

<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>Housing Authority of the City of Bridgeport</u> PHA Code: <u>CT001</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2011</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>2428</u> Number of HCV units: <u>2368</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.)																										
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1: n/a</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: n/a						PHA 2:						PHA 3:					
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<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> 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:  The Housing Authority of the City of Bridgeport (HACB) is committed to providing quality, affordable housing and services in an efficient effective and creative manner. We will serve our residents by providing affordable housing opportunities in a safe environment; revitalizing and maintaining neighborhoods; and forming effective partnerships to maximize social and economic opportunities. This mission shall be accomplished by a fiscally responsible, ethical and professional organization committed to excellence in public service																										
<b>5.2</b>	<b>Goals and Objectives.</b> 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.  See attached pages 1-11																										
<b>6.0</b>	<b>PHA Plan Update</b>  (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. The following PHA Plan elements have been revised by HACB since its Annual Plan Submission: <ol style="list-style-type: none"> <li>1. Eligibility and Selection</li> <li>2. Lease Termination Procedures</li> </ol> HACB's Plans (including attachments) are available for public inspection at: <ul style="list-style-type: none"> <li>➤ HACB's main administrative office (150 Highland Avenue)</li> </ul>																										
<b>7.0</b>	<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> See attached Page 25																										
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. See attached Page 49																										

8.1	<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. See attached Page 50
8.2	<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. See attached Page 50
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input checked="" 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. See attached page 50
9.0	<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. See attached See attached page 51

9.1	<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> See attached Page 66
10.0	<b>Additional Information.</b> 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. See attached (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"  See attached page 70

11.0	<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.  (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)  See attached
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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

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### **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 off ice 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\\_disposition.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_disposition.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.

## 5.2 Goals and Objectives

### 1. Increase the availability of decent, safe, and affordable housing.

- Expand the supply of assisted housing.

Objectives:

Reduce public housing vacancies:

- Continue to:
  - Utilize existing management system (implemented two years ago), which is benchmarked, measured and that holds staff accountable. HACB's occupancy and 30 day turnover rates continue to be at or very near our stated goals of 98 percent.
  - Increase capacity of the asset management staff through training and testing. Clerks have completed training and testing to become Certified Occupancy Specialists.
  - Complete the HUD-approved energy performance contract in the effort to improve housing efficiencies that, in turn, improve the marketability of each housing complex.
  - Implement measurement and verification phase of EPC.
  - Address perceived and actual safety and security concerns at our complexes by identifying and implementing security programs and protocols.
  - Increase staffing skills and capacity to address maintenance issues and PHAS Physical Management Score.
  - Develop and implement quality control and tracking mechanisms comparable to the private industry.
  - Implement a preventative maintenance program to minimize extensive repairs when a vacancy does occur.
- Actively advertise the public housing program to all applicants and affirmatively further fair housing.
- Engage consultants and learn from their examples to find efficiencies in the purchase of goods and services, in the management and operations of public housing, in the implementation of Section 8 administrative plan and in the development public/affordable housing units.
- Supplement basic staff through the renewed Architects and Engineers roster.

Leverage private or other public funds to create additional housing opportunities:

- Continue to:
  - The Father Panik Village (FPV) replacement housing program funds with funding streams secured in partnership agreements with City and State housing agencies, as well as with private housing

industry organizations, developers and financial institutions and apply for Capital Fund Financing Program.

- Develop the Project Based Section 8 program to incorporate a funding stream for supportive housing and maintain development department staffing for the nascent Project-Based Section 8 program.
- Address the Marina Village site as a potential part of a Choice Neighborhoods application and ensure that plans incorporate leveraging the property for a minimum of 1:1 replacement on and off-site.
- Utilize Replacement Housing Factor in accordance with regulations and leveraging the anticipated 5 years of second increment funding through the Capital Fund Financing Program in support of the Albion Street project.
- Complete:
  - The Capital Fund Financing Program application in an effort to secure funds sufficient to complete the Authority's Voluntary Compliance Agreement with HUD. HACB received technical assistance from HUD for the feasibility of submitting an application to CFFP to complete the VCA. We are awaiting their response.
  - The analysis of vacant and/or occupied properties, including our administrative buildings, to determine the best use of each property. Proceeds from the sale of properties will be matched by the creation of incremental, affordable housing. The acquisition of incremental units will in some cases be counted toward the satisfaction of the FPV replacement and Pequonnock replacement programs (such units have to date been identified but not all have been acquired) and will otherwise count in supplement of the general agency portfolio.
  - The acquisition and rehabilitation of properties identified and approved by Connecticut Legal Services as appropriate for the completion of the FPV and Pequonnock replacement programs. Launch Building Blocks program, if funded, to help stabilize West Side neighborhoods while providing, through the Project-Based Section 8 program, supportive housing opportunities for special populations, e.g., homeless, veterans, survivors of domestic violence, refugees, and prisoners re-entering the community.
- Collaborate with other communities and community providers, as approved by the HACB Board of Commissioners in 2010, in the development of supportive and subsidized housing through our Project-Based Section 8 program.

