelines); and
 - Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

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, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide 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 is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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 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. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for

maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities

conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.**
 - 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.

- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling

basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled**

PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 1/1/2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the Town of Seymour

CT053000001

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2014

Annual PHA Plan for Fiscal Years 2010 - 2010

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Brenda A. White	Chairperson
Signature	Date
<i>Brenda A White</i>	12/22/2009

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Seymour Housing Authority

Program/Activity Receiving Federal Grant Funding

Rev. Callahan House, CT035000001, CFP CT26P03550107, CT26P03550108, CT26S03550109, CT26P03550109

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

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

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

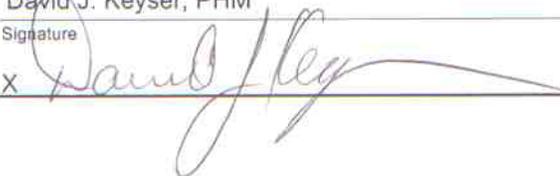
2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Rev. Callahan House
32 Smith Street
Seymour, CT 06483

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official David J. Keyser, PHM	Title Executive Director
Signature X 	Date 12/22/2009

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Seymour Housing Authority

Program/Activity Receiving Federal Grant Funding

Rev. Callahan House, CT035000001, CFP CT26P03550107, CT26P03550108, CT26S03550109, CT26P03550109

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

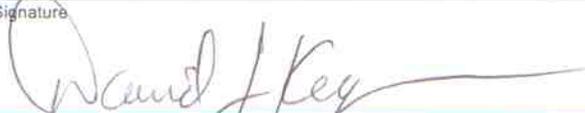
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official David J. Keyser, PHM	Title Executive Director
Signature 	Date (mm/dd/yyyy) 12/22/2009

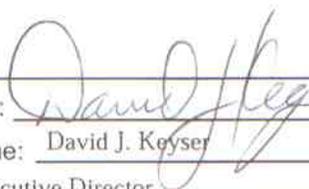
DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c 3rd	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Seymour Housing Authority 28 Smith Street Seymour, CT 06483 Congressional District, if known: 3rd	
6. Federal Department/Agency: U.S. Department of Housing & Urban Development	7. Federal Program Name/Description: Elderly LIPH Operating Subsidy & Capital Fund CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> National Association of Housing and Redevelopment Office NAHRO	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> NAHRO Agency <div style="text-align: right; margin-right: 50px;">  Signature: _____ Print Name: <u>David J. Keyser</u> Title: <u>Executive Director</u> Telephone No.: <u>203-888-4579</u> Date: <u>12/22/2009</u> </div>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the flier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Seymour Housing Authority

CT035000001

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

David J. Keyser, PHM

Title

Executive Director

Signature



Date 12/22/2009

**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: CT26P03550107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 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	2,011.00	2,011.00	2,011.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,760.00	7,368.00	7,368.00	7,368.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	69,777.00	70,479.00	70,479.00	38,800.00
11	1465.1 Dwelling Equipment—Nonexpendable	4,500.00	4,190.00	4,190.00	4,190.00
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)	84,048.00	84,048.00	84,048.00	52,369.00
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, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2008 FFY of Grant Approval:
PHA Name: Housing Authority of the Town of Seymour	Grant Type and Number Capital Fund Program Grant No: CT26P03550108 Replacement Housing Factor Grant No: Date of CFFP:	

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 1 - 9/30/2009)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	2,011.00	874.44	874.44	874.44
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,760.00	7,600.00	7,600.00	5,575.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	68,016.00	69,622.56	21,971.00	0
13	1475 Non-dwelling Equipment	4,500.00	4,190.00	4,190.00	4,190.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

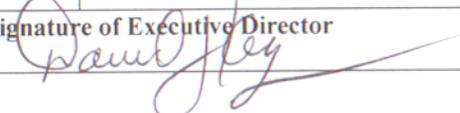
Part I: Summary	
PHA Name: The Housing Authority of the Town of Seymour	Grant Type and Number Capital Fund Program Grant No: CT26P0350108 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2008 FFY of Grant Approval:	

Type of Grant

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 1 – 9/30/2009)

Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	82,287.00	82,287.00	34,635.44	10,639.44
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
	11/13/09		

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of the Town of Seymour			Grant Type and Number Capital Fund Program Grant No: CT26P03550108 CFPP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2008		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
CT035001	Install Direct Digital Controller for HVAC, domestic hot water heating and hydronic baseboard heat system	1460	1	60,816.00	36,171.00	21,971.00	0	
CT035001	Ceiling Repairs/Cracks –Phases 1 & 2	1460	21	0	27,251.56	0	0	
CT035001	Cycle Paint 10 dwelling units	1460	10	7,200.00	6,200.00	0	0	
CT035001	Refrigerator Replacement in 10 units	1465.1	10	4,500.00	4,190.00	4,190.00	4,190.00	
CT035001	Consulting Fees - construction management for contract supervision/design of bid and contract documents	1430.1		7,760.00	7,600.00	7,600.00	5,575.00	
CT035001	Administrative Costs – Printing & Advertising	1410		2,011.00	874.44	874.44	874.44	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval: 2009
PHA Name: Housing Authority of the Town of Seymour	Grant Type and Number Capital Fund Program Grant No: CT26S03550109 Replacement Housing Factor Grant No: Date of CFFP:	

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	2,011.00	302.34	94.60	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,760.00	7,485.00	7,485.00	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	94,388.00	7,760.00	0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴		88,611.66	0	0

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary						
PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No: CT26S03550109 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2009 FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	104,159.00	104,159.00	7,579.60	0	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director David J. Keyser, PHM 		Date 11/13/2009		Signature of Public Housing Director Date		

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of the Town of Seymour			Grant Type and Number Capital Fund Program Grant No: CT26S03550109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
CT035001	Ceiling Repairs/Cracks etc	1460	80	78,388.00	0	0	0	
CT035001	Cycle Paint 10 dwelling units	1460	10	\$10,200.00	0	0	0	
CT035001	Software Changes for alarm system	1460	1	\$5,800.00	\$7,760.00	0	0	
CT035001	Consulting Fees, construction mgt. design	1430.1	1	\$7,760.00	\$7,485.00	\$7,485.00	0	
CT035001	Administrative Costs - Printing & advertising	1410	1	\$2,011.00	302.34	94.60	0	
CT035???	Consulting Fees, Construction Mgt & Design - for rehabilitation of Norman Ray House	1499	1	\$0	\$2,400.00	0	0	
CT035???	Rehabilitation of Norman Ray House for conversion to federalization - Work Items to include electric, plumbing, carpentry and general maintenance to comply with UPCS.	1499	40	\$0	\$86,211.66	0	0	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part I: Summary	
PHA Name: Housing Authority of the Town of Seymour	Grant Type and Number Capital Fund Program Grant No: CT26P03550109 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2009 FFY of Grant Approval:	

Type of Grant
 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	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	1,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	8,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	79,425.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary						
PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program Grant No: CT26P03550109 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2009 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	88,425.00				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director David J. Keyser, PHM Date 9/11/2009				Signature of Public Housing Director Date		

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary	
PHA Name: Housing Authority of the Town of Seymour	Grant Type and Number Capital Fund Program Grant No: CT26P03550110 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2010 FFY of Grant Approval: 2010	

Type of Grant
 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	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	2,011			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,500			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	78,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of the Town of Seymour	Grant Type and Number Capital Fund Program Grant No: CT26P03550110 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant:2010 FFY of Grant Approval: 2010			
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	87,500			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date 12/15/2009		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number		Locality (City/County & State)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY _2010__	Work Statement for Year 2 FFY _____ 2011 _____	Work Statement for Year 3 FFY _____ 2012 _____	Work Statement for Year 4 FFY _____ 2013 _____	Work Statement for Year 5 FFY ____ 2014 _____
B.	Physical Improvements Subtotal	Annual Statement	78,000	83,500	84,500	3,100,600
C.	Management Improvements					60,000
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		2,000	2,000	2,000	92,000
F.	Other-Architect/Engineering		7,500	2,500	2,500	180,000
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		87,500	88,000	89,000	3,462,600
L.	Total Non-CFP Funds					
M.	Grand Total		87,500	88,000	89,000	3,462,600

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____	Work Statement for Year <u>2013</u> FFY <u>2013</u>			Work Statement for Year: <u>2014</u> FFY <u>2014</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Ceiling Repairs/Cracks	80	76,000	Ceiling Repairs/Cracks, etc.	80	476,000
Annual	Cycle Paint 10 Units	10	8,500	Cycle Paint 10 Units	10	9,000
Statement				Replace 3gal toilets w/ low power flush toilets	80	49,200
				Reline 1000 gal hot water storage tank	80	6,000
				Add roof top solar panels to power lights	80	150,000
				Replace vertical blinds with shades	80	35,000
				Replace kitchen & bath water supply valves	80	20,400
				Landscape upgrade	80	45,000
				Replace water pumps for heating system	80	35,000
				Replace stairwell steel pans, carpet and stair treads	80	65,000
				Roof replacement	80	250,000
				Install fire walls between units on first floor	14	8,500
				Install common area lighting control to dim lights	80	15,000
				Redecorate building entry-paneling, ceiling, lighting	80	32,000
				Security system entry door upgrade	80	1,500
				Combine apartments to make one bedroom units	72	1,500,000
				Replace/upgrade co-generator with 75kwh machine	80	120,000
				Install whole building electric filter	80	32,000
	Subtotal of Estimated Cost		\$84,500	Subtotal of Estimated Cost		\$

