

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Fairfield Housing Authority</u> PHA Code: <u>CT052</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/01/2010</u>					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>0</u> Number of HCV units: <u>171</u>					
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	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:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<b>Mission.</b> To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. To provide decent, safe and sanitary housing to all those who participate in the program(s) the FHA administers. To provide accurate information regarding the program(s) we administer to all those inquiring.					
<b>5.2</b>	<b>Goals and Objectives.</b> <ol style="list-style-type: none"> <li>1) Improve the quality of assisted housing – Improving SEMAP score (becoming a high performer) and increasing customer satisfaction</li> <li>2) Increase assisted housing choices – Increasing payment standards, outreaching to potential landlords and to provide mobility counseling.</li> <li>3) Expand assisted housing – Acquire additional funding to increase the number of participants</li> <li>4) Promote self-sufficiency – To establish a productive FSS program for families to move to permanent, unsubsidized housing.</li> <li>5) Continue to ensure Equal Opportunity and further fair housing – Undertake affirmative measures to ensure access, and to provide a suitable living environment for families living in assisted housing to those who fall under the Federal and State/Local protected classes.</li> <li>6) To maintain a high level of standards and professionalism in our day to day management of all program components.</li> <li>7) Continue to ensure that all units are Rent Reasonable and meet or exceed HQS.</li> <li>8) Update our Administrative Plan</li> </ol>					

**PHA Plan Update**

- (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:
  - (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.
- A copy of the Fairfield Housing Authority's 5-Year Plan may be obtained at 15 Pine Tree Lane Fairfield, CT 06825, or the Fairfield Public Library 1080 Old Post Road Fairfield, CT 06824.

1. **Eligibility, Selection and Admission Policies, including Deconcentration and Wait List Procedures:**

The FHA uses a single waiting list for admissions to the HCV Program. To establish this list, the FHA uses the Lottery Drawing method. When accepting applications, the FHA only accepts from those who are 18 years of age or older or emancipated minors under State Law. The FHA has no preferences in managing the wait list. The FHA follows HUD's eligibility and admission guidelines. The FHA has not established any additional criteria.

2. **Financial Resources:**

The FHA operates the HCV Program solely on the funds it receives from HUD. We receive additional funds through Fraud Recoveries and/or administrative fees. Currently we receive \$49,153.00 in HAP Disbursement each month from HUD. Our Current average HAP paid out is \$66,000.00 including utility allowances.

3. **Rent Determination:**

The FHA Determines participants' rent on the HCV Program in accordance with HUD's Standards and Guidelines. The Fairfield Housing Authority's Payment Standard is above 100% and at or below 110% of the designated FMR. This is to ensure success among assisted families and increases housing options for families. Payment Standards are reevaluated annually. In addition to the HUD hardship criteria (as defined in 24 CFR 5.630), the Fairfield Housing Authority considers all circumstances on a case by case basis.

4. **Operation and Management:**

The Executive Director oversees the activities of the HCV Program Manager. On an as-needed basis, services are provided through consultants and independent contractors. The Fairfield Housing Authority is governed by a 5-member Board of Directors. The HCV Program is managed and maintained by our Administrative Plan.

5. **Grievance Procedures:**

The Fairfield Housing Authority requests that all grievances/complaints be submitted in writing. All grievances/complaints are evaluated on a case-by-case basis. If the HCV Program Manager is unable to resolve a grievance/complaint, it is referred to the Executive Director. All participants of the HCV Program are provided with a copy of 24 CFR 982.555 Informal Hearing for Participant. A request for an informal review must be received within ten (10) days from the date of denial / termination. An Informal Hearing Officer (IHO) is designated to conduct the hearing. The informal review may not be conducted by the person who made or approved the decision under review, nor a subordinate of such person. The applicant/participant is given the option of presenting an oral or written objection to the decision. A notice of the review findings along with the IHO's explanation of the decision is provided to the applicant / participant within 30 days after the review.

6. **Designated Housing for Elderly and Disabled Families:**

The Fairfield Housing Authority has two (2) Senior / Disabled Housing Complexes which is administered by the Executive Director. 15 Pine Tree Lane (State Elderly / Disabled), 20 Trefoil Court (Sec.8 Senior / Disabled). Separate waiting lists are in place for each complex.

7. **Community Service and Self Sufficiency:**

The Fairfield Housing Authority currently does not have any programs or activities designed for the enhancement of the economic and social self-sufficiency of assisted families under the HCV Program. Note: Creating a FSS Program is one of our goals listed above.

8. **Safety and Crime Prevention (for public housing only):**

NOT APPLICABLE.