Acquire or build units or developments:

- Complete:

- The acquisition and rehabilitation of replacement housing in satisfaction of the Pequonnock Agreement and the amended Father Panik Village Settlement Agreement.
- The comprehensive redevelopment plan for the combined former Marina Apartments and Pequonnock Apartments vacant land parcels, as well as the Father Panik Village land parcels, in cooperation with the City of Bridgeport and the private development team specific to the creation of new mixed-income rental and for-sale affordable public housing, perhaps as part of a Choice Neighborhoods application or in a variety of developments per a comprehensive Master Plan.
- Negotiate and acquire, in partnership with City, State and private agencies and funders, new properties for HACB's Project Based Section 8 program, especially opportunities to expand supportive housing in those Section 8 units.
- Develop Albion Street property as part of the Father Panik Village Replacement Program using a variety of funding sources to include Development Fund, Replacement Housing Factor via Capital Fund Financing Program, and Tax Credits.

Other:

- Maintain:
  - The utilization rate of Section 8 vouchers to 97 percent or better by implementing lease up marketing programs.
  - The protocol that ensures that HACB stays current with Section program changes, takes advantage of regulatory waivers, and capitalizes fully on other Section 8 program guidelines and opportunities.
- Continue:
  - To train staff in their respective disciplines by providing access to in-house and off-site trainings and seminars.
  - Ongoing needs and housing market assessment consequent to the economic reversals ongoing since September 2008.
- Finalize the remodeling of office space to meet current staff and program demands.

➤ Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) 81 as of 10/07/08;

Improve voucher management: (SEMAP score) 100 as of 9/30/08.

Increase customer satisfaction:

- Implement preventative maintenance program.
- Implement general materials/replacement costs, as determined by inventory taken over the past year, for damaged property.

- Continue to fine tune emergency response procedures to ensure timely intervention to resident and property needs.
- Continue to:
  - Improve physical conditions at each site.
  - Increase security measures.
  - Evict non-performing households who cannot or do not elect to engage in supportive programming offered.

Concentrate on efforts to improve specific management functions:

- Continue:
  - Vacancy turnaround of less than 30 days.
  - Staff trainings to assure accuracy and consistency in meeting all reporting requirements.
  - To decrease tenant account receivables.
  - Strict enforcement of Admission and Continued Occupancy Policy and Lease.
- Fine tune and implement resident orientation to educate new tenants about HACB lease and resident obligations.
- Create customer service procedures to track progress and quality of work at specific locations and to identify operational deficiencies.

Renovate or modernize public housing units:

- Continue:
  - Implementation of the measurement and verification phase of the Energy Performance Contract (EPC). A staff training program is included in the EPC and is being implemented.
  - Implementation of the physical needs/modernization plan derived from the Physical Needs Assessment (PNA) of all HACB properties completed in 2008-09.
  - Under PIH Notice 2009-12, to employ force account to perform Capital Fund Stimulus grant work without prior HUD approval. Such items include vacancy reduction, building exterior work (roofs, siding, gutters, downspouts), bathroom upgrades, HVAC replacement, facility improvements, etc.
  - To administer the ongoing Architects and Engineers and Indefinite Quantities contracts established in 2011 for the proactive and efficient contracting of routine and extraordinary construction, modernizations, planning and development items.