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY __2010	Work Statement for Year ____2011____ FFY __2011____		Work Statement for Year: ____2012____ FFY ____2012____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement				
	Subtotal of Estimated Cost		Subtotal of Estimated Cost	

Public Hearing

2010 PHA Five-year PLAN Meeting Minutes

Resident of 32 Smith Street, Rev. Callahan House

Present:

Gloria Salzano	Apt. 4X	Helen Joseph	Apt. 4J
Bob Turziano	Apt. 2H	Grace Israel	Apt. 1G
Virginia Dota	Apt. 4X	Laura Bengivengo	Apt. 4F
Catherine Martin	Apt. 2P	Clara Amodio	Apt. 4E
Doris Sykes	Apt. 2M	Nicholas Minuto	Apt. 3B
Lena Minuto	Apt. 3B	Mary Yocher	Apt. 2K
Joe Michaud	Apt. 4R	Anna Stadnick	Apt. 3X
Dominic Bellucci	Apt. 4M	John Gracy	Apt. 4H
June Stec	Apt. 2T	Ruth Ewen	Apt. 2A
Rita Casey	Apt. 3C	William Rosa	Apt. 3L
Neria Aponte	Apt. 2C	Anita Petruzzello	Apt. 2Q
Mary Skurat	Apt. 3P	June Mitchell	Apt. 4Q
James Kulenski	Apt. 3T	Joya Corallo	Apt. 3N
John Gracy	Apt. 4H	John D. Marino	Apt. 3Q
Anne Riemer	Apt. 1J	Katherine Everlith	Apt. 2V
Jeffrey Avalon	Apt. 2F	Sam Dmytryshyn	Apt. 2E
Ralph Blankenship	Apt. 3V	Paul Martin	Apt. 4P

SHA representation: David J. Keyser, Executive Director

Date of Hearing: 12/15/2009, 6:30 P.M., Callahan House Community Room

I. Announcements

The Executive Director commented that he was presenting the Seymour Housing Authority's (SHA) 2010 Agency Plan which is a five year plan. He stated that this public hearing was required by regulation and the intent was to seek comments and input relative to the agency plan,

II. Discussion

The Executive Director began discussion by reviewing the five year plan, Form HUD - 50075. He summarized sections 1.0 to 4.0 as being descriptive of the property and identifying the Seymour Housing Authority.

The Executive Director described section 5.1 and reviewed the Mission Statement. He then discussed the goals under section 5.2 as follows: Maintain Viable Housing Supply, Affordable Housing Planning, Supportive Housing, Resident Opportunities and Self Sufficiency, Security and Safety Issues, Market Affordable and Fair Housing Opportunities, and Fair Housing.

The Executive Director described the Plan Update section 6.0 (a) by reminding the residents that we recently adopted the substantial change to Federalize the State Elderly, Norman Ray House. He mentioned the other updates recently done including provisions for VAWA, and the ARRA updates to the Procurement Policy. He informed in response to 6.0 (b) the locations the Seymour Agency Plan is available for viewing.

The Executive Director explained the response to 7.0 by stating that there is no detailed planning for Hope IV, Mixed Finance Modernization or Development, Demo9lition and/or disposition, Conversion of Public Housing, Home Ownership, or Project-based Vouchers. He stated that his reply hopefully kept this option open should funds become available. He mentioned that some of this funding or planning may be relative to the Housing Authority's phased plan for improvements to the elderly housing stock.

The Executive Director explained that sections 8.0, 8.1, 8.2, & 8.3 were all related to Capital Fund. He stated that we will be participating in the Capital Fund Program and that he would explain the five year Capital Fund Program Plan further along in the agenda.

The Executive Director reviewed section 9.0 and stated that the Seymour Housing Authority complies with the State of Connecticut's Consolidated Plan. He described the needs listed based on the research of the demographic statistics for the Town of Seymour and the residents the Seymour Housing Authority serves. The Executive Director briefly commented and summarized the statistics relative to America's senior population and the affordability of housing. He explained the importance of subsidized housing to individuals on fixed and limited income. He quoted the Harvard study assumption that an individual on SSI of approximately \$623 per month can only afford a rent of \$191 per month. He stated that these statistics indicate the need for the programs provided by the Seymour Housing Authority.

The Executive Director continued with explanation of the 2010 Agency Plan by discussing the seven identified goals and the strategies to achieve these goals.

The Executive Director continued to speak about the goals and strategies for maintaining the housing supply, develop or plan for more affordable housing, supportive housing, resident opportunities and self sufficiency, security and safety issues, marketing affordable and fair housing opportunities, and furthering fair housing.

The Executive Director explained responses to section 10 (a) relative to goals and objectives of past agency plans including the success of keeping Seymour's public housing stock viable, completing the development and successful closing and operation of Smithfield Gardens Assisted Living, the partnership with local Architect, Joseph Migani to develop and operate the 12 affordable senior units downtown Seymour, and the achieved and sustained HUD High Performer status for the management of the LIPH Program, as well as the other goals achieved and sustained by the Seymour Housing Authority. He also commented on the staff training that was achieved and commented that the training resulted in an increased level of staff awareness of guidelines and ability to serve the residents and public.

The Executive Director concluded discussion of form HUD 50075 and explained the provision of section 10 (b) by discussion the Seymour Housing Authority's definition of a significant amendment and substantial deviation or modification to the Agency Plan.

The Executive Director stated that a few policy revisions are being proposed with this agency plan. He introduced changes to the Parking Policy. He stated that the only changes to the parking policy were section 20 & 21. He described section 20 and the provisions for the residents with assigned parking space to use an alternative vehicle and have the ability to park in the lot.

The Executive Director informed the Resident Council that he is proposing changes to the Personnel Policy to enable management to fairly and effectively monitor and administer the policy and to maintain and track payroll on the electronic system currently used.

The Executive Director introduced the public Internet Use and Computer Rules proposed Policy. He explained this was drafted in response to complaints about resident abuse of the public computer.

The Executive Director introduced the revisions to the Laundry Room Rules. He stated that he required the Resident Council's assistance because he was not sure of the machine times.

The Executive Director distributed and discussed the proposed Reasonable Accommodations Policy. He stated that this policy is required by Federal law and will standardize the handling of reasonable accommodation requests in the future.

The Executive Director distributed and discussed the five year Capital Fund Plan. He pointed out that the main work item for the next several years would be the ceiling replacements. The Executive Director reviewed all the work items identified in the five year plan with significant detail. There were no questions. The Executive Director explained that the Housing Authority has hired an Architectural Consultant to complete a Physical Needs Assessment. He stated this is required by HUD to be updated every five years. He stated that this document is what bases the needs identified in the five year plan.

111. Roundtable/Comments

At this point of the meeting, DJK had discussed all the contents of the PHA Plan and opened the meeting up for any questions or comments.

Resident Comment: Anita Petruzzello, resident Apt. 2Q, relative to the Laundry Room Rules, is it permissible to move someone's laundry out of the washer or dryer if the cycle is finished, if the owner has not returned, in order to complete their own laundry.

SHA RESPONSE: The Executive Director answered, that the practice of removing individuals clothes from the machines and placing on top or in the absent residents laundry basket has been the practice of the residents for the twenty years of his tenure. He stated that this is permissible.

Resident Comment: Gloria Salzano, resident, Apt. 4X commented that there are numerous home health aides doing laundry in the building. She stated that they do laundry on alternate floors to where the residents are living. She stated it makes it difficult to do the laundry. She stated that at times she cannot do her laundry on the fourth floor where she resides.

SHA RESPONSE: The Executive Director explained that home health aides, homemakers and family members are doing our resident's laundry in the limited time they are present in the building. The use of alternate floor machines is considered a reasonable accommodation to provide aides to wash resident's laundry in the time allotted by their schedule. The Executive Director spoke about the importance of providing reasonable accommodations. He suggested that residents also consider using alternate floors to do their laundry.

Resident Comment: William Rosa, resident, Apt. 3L, commented that the majority of the laundry problems comes from two apartments on the first floor that are occupied by disabled individuals. He stated that one aide is doing excessive laundry and has been observed performing laundry using a drum like receptacle for a laundry basket. He also made comments about another disabled resident who does excessive laundry as the result of an incontinence matter.

SHA RESPONSE: The Executive Director again reminded the residents of the Callahan House about providing reasonable accommodation and an opportunity for all residents to access the laundry and the ability to clean their clothes.

Resident Comment: Ralph Blankenship, resident, Apt. 3V commented that the printer to the community room computer is not functional.

SHA RESPONSE: The Executive Director responded that he would look into the condition of the printer to resolve the issue.

Resident Comment: Nicholas Minuto, resident, Apt. 3B commented that vehicles are being improperly parked in between handicapped vehicles. He stated that there is a red van that parks in the handicap spot over night that does not have a handicapped permit. He requested that we put a sign or barricade to stop this practice.

SHA RESPONSE: The Executive Director responded that the parking of an unpermitted vehicle in a handicap space is a motor vehicle violation. He stated that vehicles improperly parked between two vehicles properly parked in two adjacent handicapped spaces are also an infraction of the law. He recommended that if this is observed by residents, when the Office is not open, that the Police Dept. be contacted immediately to address the infraction.

Resident Comment: Ruth Ewen, resident, Apt. 2A, commented that space 13, the handicap visitor space is being misused. She stated that people are parking there all night long

SHA Response: The Executive Director responded that according to information received by the Seymour Police Department Community Police Officer, there is no time limit for an individual with a permit to park in a handicap space. He stated that if the individual parking in the handicap space does not have a handicap permit, then this is a Police matter, and residents should call the Police Department when this is observed.

Resident Comment: Helen Joseph, resident, Apt. 4J, asked the Executive Director to explain the afterhours Lock Out Policy and the changes.