9. **Pets:**

Under the HCV program, allowing pets is the sole discretion of the owner/landlord and it is required to be documented in the lease. The Fairfield Housing Authority follows HUD guidelines and Fair Housing laws in assisting those who require pets due to a particular disability.

10. **Civil Rights Certification:**

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

11. **Fiscal Year Audit:**

The Fairfield Housing Authority, as required, has annual audits conducted. The Fairfield Housing Authority is waiting for the results of our most recent audit.

12. **Asset Management (HCV not required):**

NOT APPLICABLE.

13. **Violence Against Women Act (VAWA):**

See Attachment 1.

6.0

7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>The Fairfield Housing Authority has not applied for HOPE VI or Mixed Finance Modernization or Development for any housing or projects.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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> <p>The Fairfield Housing Authority currently does not have any current or open CFP grants and/or CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> 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> <p>NOT APPLICABLE.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <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><b>Housing Needs.</b> 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>Some of the Housing Needs that the Fairfield Housing Authority recognizes are the availability of affordable rental units. Rental amounts in the jurisdiction far exceed the FMR's set for the area. This is a concern for all participants and for all those on the waiting list of all low income brackets.</p>

9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>The Fairfield Housing Authority's payment standards have been at 110% of the local FMR's. We foresee, due to the economy and the local rental market, for this to continue throughout the next five years. We have and will continue to negotiate with owners/landlords to keep rental amounts reasonably lower than the asking rental amount so that HCV participants / applicants can be successful on the program in the jurisdiction. The Fairfield Housing Authority will, if needed, acquire HUD's approval to increase our payment standards beyond the allowed 110%.</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(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.</p> <p>The Fairfield Housing Authority meets our mission in our day-to-day operations by negotiating with owners/landlords, ensuring that units meet or exceed HQS, providing our participants / applicants with accurate information relating to their obligations in a manner that easily interpreted, by abiding by HUD regulations / guidelines, and abiding by Fair Housing Laws and recognizing Federal and State/Local protected classes.</p> <p>The Fairfield Housing Authority has increased program interest to applicants and owners by the use of our web page: <a href="http://www.fairfieldct.org/housingauthority.htm">www.fairfieldct.org/housingauthority.htm</a>, which launched in 2008. We use a list of CT PHAs' contact information as a tool in assisting participants / applicants. Management has taken and passed courses relating specifically to the HCV Program. We will continue this "furthering of education" specifically regarding FSS as funding becomes available. The Fairfield Housing Authority has also recently converted to a new rent reasonable program that is updated annually.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Significant Amendment and Substantial Deviation/Modification are defined by the Fairfield Housing Authority as discretionary changes in the plans or policies of the FHA that radically change the fundamental structure of the FHA's mission, goals, objectives or plans of the agency and of which require formal approval of the Board of Commissioners.</p>

<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"><li>(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)</li><li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li><li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li><li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li><li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li><li>(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.</li><li>(g) Challenged Elements</li><li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li><li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li></ul>
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## **6.0 (13) ATTACHMENT 1**

In accordance with the amendment of section 5A of the U.S. Housing Act of 1937 (Section 603 of VAWA 2005), it is the objective of The Fairfield Housing Authority to assist and provide beneficial information to Section 8 participants and/or applicants who are victims of domestic / dating violence, sexual assault or stalking.

The Fairfield Housing Authority provides and/or offers the following activities, services, or programs directly or with other service providers to children or adult victims of domestic / dating violence, sexual assault or stalking; to obtain or maintain housing; to enhance victim safety in assisted families:

### **The Center for Women and Families of Eastern Fairfield County**

753 Fairfield Ave.  
Bridgeport, CT 06604  
Hotline: 203-384-9559  
[www.cwfefc.org](http://www.cwfefc.org)

### **Operation Hope**

338 Commerce Drive  
Fairfield, CT 06825  
Phone: 203-696-0491

### **Domestic Violence**

Connecticut: 1(888) 774-2900  
National DV: 1(800) 799-SAFE

### **V.E.D.A.S. Hotline (Espanol)**

1(888) 568-8332

### **Rape Crisis Services**

Connecticut: 1(888) 999-5545

The Fairfield Housing Authority provides this information regarding children or adult victims of domestic / dating violence, sexual assault or stalking prior to issuance of vouchers; generally at briefings.

Currently, upon notification of a Section 8 participant regarding children or adult victims of domestic / dating violence, sexual assault or stalking, The Fairfield Housing Authority informs the participant of their options and how The Fairfield Housing Authority is able to assist them in maintaining their housing assistance in accordance with HUD regulations.