Demolish or dispose of obsolete public housing:

- Use PNA and City Master Plan data to inform redevelopment plans for Marina Village, Pequonnock Apartments and Marina Apartments. Coordinate master planning with City officials, residents, business community and legislative representatives.
- Develop a strategic plan regarding the maintenance of and/or disposition of the HACB's current inventory of underutilized vacant

land parcels and existing rental properties to submit to HUD for approval. Potentially among the items in this plan are HACB-owned vacant properties that may be slated for demolition or sale.

Provide replacement public housing:

- Complete Father Panik Village Replacement Program, as amended. By October 2010, HACB will have completed the Pequonnock Apartment Settlement Agreement, as amended.
- Replace and supplement development staff to manage the implementation and administrative requirements of new programs initiated by HACB and funded through ARRA stimulus grants as well as through City, State and private partnerships.
- Continue to develop a revitalization/replacement plan for Marina Village that includes a replacement housing program to anticipate the needs of any Marina resident who might need to be relocated in order to implement the plan, such plan to be approved by HUD prior to implementation.

Provide replacement vouchers:

Other:

- Implement any updates to the Section 8 Administrative Plan accordingly.
- Ensure timely Housing Quality Standards Enforcement inspections.
- Continue Section 8 automated waiting list system.
- Advertise in different media to attract landlords in non-impacted areas and outside of Bridgeport.
- Seek qualified property management firm to manage newly developed scattered site housing.
- Administer the Re-Entry Program policy and procedures adopted by the Board in 2009 (FUSE program) with the ultimate goal of family reunification.
- Hire staff/contract with local mental health providers to work with disabled residents to promote quality of life, housing stability and safety.
- Hire staff/contract with local primary care and mental health providers to work with elderly residents to promote quality of life, housing stability and safety.
- Contract for Section 8 services with entities outside of HACB
- Contract with other public housing authorities to provide public housing or Section 8 services.
- Contract or subcontract with other organizations to administer the Project Based Certificate contract.

➤ Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

- As per Pequonnock Apartment Settlement Agreement.

Conduct outreach efforts to potential voucher landlords

- Advertise in different media to attract landlords in non-impacted areas.

Adjust voucher payment standards to maintain affordability but at maximum standard.

Implement voucher homeownership program.

Implement public housing or other homeownership programs:

- HACB will continue to pursue Section 32 Program in cooperation with the City of Bridgeport and other local affordable homeownership counseling and down-payment assistance providers upon internal review of existing public housing properties that are most appropriate for homeownership.
- Participate in City initiatives supporting home ownership and rent-to-own programs.
- Expand homeownership programs as part of our effort to create mixed-income communities.

Implement public housing site-based waiting lists for each development.

Other:

- Continue progress toward satisfaction of the Voluntary Compliance Agreement (VCA) to create a housing authority responsive to the needs of disabled households. HACB will continue to retrofit existing units and sites for full compliance with the UFAS and to offer residents reasonable accommodations. HACB will also continue its progress in satisfaction of specific administrative improvements cited in the Agreement in order to serve the disabled population more effectively. HACB will complete its application for Capital Fund Financing Program funding to complete its obligations per the Agreement.
- Incorporate and ensure within all new development plans consistency with the goals and provisions of the Pequonnock Settlement Agreement, Father Panik Village Settlement Agreement, and Matyasovsky consent decrees.
- Comply with the Matyasovsky Consent Decree in providing fair and equal housing opportunities for disabled households, specifically for Fireside Apartments and Harborview Towers, and Scattered Site units.
- Implement the HUD-approved elderly-only and disabled-only designated housing plans in the tenant selection at the former Park

City Hospital (now named, respectively, The Eleanor and The Franklin):

- Eleanor (one bedroom)
  1. Elderly only
  2. Congregate elderly only
- Franklin
  1. Homeless/disabled only
  2. PHA (all eligible LIPH households)
- Merton House (two and three bedrooms)  
Homeless/disabled family units
- Father Panik Village Project-based vouchers  
Applicants are selected from the Public Housing waiting list

through

- approved landlords and HACB owned units
- Tenant-based Vouchers  
Applicants are selected from LIPH waiting list for Pequonnock Replacement vouchers
- Apply for additional vouchers upon funding availability.

## **2. Improve community quality of life and economic vitality.**

- Provide an improved living environment.