SHA Response: The Executive Director responded that the Resident Council has recommended a change in the policy for the afterhours Lock Out Policy. He stated that during the past several months the Resident Council had made a decision to raise the price charged for lock out service from \$4.00 to \$10.00. He commented about repeat and habitual offenders and the Resident Councils desire to discourage this act. He also commented that hours and availability of the key holders have been changed. No longer will the key holders respond after 10:00 P.M. He stated that residents locked out at those hours will have to contact the Seymour Housing Authority at 203-888-4579 and leave a message on extension 22. He stated that this extension is monitored overnight by Smithfield Gardens personnel. He also stated that individuals locked out past 10:00 P.M. may go to the front entry of

Smithfield Gardens Assisted Living located next door at 26 Smith Street and ring the doorbell to summon an employee to let the individual into their apartment.

Resident Comment: Nicholas Minuto, resident, Apt. 3B, stated that this was a harsh policy. He commented that there are residents that cannot physically obtain this help late at night. He cited an example of an elderly and disabled resident slept in the lobby overnight because she could not gain entrance to her apartment.

SHA Response: The Executive Director responded that perhaps more thought must be put into this and he will review the policy for improvements. He stated that the policy was adopted by the Resident Council and will go onto effect.

Resident Comment: Richard Grey, resident, Apt. 4T, commented about the importance of residents having renters insurance. He cautioned residents that they are responsible for damages they cause.

SHA Response: The Executive Director responded that renters insurance is not required; however, this inexpensive coverage is recommended.

IV Conclusion

The Executive Director asked if there were any more questions, comments or suggestions. Hearing none, the Executive Director thanked everyone for their participation and concluded the hearing at 7:05 P.M.

Resident Council Meeting

Federalization of a State Elderly Housing Program
2010 PHA Five Year Agency PLAN

<i>Present:</i>	Dominic Bellucci	President	Apt. 4M
	Marilyn Olewnik	Vice President	Apt. 1F
	Judy Renkwith	Treasurer	Apt. 3K
	Virginia Dota	Secretary	Apt. 4W
	Laura Bengivengo	Chaplin	Apt. 4F

SHA representation: David J. Keyser, Executive Director

Date of Meeting: 12/15/2009, 11:00 A.M., Seymour Housing Authority
Conference Room, 28 Smith Street, Seymour, CT 06483

I. Announcements

The Executive Director commented that the purpose of this meeting was to review and receive comments on the 5 year Agency Plan for 2010.

II. Discussion/ Roundtable/Comments

The Executive Director began discussion by reviewing the five year plan, Form HUD - 50075. He summarized sections 1.0 to 4.0 as being descriptive of the property and identifying the Seymour Housing Authority.

The Executive Director described section 5.1 and reviewed the Mission Statement. He then discussed the goals under section 5.2 as follows: Maintain Viable Housing Supply, Affordable Housing Planning, Supportive Housing, Resident Opportunities and Self Sufficiency, Security and Safety Issues, Market Affordable and Fair Housing Opportunities, and Fair Housing.

The Executive Director described the Plan Update section 6.0 (a) by reminding the Council that we recently adopted the substantial change to Federalize the State Elderly, Norman Ray House. He mentioned the other updates recently done including provisions for VAWA, and the ARRA updates to the Procurement Policy. He informed in response to 6.0 (b) the locations the Seymour Agency Plan is available for viewing.

The Executive Director explained the response to 7.0 by stating that there is no detailed planning for Hope IV, Mixed Finance Modernization or Development, Demo9lition and/or disposition, Conversion of Public Housing, Home Ownership, or Project-based Vouchers. He stated that his reply hopefully kept this option open should funds become available. He mentioned that some of this funding or planning may be relative to the Housing Authority's phased plan for improvements to the elderly housing stock.

The Executive Director explained that sections 8.0, 8.1, 8.2, & 8.3 were all related to Capital Fund. He stated that we will be participating in the Capital Fund Program and that he would explain the five year Capital Fund Program Plan further along in the agenda.

The Executive Director reviewed section 9.0 and stated that the Seymour Housing Authority complies with the State of Connecticut's Consolidated Plan. He described the needs listed based on the research of the demographic statistics for the Town of Seymour and the residents the Seymour Housing Authority serves. The Executive Director briefly commented and summarized the statistics relative to America's senior population and the affordability of housing. He explained the importance of subsidized housing to individuals on fixed and limited income. He quoted the Harvard study assumption that an individual on SSI of approximately \$623 per month can only afford a rent of \$191 per month. He stated that these statistics indicate the need for the programs provided by the Seymour Housing Authority.

The Executive Director commented on the trend documented in the Agency Plan relative to the increase in mixed population at the Callahan House over statics from 2006.

Resident Council Comment: Virginia Dota, Secretary, inquired what subsidy does the Seymour Housing Authority provide or HUD has available or does the disabled population on SSI?

SHA RESPONSE: The Executive Director answered that the residents of Callahan House pay 30% of their income toward rent. The housing authority receives HUD subsidy based on prescribed formulas for expense levels, utility consumption and rent roll income to operate the building. He stated that this subsidy and the tenant rents are what provide the total income for the operation.

Resident Council Comment: Virginia Dota, Secretary observed that as the number of disabled individuals with SSI income increases, then the operating income level of the Callahan House decreases.

SHA RESPONSE: The Executive Director answered that this is a correct assumption.

The Executive Director continued with explanation of the 2010 Agency Plan by discussing the seven identified goals and the strategies to achieve these goals.

Resident Council Comment: Virginia Dota, Secretary asked about the size and length of the waiting list.

SHA RESPONSE: The Executive Director answered that the current waiting list for the Rev. Callahan House is approximately 1 yr long wait and consists of nearly 60 households waiting for occupancy.

Resident Council Comment: Virginia Dota, Secretary inquired about the process and progress of the Seymour Housing Authority's effort to Federalize the State property, Norman Ray House.

SHA RESPONSE: The Executive Director answered that the Seymour Housing Authority has submitted its revision to the 2008 agency plan and has received approval from HUD on the revision. He stated that the Federalization application was

submitted to HUD on 11/23/2009 in time for the deadline. The Executive Director stated that HUD staff has made an appointment to visit the Norman Ray House site to review the units and building for UPCS compliance.

The Executive Director continued to speak about the goals and strategies for maintaining the housing supply, develop or plan for more affordable housing, supportive housing, resident opportunities and self sufficiency, security and safety issues, marketing affordable and fair housing opportunities, and furthering fair housing.

Resident Council Comment: Dominic Bellucci, President inquired about the security and screening processes.

SHA RESPONSE: The Executive Director answered by reviewing, in detail, the security response and fully explaining the screening that takes place when placing applicants.

The Executive Director explained responses to section 10 (a) relative to goals and objectives of past agency plans including the success of keeping Seymour's public housing stock viable, completing the development and successful closing and operation of Smithfield Gardens Assisted Living, the partnership with local Architect, Joseph Migani to develop and operate the 12 affordable senior units downtown Seymour, and the achieved and sustained HUD High Performer status for the management of the LIPH Program, as well as the other goals achieved and sustained by the Seymour Housing Authority. He also commented on the staff training that was achieved and commented that the training resulted in an increased level of staff awareness of guidelines and ability to serve the residents and public.

The Executive Director concluded discussion of form HUD 50075 and explained the provision of section 10 (b) by discussion the Seymour Housing Authority's definition of a significant amendment and substantial deviation or modification to the Agency Plan.

The Executive Director stated that a few policy revisions are being proposed with this agency plan. He introduced changes to the Parking Policy. He stated that the only changes to the parking policy were section 20 & 21. He described section 20 and the provisions for the residents with assigned parking space to use an alternative vehicle And have the ability to parking in the lot.

Resident Council Comment: Virginia Dota, Secretary asked how long, how much time, a visitor has to park in a handicapped space. She stated that some individuals are parking in the visitor handicap space for long periods and even over night.

SHA RESPONSE: The Executive Director stated that this is a space with a posted handicap sign. He commented that Officer Joe DeFelice had gotten us the rules about a State designated parking space. He stated in order to park in this space the vehicles owner must display a handicap sign or sticker in their car. He stated that there are no rules for length of time a person can park in the space.

The Executive Director commented that the provisions of Section 20 state that individuals can only obtain temporary parking permits from the Seymour Housing Authority office. The Executive Director stated that prior discussion with the Consultant resulted in the Resident Council giving out temporary passes. The

Executive Director commented that this may still be part of the policy, if the Resident Council is willing to distribute these passes when the Office is not open.

Resident Council Comment: Dominic Bellucci, President, responded that he would give out the temporary passes for residents after office hours.

SHA RESPONSE: The Executive Director stated that he would re-word the policy to include the Resident Council in the disbursement of the temporary parking passes.

Resident Council Comment: Dominic Bellucci, President, commented that people are continuing to park in residents spaces when the residents go out. He stated that perhaps more signs are necessary.

SHA RESPONSE: The Executive Director stated that this problem is a matter that has been ongoing for more than 20 years. He stated that his predecessor, Norman Ray also had problems with improper visitor and guest parking. We have had this discussion almost each year. Seymour Housing Authority does not have sufficient funds to hire a parking monitor or guard. It is a problem that he has attempted to control for 20 years.

Resident Council Comment: Virginia Dota, Secretary, commented that visitors and contractors of the Seymour Housing Authority park in resident spots as well. She also commented that spot # 28 is vacant and has been for some time. She observed that perhaps we can move one of the Callahan House residents from the spots in front of the Seymour Housing Authority Office, at 28 Smith St., could be moved to spot #28. This would result in a visitor space for the Seymour Housing Authority Office.

SHA RESPONSE: The Executive Director responded that the parking lot spaces were carefully planned to provide enough spaces for the Callahan House residents and handicapped visitors. There are 48 spaces available for the Callahan House. There is ample visitor parking for the Housing Authority Staff and Housing Authority visitors. He also stated that there are specific spaces on the Smithfield Gardens Property for visitors to the Seymour Housing Authority. He commented that there are some more signs that can be placed to identify parking for family housing residents to park to pay rent or contractors to visit the Office. Many Callahan House visitors park in resident's spots. He stated that residents must ask their visitors where they park, so they can ask them to move into appropriate spaces. He commented that we can send memos and ask for cooperation. He also commented that as part of the Lease signing, the Occupancy Specialists discuss the parking and ask for cooperation. He stated that perhaps a hand out can be made up for the Resident Council's welcoming committee. He also thought that the matter could be part of an educational program effort for the Resident Council. He committed to work on this matter with the Resident Council.

Resident Council Comment: Virginia Dota, Secretary commented that there is a red van that parks in spot #13, the handicap space in front of Callahan over night.

SHA RESPONSE: The Executive Director responded if this person has a handicap sign or sticker, they can park there. If not, they can be ticketed or towed. He got specific information about the red van and stated he will look into it further.

The Executive Director informed the Resident Council that he is proposing changes to the Personnel Policy to enable management to fairly and effectively monitor and administer the policy and to maintain and track payroll on the electronic system currently used.

The Executive Director introduced the public Internet Use and Computer Rules proposed Policy. He explained this was drafted in response to complaints about resident abuse of the computer.

Resident Council Comment: Virginia Dota, Secretary commented that the signup sheet has not been maintained.

SHA RESPONSE: The Executive Director responded that we have not prioritized this task, and we will keep the sign up maintained.

The Executive Director asked if anyone had any other suggestions. He also questioned if one, one hour session is sufficient, or can we state that three sessions per day would be permissible.

Resident Council Comment: Dominic Bellucci, President and Virginia Dota, Secretary both responded that the hour should be sufficient, but had no objection to adding more than one session.

Resident Council Comment: Dominic Bellucci, President, asked if the Housing Authority was going to put another computer in the community room.

SHA RESPONSE: The Executive Director responded that wasn't planned, however if one is desired, it may be considered.

The Executive Director introduced the revisions to the Laundry Room Rules. He stated that he required the Resident Council's assistance because he was not sure of the machine times.

Resident Council Comment: Dominic Bellucci, President, Marilyn Olewnik, Vice President and Virginia Dota, Secretary all commented on the operation times of the Laundry Rooms. They stated that we agreed to Monday – Friday 8:00 A.M. to 6:00 P.M. then Saturday – Sunday 9:00 A.M. to 6:00 P.M. They also informed that a dryer load takes one hour. Discussion followed regarding finishing times. The Resident Council recommended that the last load in the washer is to be put in at 4:30 P.M. and the last dryer load is 5:00 P.M. so the machines are idle at 6:00 P.M.

SHA RESPONSE: The Executive Director responded that these changes will be put in the rules. He explained the remaining nuances to the laundry room rules as well as the reasonable accommodations to provide aides to wash resident's laundry. The Executive Director spoke about the importance of providing reasonable accommodations.

Resident Council Comment: Virginia Dota, Secretary commented that the aides abuse the laundry room hours. Marilyn Olewnik, Vice President commented that the aides do not abide by the cleaning rules and leave a mess. She also commented that the aides overload the machines. Discussion also followed about aides using alternate floors.

SHA RESPONSE: The Executive Director responded that a notice to all residents and aides will be drafted and be distributed. He also commented that as part of the Lease signing, the Occupancy Specialists discuss the laundry room rules and diplomacy and ask for cooperation. He stated that perhaps a hand out can be made up for the Resident Council's welcoming committee. He also thought that the matter could be part of an educational program effort for the Resident Council. He committed to work on this matter with the Resident Council.

Resident Council Comment: Virginia Dota, Secretary inquired about a placing a two load per day limit. Discussion followed about the laundry needs of the disabled. She stated that a few of the residents have been exceeding two loads, but limiting will provide adequate time for the rest of the residents.

SHA RESPONSE: The Executive Director responded that a two load limit would be added to the Laundry Room Policy.

The Executive Director distributed and discussed the proposed Reasonable Accommodations Policy. He stated that this policy is required by Federal law and will standardize the handling of reasonable accommodation requests in the future.

Resident Council Comment: Virginia Dota, Secretary asked if this policy can be used to move individuals on the upper floors with mobility problems. Discussion followed regarding problems during evacuation of the building during a fire emergency.

SHA RESPONSE: The Executive Director responded that efforts have been made over the past two decades to move those on the upper floors down to the first or second floor to accommodate persons with mobility issues. He stated that the fire/evacuation plan covers this matter. He commented that is why we do fire drills and practice evacuating the building. He also commented that periodic meetings we have relative to fire and evacuation. He stated that these individuals with mobility issues are identified to the Fire Dept. He also thought that the matter could be part of an educational program effort for the Resident Council.

Resident Council Comment: Marilyn Olewnik, Vice President asked for a clarification on the lock out policy. She stated the price of the lock out fee has been raised from \$4.00 to \$10.00. She commented about repeat and habitual offenders and the need to discourage this. She also commented that hours and availability of the key holders need to be communicated clearly.

SHA RESPONSE: The Executive Director responded that a memo to clarify the hours and contacts including the appropriate times of access would be drafted and delivered to the residents.

The Executive Director distributed and discussed the five year Capital Fund Plan. He pointed out that the main work item for the next several years would be the ceiling replacements. The Executive Director reviewed all the work items identified in the five year plan with significant detail. There were no questions. The Executive Director explained that the Housing Authority has hired an Architectural Consultant to complete a Physical Needs Assessment. He stated this is required by HUD to be updated every five years. He stated that this document is what bases the needs identified in the five year plan.

III Conclusion

The Executive Director asked if there were any more comments or suggestions relative to the Agency Plan. He stated that this is the plan that will be presented at this evening's Public Hearing at 6:15 P.M.

Hearing no further comment, the Executive Director concluded the meeting at 12:40 P.M.

PARKING POLICY

THE BOARD OF COMMISSIONERS OF THE SEYMOUR HOUSING AUTHORITY RESOLVE THAT THE FOLLOWING BE THE PARKING POLICY FOR THE REV. CALLAHAN HOUSE AND NORMAN RAY HOUSE DEVELOPMENTS:

All tenant owned vehicles must be registered with the Seymour Housing Authority. All tenants will be issued a Seymour Housing Authority Parking sticker, which must be placed prominently in a conspicuous place on their rear window of their vehicle.

In as much as the Seymour Housing Authority does not have sufficient enough spaces for all of its occupants, those tenants who do not have an assigned parking space must park on the street in accordance with the Town of Seymour Parking Regulations.

1. All residents must provide the Seymour Housing Authority with a copy of current registration and insurance for their motor vehicles.
2. The Seymour Housing Authority will issue parking stickers to only those residents who provide proper documentation to this office.
3. Households with more than one (1) vehicle must park the second vehicles on the street, in accordance with the Town of Seymour Parking Regulations. A space may be provided in the adjacent property, parking lot at the discretion of the Seymour Housing Authority, based on availability. The second vehicle will receive a parking sticker so it may be identified as authorized to be parked on Smith Street or associated with the Callahan House. The resident may swap vehicles with the one assigned space.
4. Only those cars with parking stickers are to be parked on Seymour Housing Authority property. The lots are for residents only.
5. Motorcycles are considered motor vehicles.
6. There are a limited number of assigned parking spaces. Those tenants who have not been assigned a space must park on the street in accordance with the Town of Seymour Parking Regulations.
7. Parking on lawns and sidewalks is prohibited.
8. No major motor vehicle repairs are allowed on Housing Authority property.
9. Any vehicle found in a Seymour Housing Authority parking lot without a sticker will be towed at the owner's expense.

10. It is the responsibility of the resident to inform guests that the parking lots are for residents only.
11. Guests are to park on the street in accordance with the Town of Seymour Parking Regulations.
12. It is the responsibility of the tenant to provide the Authority with documentation of renewed registration and insurance.
13. It is the responsibility of the tenant to inform the Authority when they are getting a new vehicle or getting rid of a vehicle. If a resident permanently gives up a vehicle the parking space will be assigned to the next person in line on the on street parking waiting list in a first order of priority method. If a resident is replacing the vehicle, a three-week grace period between vehicle ownership will be granted. If a residents vehicle becomes inoperable and is removed from the lot and not replaced within the three week period, the parking space will be relinquished to the next person in line on the on street parking waiting list. The resident that relinquished the parking space will be placed on the on street parking list as of the date they report a new vehicle.
14. Any resident with a vehicle, which is legally registered and parked in a Seymour Housing Authority parking lot, but has not moved in a 72 hour period, may be tagged by the Authority. The resident is to call the Authority to inform the Authority as to the status of the motor vehicle. Failure to respond to the Authority may result in the motor vehicle being towed from Housing Authority property at the discretion of the Executive Director.
15. The Callahan House parking lot provides two visitor handicap parking spaces (#s 13 & 36) and three assigned handicap parking spaces (#s 10,11,&12). When residents relinquish or otherwise vacate an assigned handicap space, the space shall be reassigned to a resident who posses a handicap parking permit. Handicap parking spaces will be assigned by the Seymour Housing Authority based on policy and procedure described in this document and the Seymour Housing Authority shall not discriminate, on account of race, color, sex, religion, familial status, disability or national origin in the assignment of handicap parking lot spaces. The space will first be offered to individuals from the on street parking waiting list who posses a State issued parking permit on a first order of priority basis consistent with general assignment of spaces. If no one on the on street parking waiting list qualifies for the relinquished space, then residents with existing assigned spaces in the lot who have a State issued parking permit will be given the opportunity to obtain a handicap space on a first order of priority basis (by seniority). Seymour Housing Authority staff will survey the residents who have vehicles and assigned spaces to determine who posses a State issued handicap parking

permit. We will then determine the seniority of those identified individuals to determine who will be assigned to the space that was made available.