Objectives:

Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:

- Actively market to families between the 50-80 percent of area median income.
- Improve—through modernization, maintenance, and security efforts—the physical conditions of the HACB’s sites.
- Continue to refine the comprehensive redevelopment plan for the existing Marina Village that includes the creation of a mixed-income, contextually-appropriate affordable housing development with alternative housing opportunities for public housing residents within other Bridgeport neighborhoods
- Continue “curb appeal” improvements at all sites.

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

- Policies and procedures are in place for households to transfer within HACB.
- Use the GIS maps developed with the City’s planning department, as well as other visual tools, to assess the relationship of HACB properties and Section 8 program utilization within the context of census tracts and neighborhood composition.

- Conduct new demographic needs assessment to ascertain the relative incomes in HACB neighborhoods, especially as a consequence of the subprime lending crisis and economic downturn since September 2008.

Implement public housing security improvements:

- Continue to enforce “One Strike” policy.
- Enhance, supplement, and refine crime prevention efforts through wider spread applications of effective measures, including environmental designs and the installation of CCTV.
- Improve screening measures and lease enforcement.
- Continue contracting private security providers at Harborview Towers, Fireside Apartments and Trumbull Gardens.
- Work with the police department to define the problem of crime that occurs near our developments and create strategies for identifying and reducing this problem.
- Continue advocacy for residents with the Police Force to prevent unnecessary censure and citations for legitimate activities conducted in public spaces of public housing developments.

Designate developments or buildings for particular resident groups (elderly, persons with disabilities):

- Consider further designation of particular resident groups as deemed consistent with FHEO guidelines for selected developments. (The Eleanor and Franklin, formerly the Park City Hospital, were approved by HUD for designation of elderly- and disabled- veterans and all eligible one bedroom household units in January 2009.)
- Provide Project-Based Section 8 program vouchers to supportive housing developers who wish to serve priority populations, including homeless, veterans, survivors of domestic violence, refugees, etc.

Other:

- Maintain an average response time of less than 24 hours in responding to emergency work orders.
- Comply with PHAS UPCS standards.
- Improve the quality and energy efficiency of new construction and replacement housing units in order to assist in the maintenance of these units for use by the low-income population over the long-term.
- Create quality affordable units within available developable land parcels throughout Bridgeport that promote appropriate urban density and address transit-oriented workforce housing objectives.
- Continue to collaborate with community organizations to provide resident-driven social and behavioral supports for people with disabilities, and to implement resident self-sufficiency programs.

- Provide HACB site staff with adequate training and resources to become effective Asset Managers, that is, to deliver immediate and effective quality service to the resident communities.
- Build on established alliances and create new collaborative relationships with neighborhood groups/councils to foster joint planning and to promote interactive community relationships.
- Continue efforts to partner with City Park and Recreation Department to acquire properties on or near public housing for future development or modernization improvements.

### **3. Promote self-sufficiency and asset development of families and individuals.**

- Promote self-sufficiency and asset development of assisted households.

#### Objectives:

Increase the number and percentage of employed persons in assisted families:

- Include referrals for employment and vocational training as part of Stable Families Program, scheduled to commence in Summer 2009.
- Ensure that businesses doing work for the Authority comply with Section 3 requirements.
- Continue various resident programming.
- Provide entry level employment opportunities to residents of the Authority.
- Continue efforts to gain approval from HUD to implement a self-sufficiency program for public housing residents.
- Collaborate with social service agencies that provide training and support services for employment options.
- Support the newly-established Resident Owned Business initiative provided for under the Energy Performance Contract.

Provide or attract supportive services to improve assistance recipients' employability:

- Implement the Stable Families Program in Summer 2009.
- Seek out new and maintain existing partnerships with local service providers.
- Continue presence in leadership in the Bridgeport Continuum of Care/Ten Year Plan to End Homelessness and at the Bridgeport Area Council of Church's Reentry Roundtable.
- Increase on-site community room utilization by community service providers in conjunction with site and resident needs.

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

- Partner with City and other community organizations in seeking grants, donations and delivery of support systems to various families and individuals.