16. When an off street parking space becomes available that is relatively close to the main entrance of the building, or in the row of spaces closest to the building, Seymour Housing Authority staff and administration will first assign the space to an individual from the on street parking waiting list who based on the assignment of spaces established in this policy will receive a space assigned on a first come first serve basis. If no one is left on the on street parking list and a space becomes available, then the space will be offered to residents with existing assigned spaces in the lot who have an identified physical need to be parked closer to the building. The identity of the need will be made by surveying the individuals who have vehicles and are assigned of street parking spaces that are not in the front row of spaces closet to the building (spaces #s 3 thru 19). Those claiming in the survey to need the space will provide a Physicians note to document the need to be moved closer. Those identified and documented individuals will be selected for the space based on first order of priority (by seniority). The selection shall be made based on this criteria and the Seymour Housing Authority shall not discriminate, on account of race, color, sex, religion, familial status, disability or national origin in the assignment of parking lot spaces.
17. When spaces become available in accordance with paragraphs 15 and 16, Seymour Housing Authority staff will contact the residents by mail or otherwise hand deliver notices by memo. The Seymour Housing Authority will not accept unsolicited requests for parking space transfers.
18. Stickers are non-transferable.
19. Spaces are non-transferable with the exception of paragraphs 15 and 16.
20. Temporary parking permits. In the event a resident with an assigned parking space has reason to use an alternate vehicle, said resident may obtain a Temporary Parking Permit. This temporary permit is to be displayed in the alternate vehicle when parked in the lot. Residents using temporary parking permits are allowed only to use their own assigned parking space. Alternate vehicles must be properly registered & insured. The alternate vehicle may also be a visitor's vehicle, providing the resident's vehicle is property parked elsewhere, i.e. the street. Visitor's temporarily using a resident's spot are to adhere to all the parking policy rules as well as the rules and regulations of the Rev. Callahan House, and particularly pertaining to visitors & guests. Temporary parking permits may be obtained at the offices of the Seymour Housing Authority, 28 Smith Street, Seymour, CT 06483 or by contacting the Callahan House Resident Council.

21. RESPONSIBILITY FOR DAMAGE, THEFT, OR INJURY: The Seymour Housing Authority is not responsible for damage to or theft of your vehicle or the contents of the vehicle. The Seymour Housing Authority will not be responsible for any personal injury occurring at the parking locations.

Adopted: 1996

Amended: 7/9/2003

Amended: 10/3/2007

Amended: 12/2009

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

The Seymour Housing Authority endeavors to provide positive employment and training in a professional atmosphere for its employees. The Authority expects its employees to obtain adequate knowledge and training, through seminars or self-directed research. Resources are readily available for staff to utilize including statutes, leases, manuals, policies and web-based research. Our residents are best served by employees who are dedicated, well-prepared and can effectively administer the rules and regulations of the Authority and its governing bodies.

POLICIES

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) Definitions

A) Full Time Employee

A full-time employee is an employee who is regularly scheduled by the Seymour Housing Authority to work for (40) forty hours in a work week and actively working forty (40) hours per week.

B) Part-Time Employee

Any employee of the Seymour Housing Authority who is regularly scheduled to work less than (40) forty hours in a work week or on a per diem basis is considered a part-time employee.

3) 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, and available funds.

E) Nepotism

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

F) 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.

4) Organization

A) Board of Commissioners

- a. 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.
- b. In addition, the Board of Commissioners is subject to the following:

B) Compensation

- a. 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.
- b. Compensation for Board member travel and related expenses is permitted in accordance with the Authority's Travel Policy.

C) Tenant-Commissioners

- a. 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.
- b. C.G.S. 8-41(a) requires at least one Commissioner to be a tenant in the housing owned or managed by the Authority.
- c. The Federal Quality Housing and Work Responsibility Act of 1999 sets requirements for resident representation on the Board of Commissioners for Federally Funded Properties.

D) Employment

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

5) Selection of Personnel

A) Selection of Applicants

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

B) Employment Screening Procedures

All applicants must pass drug and criminal background checks prior to hire.

C) Pre-Employment Physicals

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

D) Probation

New employees shall be on probation for the first of the six (6) months of services. During this six month period, management may provide an evaluation no less than once prior to the end of the six month period. At the end of the six (6) months probation, the supervisor shall either recommend or not recommend regular employee status.

E) Resident Employment

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

F) 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 resides 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.

6) 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.

7) Compensation

1) Determination of Rates

Employee wages are determined based on position, experience, performance and merit.

No employee shall be compensated more than 100 percent of his/her salary for additional tasks.

8) Authority to Effect Personnel Actions

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

9) Changes of Status of Employment

A) Promotions

Vacated or newly established positions will 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:

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

- a. Employees shall be transferred within the organization as far as practicable to positions where their highest skill will be utilized.
- b. 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.
- c. In making transfers within the organization, due consideration shall be given to the desires of the employees involved, but will not be in conflict with the goals and objectives of the Seymour Housing Authority.

D) Suspensions without Pay

An employee may be suspended from duty without pay:

- a. For disciplinary reasons, or
- b. Pending investigation of charges where the presence of the employee at work constitutes a hazard either to fellow employees, the Authority or to himself. If the 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.

10) 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, or his designee.

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 will be given a post-termination hearing before the Executive Director.

C) Reduction in Force

- a) If it is necessary to reduce personnel, the selection of employees to be retained shall be based on the financial status of the department or project the employee is primarily assigned to, the relative efficiency of the employee and the necessity of the job involved. Other things being equal, length of service shall be given consideration.
- b) Where separation of an employee is necessary because of a reduction in force, the employee shall be given two (2) weeks advance notice whenever possible 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 as delineated below.

11) 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.

12) Personnel Service Records

A service record containing all information pertinent to employment is maintained. 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.

13) 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.

Fair Housing training is required of any employee who has responsibility for tenant selection, placement or rent collection and resident management.

14) Health and Safety

- A) Employees shall be provided safe, sanitary, and healthful working conditions.
- B) All employees are required to use good judgement while working at the Housing Authority regarding safety of themselves and those around them.

15) 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.

16) 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' written complaints.

C) Appearance before Executive Director

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

In matters of conflict, the Executive Director may appoint a fact finder or mediator.

17) Working Hours

A) Regular Work Week

The regular work week for full time employees shall consist of 40 hours. For full time office and maintenance personnel the work week shall be Monday through Friday beginning at 8:00 AM and ending at 5:00 PM including one hour for lunch.

With supervisor's approval, employees are permitted to reduce their lunch hour to one-half hour and begin the workday at 8:30 AM. All full time employees are required to end their regularly scheduled workday no earlier than 5:00 PM.

Smithfield Gardens Assisted Living personnel shall work as necessary to provide adequate coverage of maintenance and management operations – a schedule of work hours shall be provided.

B) Overtime

Overtime work for administrative/staff personnel shall be avoided as far as possible but may be required by the Executive Director. Any overtime work must be approved in writing by the Executive Director prior to the performance of the work. Non-exempt employees will be paid at the rate of 1-1/2 times the normal rate of pay for any hours in excess of 40 during any work week.

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. Employees shall be paid at the rate of 1 ½ times the hourly rate of his/her pay for any hours in excess of 40 during any work week.

Any part-time employee who is required to work beyond their regularly scheduled work shift shall receive straight time for any hours worked up to forty (40) hours per week. Any part-time employee who is required to work in excess of forty (40) hours per week shall receive overtime at the rate of time and one-half (1 1/2) the regular hourly rate.

C) Emergency Work on Weekends/Holiday

If a maintenance employee is called in to report for work, due to an emergency, on a day other than his normal working schedule, he will be paid for a minimum of two hours of service.

D) 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..

E) Work at Home

All Housing Authority work will be done on the Authority premises unless required and approved in advance by the Executive Director. Personal, private client matters shall not leave the office at any time.

F) Severe Weather Policy

On days of severely inclement weather, The Seymour Housing Authority is concerned with the safety of its employees and residents. It is also the policy of the Seymour Housing Authority to remain open whenever possible. In the case of such weather or other emergency, it is the employee's responsibility to determine his own safety. If an employee perceives it is not safe to travel, he may wait until conditions improve to report to work. Smithfield Gardens' essential

employees must arrange coverage for their shift if they are unable to report to work and notify their supervisor of the arrangement. Employees may choose to make up lost time during the pay period with their supervisor's approval, they may use personal or paid time off accrued, or they may elect unpaid time.

In unusual circumstances the Executive Director may direct the closing of the Authority offices. If the office is closed early, full-time, non-essential, employees will be paid for their shift. Part-time employees will only be paid for the time actually worked. These employees may work out arrangements with their supervisors to make up the time lost as determined by the needs of the Authority or may elect to use paid time off benefits accrued.

If an employee perceives conditions to be unsafe at any time, it is his responsibility to determine his own course of action. The Authority's responsibility is to determine payment according to this policy.

18) Pay Dates

Seymour Housing Authority employees are paid on a bi-weekly basis. This is subject to change based on requirements of our automated service. Employees will be properly informed prior to such change.

19) Payroll Deductions

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

20) Holidays

A) Full-Time Personnel:

Each employee shall receive 14 paid holidays in each calendar year as follows:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Floating Holiday: i.e. Christmas Eve Day
Independence Day	Christmas Day
Labor Day	Floating Holiday: i.e. New Year's Eve Day

Floating Holidays are assigned by the Executive Director each year.

a. Eligible Full-Time Employees:

Each full-time employee who has actually worked during the seven (7) day period immediately preceding the date observed as a holiday or who was on vacation during that seven (7) day period, and who actually works his last scheduled workday before and first scheduled workday after the date observed as the holiday, shall be eligible for the benefits set forth in this section. An employee other than a full-time employee shall not be eligible for the benefits set forth in this section.

b. No Work On The Holiday:

An eligible employee who is not required to work on the day observed as a holiday shall receive eight (8) hours pay at his straight time rate of pay.

c. Work On The Holiday:

An eligible full time employee who is required by the Authority to work on the day observed as a holiday shall receive one and one-half (1 ½) times his straight time rate of pay for all hours actually worked on that day, in addition to eight (8) hours pay at his straight time rate of pay. An employee who is required to work on the day observed as a holiday and who does not report to work shall be ineligible for benefits under this section for that holiday.

d. Holiday During A Vacation Period:

If one of these holidays occurs during a 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, or his designee.

e. Saturday/Sunday Holidays:

When any one of the named paid holidays listed above falls on a Sunday the following Monday shall be observed as the holiday. In addition, if any one of the named holidays listed above falls on a Saturday the preceding Friday shall be observed as the holiday.

B) Part-Time Employees:

a. Any part-time employee who is not required to work on a day observed as a holiday shall not receive any additional paid benefits.

b. Work On The Holiday:

Any part-time employee who is required to work on the day observed as a holiday shall receive \$2.00 per hour added to his straight time hourly rate for all hours actually worked on that holiday, in addition to their regular straight time pay. An employee who is required to work on the day observed as a holiday and who does not report to work shall be ineligible for benefits under this section for that holiday.

21) Vacation Leave

Permanent, Full-Time Employees, actively at work, earn 10 vacation days per year effective with date of hire or full-time employment. Vacation time off may be granted only after the employee has completed his probationary period. If the employee is separated from service prior to completing his probationary period, any earned vacation time is forfeited. Vacation time is earned systematically throughout the year. For example, eligible employees in their first five years of service who are paid on a bi-weekly basis will earn 3.08 vacation days per bi-weekly pay period.

A) Permanent, full time employees with over five years of service shall earn fifteen days of paid vacation leave annually. This would accrue at 4.62 days per bi-weekly pay period.

B) Permanent, full time employees with over ten years of service shall earn twenty days of paid vacation leave annually. This would accrue at 6.15 days per bi-weekly pay period.

C) Permanent, full time employees with over fifteen years of service shall earn twenty-five days of paid vacation leave annually. This would accrue at 7.69 days per bi-weekly pay period.

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

- E) Requests for vacation shall be submitted to their supervisor for approval at least fourteen (14) days in advance. Requests with less than fourteen days notice may be denied.
- F) Vacation leave earned but not taken by administrative employees may be accumulated, not to exceed twenty-five working days (200 hours), to be taken at a later date mutually agreed upon by the employee and the Executive Director. Maintenance employees may not accumulate vacation days and will be paid for unused vacation time annually.
- G) 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.
- H) Employees shall receive payment for all unused vacation time upon normal retirement.
- I) 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.
- J) Employees, generally, shall be encouraged to take annual vacations to the extent of the amount of earned annual leave.
- K) 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
- L) In no event shall an employee be paid for vacation leave not taken, except as provided above.

22) Sick Leave

All permanent full-time employees who are actively working shall accrue sick leave at the rate of 15 days per year, cumulative to a maximum of one hundred fifty (150) days (1,200 hours). Sick leave will be earned systematically throughout the year; i.e. full-time employees paid on a bi-weekly basis will earn 4.62 hours of sick leave per pay period.

- 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) An employee eligible for sick leave shall be granted sick leave for the following reasons only:
 - a) Personal illness or physical incapacity;
 - b) Enforced quarantine of the employee in accordance with community health regulations;
 - c) Doctor or dentist appointments;
- 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 employee who has used up his/her accumulated sick leave as provided for shall be covered by short-term disability insurance, for a maximum period for any one disability of twenty-six (26) weeks.
- H) Upon normal retirement, employees will be compensated for one half of the sick time accumulated at that time.
- I) Upon other separation from service, the Executive Director, or his designee, will determine compensation available for unused sick time accrued.

23) Part-Time Employees Paid Time Off

- A) Part-time employees will earn paid time off in increments of .05 hours per hour worked. For example, an employee who works 25 hours per week would earn $25 \times .05 = 1.25$ paid time off hours each week. Annually, if the employee were to consistently work 25 hours each week, the total earned would be $1.25 \times 52 = 65$ paid time-off hours. Employees may use paid time-off hours for vacation, holiday, sick, bereavement or other personal use.
- B) Part-time employees regularly scheduled for 32 to 39 hours per week, having been hired prior to 1/1/2010 will earn paid time off in increments of .125 hour per hour worked following the examples above. These employees may use paid time-off hours for vacation, holiday, sick, bereavement or other personal use.
- C) Part-time Employees may accumulate up to 80 paid time-off hours to be used at a later date.
- D) Requests for paid time off shall be submitted to the Executive Director for approval at least fourteen (14) days in advance. Exception will be granted in the case of employee illness, bereavement or other emergency.
- E) Separation from Service – At the discretion of the Executive Director, part-time employees who are separated from service may be compensated for a portion of the accrued paid time off.

24) Bereavement Leave

Full time 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. Full time 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.

25) 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.

26) Jury Leave

Employees summoned for jury duty shall be paid in accordance with current state law for such jury duty upon submittal of evidence of service. Any amount received from the court for jury duty shall be deducted from said payment if applicable.. Travel monies received from the courts for such services shall remain with the employee.

27) 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.

28) Family/Medical Leave

- A) 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:
- B) 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. A full-time employee on maternity leave of absence is eligible for paid sick leave up to his accrued sick time balance, along with the benefits contained in the short-term disability policy. A part-time employee on maternity leave of absence is eligible for paid time off up to the balance in their paid time-off account.
- C) 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.
- D) 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.

29) 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. Three unexcused absences are considered automatic dismissal.
- B) If an employee is absent without proper authorization, deduction shall be made from his pay for the period of absence.

30) Personal Days

Permanent, full time employees with over six months of service shall receive three personal days off per calendar year which may not be cumulative. Such time off will be requested at least fourteen (14) days in advance of the day off. Personal time may be used for any purpose including the sickness of an employee's family member for which the advanced notice requirement would be waived. The Executive Director, or his designee, has the discretion to approve or deny personal day requests.

31) 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.

32) Retirement Plan

All permanent employees regularly scheduled to work 20 or more hours per week are eligible to participate in the retirement plan subject to the plan's eligibility requirements. A mandatory contribution is required by both the employee and the employer per state statutes. 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.

33) Health, Group Life and Disability Insurance Coverage

- A) Full time employees shall be eligible to be covered by the Seymour Housing Authority Health Insurance Plan. Employees enrolled in Health Care Coverage will contribute 10% of the cost of Health Care coverage through regular payroll deductions.
- B) Any employees currently afforded insurance coverage according to a previous revision of this personnel policy are eligible to continue coverage as previously prescribed under the terms of the policy in place at that time.
- C) Full-time employees shall also be covered under the Authority's Group Life and Disability Insurance Plan.
- D) Part-time employees regularly scheduled to work more than thirty (30) hours per week may purchase, at their own cost, the Authority's health, life and disability insurance.
- E) Health, life and disability 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 per COBRA requirements.

34) Membership in Organizations

- A) 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.
- B) 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.

35) 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 DECD/CHFA Accounts 4120/4410, Administrative Salaries/Maintenance Labor.

36) 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

37) 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.

38) Conflict of Interest

- A) 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.
 - a) It is in conflict with the Housing Authority's interests:
 - b) 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.
 - c) 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.
 - d) 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.

- e) 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.
 - f) 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.
 - g) For an employee to speculate or compete with the Authority
 - (i) in the products, properties, or services sold, purchased,
 - (ii) or leased by the Authority.
 - h) 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.
 - i) 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.
- B) 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.

39) Political Activity

- A) 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.
- B) The restriction prohibits:
 - a) Use of official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
 - b) 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.
 - c) Being a candidate for elective office in a partisan election.
- C) 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.
- D) Certain officers may hold two public positions, one subject to and one exempt from certain provisions of 5 U.S.C. 1501, etal. 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.

- E) Participation in the following types of political activities is prohibited:
 - a) Soliciting political contributions from co-workers or subordinates.
 - b) Soliciting political support for a party faction or candidate from co-workers or subordinates.
 - c) 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.
- F) 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.

40) Annual Conferences

The Board of Commissioners and Seymour Housing Authority Employees may each elect to attend, on an annual basis and subject to budget approvals appropriate conventions and conferences.

- A) 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.

41) 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.

A) 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.

B) 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.

42) Gambling and Betting

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, or participation in state lotteries.

43) Solicitation for Gifts

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.

44) Employee Conduct

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.

- 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) Employee's 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.
- I) 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.
- J) Loss or damage other than normal wear and tear shall be charged to the employee based upon the current cost of replacement.
- K) 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:

- a) Abide by the terms of the above statement; and
 - b) 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.
- L) 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.
- M) 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.