- Partner with Connecticut Legal Services to provide legal support/services to at-risk individuals and/or households in order to maintain their residency status with HACB.
- Satisfy ADA and Section 504 compliance requirements.
- Continue presence in leadership in the Bridgeport Continuum of Care/Ten Year Plan to End Homelessness and at the Bridgeport Area Council of Church's Reentry Roundtable.
- Participate directly and indirectly in a variety of initiatives launched by the City and by local non-profit service provider agencies.

Other:

- Apply for and/or renew Family Unification Program, Resident Opportunity and Self-Sufficiency grants upon funding availability.
- Support Resident Programming, which will include leadership training, youth programs, and elderly/disabled recreational programs.
- Comply with HUD requirements and legal proceedings as it relates to the HACB Scholarship Fund as administered by the Greater Bridgeport Area Foundation.
- Provide Project-Based Section 8s to selected SAMHSA services in supportive housing and comparable homeless services grants applied for by local Continuum of Care providers.

#### **4. Ensure Equal Opportunity in Housing for all Americans**

- Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

Other:

- Comply with the Voluntary Compliance Agreement with HUD.
- Comply with the Matyasovsky Consent Decree for the disabled population as it pertains to housing at Fireside Apartments and Harborview Towers.
- Train staff in the regulatory requirements.

#### **5. Maintain a fiscally responsible and responsive public housing agency.**

- Streamline financial management.

Objectives:

Root out inefficiencies in use of manpower and materials.

Minimize use of overtime.

Other:

- Occupy units in a timely manner to maximize income stream.
- Continue technology upgrades and increase e-commerce/procurement opportunities.
- Continue anti-fraud efforts through rigorous verification process and resident integrity monitoring.
- Improve tenant account receivables.
- Continue implementation of energy conservation measures as identified in the Energy Performance Contract.
- Implement a recycling program.
- Engage utility companies to develop a direct payment and tracking system in order to minimize negative rent conditions.
- Utilize rebate programs with utility companies when conducting on-going modernization improvements that are outside the scope of the energy performance contract.

## **6. Encourage coordination and innovation in the delivery of public housing.**

- Improve coordination of activities.

Objectives:

Gain fluency in new Authority software system:

- Complete training in the new software system.
- Create management systems/forms by using the potential of the system .

Increase administrative and management efficiencies.

- Use intra-agency access to new software system to improve communications/data delivery to all staff to allow for prompt, efficient reporting within the Authority and to stakeholders, e.g., HUD, CHFA, etc.
- Upgrade hardware to keep pace with general technology improvements.
- Update HACB website regularly.
- Use CCTV system to facilitate web-based networking.

- Encourage innovation.

Establish partnerships to improve public housing stock and services/programs.

- Seek joint ventures and/or partnerships with the City and other housing authorities for aggregation of goods, services and commodities.
- Increase e-commerce/procurement activities when soliciting goods and services.

## **7. Encourage greater resident involvement in HACB planning and operations.**

- Improve resident relations via the Resident Advisory Board.

Objectives:

Continue open dialogue with public housing and Section 8 residents through RAB and local site meetings, ensuring at least one Director is present at each meeting.

Assist local councils to operate efficiently and effectively and provide technical assistance to become better board members or send council members to resident training activities conducted by other housing organizations.

Encourage residents to participate in at least three (3) local council meetings and one (1) RAB meeting. Council and RAB meetings are integrated into HACB's self-sufficiency program.

Encourage attendance of RAB and council members to the Board of Commissioner meetings.

Continue operation of after-school programs for the benefit of resident children and families at all family complexes.

Support resident programs occurring at local sites.

Support other resident initiatives that provide programs and services to the youths of HACB, including existing programs and making applications to participate in additional programs, such as Family Unification as well as other State, City, and local agency initiatives.

## **6.0 PHA Plan Update**

### **6.0a. Revised Plan Elements**

The following PHA Plan elements have been revised by HACB since its last Annual Plan Submission:

1. Eligibility, Selection and Admissions Policies
2. Financial Resources
3. Rent Determination
4. Operation and Management
6. Designated Housing for Elderly and Disabled Families
9. Pets
12. Asset Management

### **6.0b. Display Locations for HACB's Plans and Supporting Documents**

HACB's Plans (including attachments) are available for public inspection at:

- HACB's main administrative office (150 Highland Avenue).
- HACB's local offices.
- Clerk's Office of the City of Bridgeport.
- Bridgeport Public Library (Broad Street).

- HACB's website ([www.bridgeporthousing.org](http://www.bridgeporthousing.org)).

PHA Plan Supporting Documents are available for inspection at:

- HACB's main administrative office (150 Highland Avenue).
- City of Bridgeport's Clerk's Office.
- Bridgeport Public Library (Broad Street).
- HACB's website ([www.bridgeporthousing.org](http://www.bridgeporthousing.org)).

## PHA Plan Elements

### **1. Eligibility, Selection and Admissions Policies, including De-concentration and Wait List Procedures**

#### Public Housing

##### Eligibility:

HACB verifies eligibility for admission to public housing when families are within 90 days of being offered a unit.

In addition to income checks, HACB screens for criminal or drug-related activity as well as rental history as non-income factors in establishing eligibility for admission. HACB:

- Requests criminal records from local law enforcement agencies for screening purposes.
- Requests criminal records from State law enforcement agencies for screening purposes.
- Accesses FBI criminal records from the FBI for screening purposes (either directly or through an NCIC-authorized source).

##### Waiting List Organization:

HACB plans to use the following methods to organize its public housing waiting list:

- Site-based waiting lists (current)
- Other
  - ⊙ Incentive transfer policy
  - ⊙ Pequonnock Apartment Court Settlement Agreement (Closed)
  - ⊙ Father Panik Village Consent Decree (Closed)
  - ⊙ Matyasovszky Consent Decree (one bedroom only)
    - Disabled/Elderly waiting list
    - Disabled Transfer List

- Elderly Transfer List
- ⊙ Park City Hospital Redevelopment
  - Homeless/Disabled Next Step definition Wait List (Franklin)
- ⊙ Congregate Elderly Wait List (Eleanor)
- ⊙ Waiting list for elderly (Transfer & New Admissions) (Eleanor)
- ⊙ Franklin Wait List one bedroom eligible family (Transfer & New Admission)
- ⊙ Merton Homes
  - Homeless/Disabled Next Step definition Wait List
  - Youth Aged Out (18-23 years old with 1 or more children Next Step wait list)

Persons interested in public housing may apply for admission at:

- HACB's main administrative office
- HACB's development site management office
- Trumbull Gardens Administrative Office Resident Selection Department

HACB created nine, newly established site-based waiting lists. The Authority currently utilizes site-based waiting lists; however:

- Pequonnock Apartments replacement units will have a site-based wait list, as per Pequonnock Apartment Settlement Agreement.(See Section 8 Administrative Plan Project Base Section 8 Vouchers)
- Matyasovsky Settlement Agreement to house disabled households in Fireside Apartments, Harborview Towers and 25 scattered site units requires HACB to have a separate site based wait list for the sites.
- HACB currently operates site-based waiting lists by bedroom size for each family development: Marina Village, PT Barnum, Charles Greene Homes, Trumbull Gardens, and Scattered Sites.

Families may be on more than one list simultaneously (two or three), depending on their particular circumstances:

- Applicants off the public housing wait list requesting Scattered Site or 1<sup>st</sup> available may be offered Pequonnock Section 8 voucher.
- Former residents of Pequonnock Apartments were given preference to occupy a scattered site unit as completed by the City of Bridgeport.(completed)
- Elderly residents who were former Pequonnock Apartments and eligible for certain benefits. (completed)
- Disabled households may concurrently be on the elderly/disabled list and on the regular wait list.
- All current applicants can be on the list of up to 3 developments or opt for first available unit.

People interested in obtaining more information about the site-based waiting lists and wishing to sign up for these waiting lists may access information and applications at:

- HACB's main administrative office.
- All HACB development management offices.
- Management offices at developments with site-based waiting lists.

Assignment:

Applicants/Transfer Residents are given two choices of vacant units concurrently and with good cause before they are removed from the waiting list,

Admissions Preferences:

HACB plans to exceed federal targeting requirements by targeting more than 40 percent of all new admissions to public housing to families at or below 30 percent of area median income.

Transfers will take precedence over new admissions when residents are:

- Emergency conditions that are documented
- Extremely overhoused (minimum two or more bedroom size).
- Extremely underhoused (minimum two or more bedroom size).
- Overhoused.
- Underhoused.
- Documenting a medical justification.
- Requested by HACB, for administrative reasons, to move (e.g., to permit modernization work).