45) Work Rules

An employee guilty of violation of the Work Rules attached hereto, may be subject to disciplinary action. 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.
- D) 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.
- M) Doing other than Agency work during work hours or using Agency vehicles, equipment or other materials for personal use..
- N) 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 aid 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.

46) Dress Code

The Seymour Housing Authority's objective in establishing a casual dress code is to allow our employees to work comfortably, yet, we still need our employees to project a professional image for our residents and clients who visit. Because all casual clothing is not suitable for the workplace, these guidelines will help you determine what is appropriate.

Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate for a professional appearance at work. Sun dresses, shorts, dance club dresses, and midriff bearing tops are examples of clothing not appropriate in our work environment. Clothing that reveals excessive cleavage, back, chest, feet, upper leg, stomach or undergarments is also not appropriate.

Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to residents or other employees is unacceptable. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting of other employees.

A) Maintenance and Housekeeping Personnel

A uniform allowance will be provided for all maintenance and housekeeping staff. On an annual basis, to be adjusted with inflation, maintenance personnel will be allotted \$275 for work boots, Authority shirts, pants and/or shorts. Housekeepers will be allotted \$200 for work shoes, Authority shirts, pants and/or shorts, also to be adjusted with inflation.

In the summer months, maintenance and housekeeping personnel are allowed to wear conservatively styled shorts to maintain comfort.

B) Dress Down Day

Fridays have been formally designated by the Agency as a dress down day. On these days, jeans, sneakers and a more casual approach to dressing, although never potentially distasteful or offensive to others, are allowed. All rules about the acceptability of clothing listed previously apply on dress down day. A monthly contribution may be collected for participation in dress down Fridays to raise funds for a charitable purpose.

47) Hostility in the Workplace

The Seymour Housing Authority provides a non-hostile work environment and discourages any activities that would promote such events.

Hostile work environment refers to harassment by supervisors, managers, coworkers, agents of the company/organization and outside vendors. Hostile work environment consists of a condition where an employee cannot do their job without feeling harassed or threatened.

Hostile work environment refers to harassment or discrimination that is a violation of a person's civil rights – based on gender, sexual orientation, race, color, nationality, ancestry, ethnic origin, religion,

physical handicap/disability, medical condition, physical appearance, marital status, veteran status, or education.

Conduct

Supervisors, managers, coworkers, agents or outside vendors shall not engage in offensive conduct toward anyone employed by the Seymour Housing Authority that focuses on the traditionally protected categories of sex, gender, sexual orientation, pregnancy, age, disability, religion, race or national origin. Additionally, any supervisor, manager, coworker, agent or outside vendor shall not engage in conduct consisting of the following:

- a) Verbal abuse against any person, for whatever reason
- b) Angry interchanges between people over objections to directives from supervisors, requests from co-workers or political or territorial boundaries
- c) One-up-manship and excessive competition
- d) Power plays and challenges issued over imagined threats to a person's authority
- e) Attempts to squash a person's ability to be creative and do their work in a way that is most productive for the individual
- f) Enforcement of ineffective or unreasonable rules for the sole purpose of exerting power over others or to impede progress
- g) Conduct marked especially by overt antagonism, unfriendly or inhospitable in natures
- h) Offensive sexual advances including inappropriate sexual comments to or about individuals, or inappropriate grabbing or touching
- i) Slurs, insults or offensive jokes and comments

Remedies

Employees subject to or experiencing such offensive conduct are encouraged to first request the offender to cease such behavior by discussing the matter with the individual before discussing the matter with a supervisor. If the problem continues, such behavior is to be reported to an immediate supervisor.

Violations of the rules of conduct relative to hostility in the workplace will result in disciplinary actions.

48) Sexual Harassment Policy

See Sexual Harassment Addendum

49) Drug-Free Workplace Policy

See Drug-Free Workplace Addendum

50) Internet Use Policy

See Internet Use Policy Addendum

51) Administration and Interpretation

The Executive Director shall have the primary responsibility of enforcement and interpretation 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.

52) Administration

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.

- i. Adopted: 10/08/2003
- ii. Amended: 11/5/2003
- iii. Amended: 8/9/2006
- iv. Amended: 9/6/2006
- v. Amended: 12/13/2006
- vi. Amended: 4/9/2008
- vii. Amended: 1/1/2010

Laundry Room Rules

Laundry Room Hours:

Monday – Friday

8:00 A.M. to 6:00 P.M.

Saturday & Sunday

9:00 A.M. to 6:00 P.M.

- Only use machines during open laundry room hours mentioned above. **Since the laundry room closes at 6:00 P.M., the last load permitted in the washer is 4:30 P.M. and the last load in the dryer is 5:00 P.M. The machines are to be idle at 6:00 P.M. The rooms will remain open until 6:00 P.M. to retrieve your laundry.**
- **To ensure all residents have opportunity for access to the machines, there is a Two Load per Day limit.**
- After each use, please clean out the washer and the lint filter on the dryer.
- Discard all waste in the receptacle provided.
- Dryer Door should be open when not in use.
- **Do not leave laundry in the machines past the cycle time or overnight. This means that laundry is expected to be attended by the resident. Residents doing laundry should not leave the building until it is finished.**
- Machines are for resident use and for the laundry of residents only. **Doing laundry for visitors, guests or family members is not permitted.** Visiting Homemakers, Home Health Aides and family members of our residents are permitted to do only resident laundry as a reasonable accommodation.

Your cooperation will be appreciated by your neighbors and the Seymour Housing Authority!

Laundry Room Protocol

In as much as there are eighty dwellings utilizing the laundry rooms, cooperation with the fellow residents and the Seymour Housing Authority is imperative. Reserving machines and times to do laundry is not permitted. Please abide by the above stated rules. Be sure to clean up after yourself after each use of the laundry rooms. Be careful with liquid soap and Clorox. Mishandling of these items will cause damage to your clothing and our carpeting. **Visiting Homemakers, Home Health Aides and family members shall follow the same operation rules explained in this policy including clean up. Due to the limited time that Homemakers, Home Health Aides and family members of our residents may have to complete their laundry tasks for their clients (our residents) machines on alternate floors may be used by these workers as a reasonable accommodation.**

Callahan House offers eight machines for eighty dwelling units. This is in accordance with contract requirements with the laundry vendor. The number of machines is based on national averages and is predicated by said contractor. There are an adequate number of machines provided by this facility.

SEYMOUR HOUSING AUTHORITY

REASONABLE ACCOMMODATION POLICY AND PROCEDURES POLICY STATEMENT

The Seymour Housing Authority is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of Seymour Housing Authority's programs, services and activities. Therefore, if an individual with a disability requires an accommodation such as an accessible feature or modification to a Seymour Housing Authority policy, Seymour Housing Authority will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, the Seymour Housing Authority will make another accommodation that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

The Seymour Housing Authority will post a copy of this Reasonable Accommodation Policy and Procedures in the Central Administrative Offices located 28 Smith Street and, the management office in each public housing development. In addition, individuals may obtain a copy of this Reasonable Accommodation Policy and Procedures, upon request, from the Seymour Housing Authority's Section 504/ADA Coordinator.

LEGAL AUTHORITY

The Seymour Housing Authority is subject to Federal civil rights laws and regulations. This Reasonable Accommodation Policy is based on the following statutes or regulations. *See* Section 504 of the Rehabilitation Act of 1973 (Section 504)¹; Title II of the Americans with Disabilities Act of 1990 (ADA)²; the Fair Housing Act of 1968, as amended (Fair Housing Act)³; the Architectural Barriers Act of 1968⁴, and the respective implementing regulations for each Act.

¹ 29 U.S.C. § 794; 24 C.F.R. Part 8.

² 42 U.S.C. §§ 12101 et seq.

³ 42 U.S.C. §§ 3601-20; 24 C.F.R. Part 100.

⁴ 42 U.S.C. §§ 4151-4157.

MONITORING AND ENFORCEMENT

The Seymour Housing Authority's Section 504/ADA Coordinator is responsible for monitoring Seymour Housing Authority's compliance with this Policy. Individuals who have questions regarding this Policy, its interpretation or implementation should contact Seymour Housing Authority's Section 504/ADA Coordinator in writing, by telephone, or by appointment, as follows:

Name of Section 504/ADA Coordinator:

David J. Keyser
Address: 28 Smith Street
Seymour, CT 06483

Telephone Number: 203-888-4579

Facsimile Number: 203-888-2096

STAFF TRAINING

The Section 504/ADA Coordinator will ensure that all appropriate Seymour Housing Authority staff receive annual training on the Reasonable Accommodation Policy and Procedures, including all applicable Federal, state and local requirements regarding reasonable accommodation.

REASONABLE ACCOMMODATION

A person with a disability may request a reasonable accommodation at any time during the application process, residency in public housing programs of the Seymour Housing Authority. The individual, Seymour Housing Authority staff or any person identified by the individual, must reduce all requests to writing. Reasonable accommodation methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request for a reasonable accommodation is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

APPLICATION OF REASONABLE ACCOMMODATION POLICY

The Reasonable Accommodation Policy applies to individuals with disabilities in the following programs provided by the Seymour Housing Authority:

- (a) Applicants of public housing;
- (b) Residents of public housing developments;
- (c) Participants in all other programs or activities receiving Federal financial

assistance that are conducted or sponsored by the Seymour Housing Authority, its agents or contractors including all non-housing facilities and common areas owned or operated by the Seymour Housing Authority.

PERSON WITH A DISABILITY

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase “physical or mental impairment” includes:

- (a) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
- (b) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing and learning.

The definition of disability does not include any individual who is an alcoholic whose current use of alcohol prevents the individual from participating in the public housing program or activities; or whose participation, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others.

EXAMPLES OF REASONABLE ACCOMMODATIONS ⁵

Examples of reasonable accommodations may include, but are not limited to:

- (a) Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- (b) Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;
- (c) Allowing a live-in aid to reside in an appropriately sized Seymour Housing Authority unit;

⁵ Seymour Housing Authority will also provide, as an attachment to the Reasonable Accommodation Policy, its “Examples of Reasonable Accommodations”, approved by the U.S. Department of Housing & Urban Development.

- (d) Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;
- (e) Transferring a resident to a unit on a lower level or a unit that is completely on one level;

- (f) Making documents available in large type, computer disc or Braille;
- (g) Providing qualified sign language interpreters for applicant or resident meetings with Seymour Housing Authority staff; or at resident meetings;
- (h) Installing strobe type flashing lights and other such equipment for a family member with a hearing impairment;
- (i) Permitting an outside agency or family member to assist a resident or an applicant in meeting screening criteria or meeting essential lease obligations;

PROCESSING OF REASONABLE ACCOMMODATION REQUESTS

The Seymour Housing Authority will provide the “Request for Reasonable Accommodation”, (“Request Form”), attached hereto, to all applicants, residents or individuals with disabilities who request a reasonable accommodation. The Reasonable Accommodation Request Form includes various forms of reasonable accommodations as well as the general principles of reasonable accommodation.

Individuals may submit their reasonable accommodation request(s) in writing, orally, or by any other equally effective means of communication. However, the Seymour Housing Authority will ensure that all reasonable accommodation requests will be reduced to writing. If needed as a reasonable accommodation, the Seymour Housing Authority will provide access to assistance for the individual to complete the Request Form.

- (a) The Seymour Housing Authority will provide all applicants with a **Notice of a Right to a Reasonable Accommodation**. This Notice will be an attachment to the Seymour Housing Authority application.
- (b) The Seymour Housing Authority will provide all applicants with a **The SHA Accessible Communication Policy**, which will be an attachment to the Seymour Housing Authority application.
- (c) Reasonable Accommodations will be made for applicants during the application process. All applications must be taken in an accessible location. Applications will be made available in accessible formats. Seymour Housing Authority will provide applicants with appropriate auxiliary aids and services, including qualified sign language interpreters and readers, upon request.
- (d) Seymour Housing Authority will provide all residents with the Request Form during the annual re-certification, and upon request. The Seymour Housing Authority will provide the Request Form in an alternate form, upon request.
- (e) Residents seeking accommodation(s) may contact the housing management office or within their housing development office. In addition, residents may also contact the Section 504/ADA Coordinator’s office directly to request the accommodation(s).
- (f) Within seven (7) business days of receipt, the housing management office will forward the resident’s reasonable accommodation request(s) to the Office of the Section 504/ADA Coordinator.
- (g) Within twenty (20) business days or receipt, the Office of the Section 504/ADA Coordinator, or the resident’s management office will respond to the Resident’s Request.

- (h) If additional information or documentation is required, the Section 504/ADA Coordinator's office will notify the resident, in writing, of the need for the additional information or documentation. The Section 504/ADA Coordinator's Office will provide the resident with the "Request for Information or Verification Form" ["Request for Information"], a copy of which is attached. The written notification should provide the resident with a reply date for submission of the outstanding information or documentation.
- (i) Within thirty (30) business days of receipt of the request and, if necessary, all supporting documentation, Seymour Housing Authority will provide written notification to the resident of its decision to approve or deny the resident's request(s). Upon request, the written notification will be provided in an alternate format. A copy of the "Letter Denying Request for Reasonable Accommodation(s) and "Letter Approving Request for Reasonable Accommodation(s)" are attached.
- (j) If Seymour Housing Authority approves the accommodation request(s), the resident will be notified of the projected date for implementation.
- (k) If the accommodation is denied, the resident will be notified of the reasons for denial. In addition, the notification of the denial will also provide the resident with information regarding Seymour Housing Authority's HUD-approved Grievance Procedures.
- (l) All recommendations that have been approved by the ADA/504 Coordinator will be forwarded to the appropriate housing manager for implementation. All requests for reasonable accommodation that are approved by the regional housing manager will promptly be implemented or begin the process of implementation.

VERIFICATION OF REASONABLE ACCOMMODATION REQUEST

Seymour Housing Authority shall request documentation of the need for a Reasonable accommodation as identified on the Request for Reasonable Accommodation Form. In addition, Seymour Housing Authority may request that the individual provide suggested reasonable accommodations. The Seymour Housing Authority shall verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation have a disability-based need for the requested accommodation.

However, the Seymour Housing Authority may not require individuals to disclose confidential medical records in order to verify a disability. In addition, the Seymour Housing Authority may not require specific details regarding the individual's disability. The Seymour Housing Authority may only request documentation to confirm the disability-related need(s) for the requested reasonable accommodation(s).

The Seymour Housing Authority may not require the individual to disclose the specific disability(ies); or the nature or extent of the individual's disability(ies).

The following may provide verification of a resident's disability and the need for the requested accommodation(s):

- (a) Physician;
- (b) Licensed health professional;

- (c) Professional representing a social service agency; or
- (d) Disability agency or clinic.

Upon receipt, the resident's Property Manager will forward the recommendation, including all supporting documentation, to the Seymour Housing Authority's Section 504/ADA Coordinator within seven (7) days of receipt.

DENIAL OF REASONABLE ACCOMMODATION REQUEST(S)

Requested accommodations will not be approved if one of the following would occur as a result:

- (a) A violation of State and/or federal law;
- (b) A fundamental alteration in the nature of the Seymour Housing Authority public housing program;
- (c) An undue financial and administrative burden on Seymour Housing Authority;
- (d) A structurally infeasible alteration; or
- (e) An alteration requiring the removal or alteration of a load-bearing structural member.

TRANSFER AS REASONABLE ACCOMMODATION

Seymour Housing Authority shall not require a resident with a disability to accept a transfer in lieu of providing a reasonable accommodation. However, if a public housing resident with a disability requests dwelling unit modifications that involve structural changes, including, but not limited to widening entrances, rooms, or hallways, and there is a vacant, comparable, appropriately sized UFAS-compliant unit in that resident's project or an adjacent project, Seymour Housing Authority may offer to transfer the resident to the vacant unit in his/her project or adjacent project in lieu of providing structural modifications. However, if that resident rejects the proffered transfer, Seymour Housing Authority shall make modifications to the resident's unit unless doing so would be structurally impracticable or would result in an undue financial and administrative burden.

If the resident accepts the transfer, Seymour Housing Authority will work with the resident to obtain moving expenses from social service agencies or other similar sources. Nothing contained in this paragraph is intended to modify the terms of Seymour Housing Authority's Tenant and Assignment Plan and any resident's rights thereunder.

SERVICE OR ASSISTANCE ANIMALS

Residents of Seymour Housing Authority with disabilities are permitted to have assistance animals, if such animals are necessary as a reasonable accommodation for their disabilities. Seymour Housing Authority residents or potential residents who need an assistance animal as a reasonable accommodation must request the accommodation in accordance with the reasonable accommodation policy. Assistance animals are not subject to the requirements of Seymour Housing Authority's Pet Policy.

RIGHT TO APPEAL/GRIEVANCE PROCESS

(1) The public housing applicant or resident may file a complaint in accordance with Seymour Housing Authority's HUD-approved Grievance Procedure following a formal determination by the Seymour Housing Authority's ADA/504 Coordinator.

(2) An applicant or resident may, at any time, exercise their right to appeal a Seymour Housing Authority decision through the local HUD office or the U.S. Department of Justice. Individuals may contact the local HUD office at:

U.S. Department of Housing and Urban Development
Hartford Office
One Corporate Center
20 Church Street, 19th Floor
Hartford, CT 06103-3220
Telephone: (860) 240-4800
Facsimile: **Fax:** (860) 240-4850
TDD/TTY Number: (860) 240-4665

**SEYMOUR HOUSING AUTHORITY
REQUEST FOR REASONABLE ACCOMMODATION**

You may utilize this form to request that the Seymour Housing Authority provide a reasonable accommodation to you, or any member of your household who has a disability, so that you or a member of your household may utilize your residence, or any of the Seymour Housing Authority’s facilities, programs or services. For purposes of this form, please refer to the attached “Reasonable Accommodation Policy” to determine whether you are a “qualified individual with a disability”. If you would like to request a reasonable accommodation on behalf of yourself or a member of your household, please complete this form. You must date and sign your name at the bottom of this form and return the form to the property manager’s office. If you need assistance in understanding whether you or a member of your household is a “qualified individual with a disability” or if you need assistance in completing this form, please contact your local property management office or the Seymour Housing Authority’s Section 504/ADA Coordinator.

_____	_____
Date of Request	Social Security Number
_____	_____
Name of Applicant/Resident/Participant	Telephone Number
_____	_____
Address	City/State/Zip Code

- 1. I am requesting the following reasonable accommodation(s): _____

- 2. I am requesting the reasonable accommodation(s) on behalf of: (name): _____
- 3. My reason(s) for requesting this reasonable accommodation: _____

4. A physician, licensed health care professional, professional representing a social service agency, disability agency or clinic may provide verification of your disability.

You may request a physical modification to your current unit or a transfer to a unit that has been previously modified [in your development or another development]. The Public Housing Authority will work with you to determine how to fulfill your reasonable accommodation request. The Seymour Housing Authority may require documentation to support your reasonable accommodation request(s). Please indicate which option you prefer:

- ___ I wish to have modifications made to my current unit only
- ___ I would consider moving to a unit that is currently modified, but only within my current development
- ___ I would consider moving to a unit that is currently modified, even in another development

Signature of Applicant/Resident/Participant Date