Offers of apartments will be made in the following order:

1. Emergency transfers; 24 CFR §966.4 (h)
2. Administrative transfers in the following category order:
  - a) Category 1: Reasonable accommodations for residents with disabilities 24CFR §8.4
  - b) Category 2: Problems of a life-threatening nature
  - c) Category 3: Three sub priorities below:
    - Modernization Transfer;
    - Revitalization transfers
    - Serious overcrowding, over-housing, and split families
3. Incentive transfers;
4. New Admissions from the waiting list;

HACB has established preferences for admission to public housing (other than date and time of application). HACB plans to adopt the following admission preferences in the next three (3) years:

Former Federal preferences:

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

- Victims of domestic violence.

Other preferences:

- Working families and those unable to work because of age or disability.
- Veterans
- Residents who live and/or work in the jurisdiction.
- Compliance with consent decrees:
  - ⊙ Pequonnock Apartment Settlement Agreement – former residents of may return to public housing (completed)
  - ⊙ Matyasovsky Consent Decree – disabled applicants will have preference over elderly applicants for Fireside Apartments and Harborview Towers until the sites reach a specific ratio
  - ⊙ Reentry Program
  - ⊙ Homeless
  - ⊙ Lease in Place (applicants for FPV replacement housing will be leased in place in existing properties acquired, with HUD’s previous approval, as public housing, provided that such applicants meet minimum eligibility for HACB public housing)

HACB will employ admissions preferences according to the following priorities:

- Date and Time
- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Working families and those unable to work because of age or disability
- Veterans
- Residents who live and/or work in the jurisdiction
- Lease in place
- Compliance with consent decrees:  
and Matyasovsky Consent Decree

These preferences are not applicable to income targeting requirements; the pool of applicant families ensures that HACB will meet its income targeting requirements.

Occupancy:

Applicants and residents have access to the following sources of information about the rules of occupancy in public housing:

- The HACB resident lease.
- HACB’s Admissions and Continued Occupancy Policy.
- HACB briefing seminars or written materials.
- Other sources include:
  - ⊙ HACB’s website
  - ⊙ City Clerk’s office

- ⊙ Bridgeport Public Library
- ⊙ HACB web site ([www.bridgeporthousing.org](http://www.bridgeporthousing.org))

Residents notify HACB of changes in family composition at various junctures:

- At an annual reexamination and lease renewal.
- Any time family composition changes.
- At family request for revision.
- Other:
  - ⊙ As per Flat Rent guidelines.

#### De-concentration and Income Mixing:

HACB's analysis of its family (general occupancy) developments to determine concentrations of poverty indicates the need for measures to promote de-concentration of poverty or income mixing. Consequently, HACB adopted changes to its admissions policies based on the results on the required analysis, which led to the following:

- Adoption of site-based waiting lists for:
  - ⊙ Marina Village
  - ⊙ PT Barnum
  - ⊙ Charles Greene Homes
  - ⊙ Trumbull Gardens
  - ⊙ Scattered Sites
  - ⊙ The Eleanor and The Franklin (former Park City Hospital)
- Employing new admission preferences at targeted developments  
Listed below:
  - ⊙ Marina Village
  - ⊙ PT Barnum
  - ⊙ Charles Greene Homes
  - ⊙ Trumbull Gardens
  - ⊙ Scattered Sites

HACB did not adopt any changes to other policies based on the results of the required analysis of the need for de-concentration of poverty and income mixing.

Based on the results of the required analysis, HACB will make special efforts to attract or retain higher income families at the following developments:

- ⊙ Marina Village
- ⊙ PT Barnum
- ⊙ Charles Greene Homes
- ⊙ Trumbull Gardens
- ⊙ Scattered Sites

Based on the results of the required analysis, HACB will not make special efforts to assure access for lower income families.

## Section 8

### Eligibility:

HACB screens applicants for:

- Criminal and drug-related activity, more extensively than required by law or regulation
- Income Requirements
- Rental History

HACB requests criminal records from local law enforcement agencies for screening purposes.

HACB requests criminal records from State law enforcement agencies for screening purposes.

HACB accesses FBI criminal records from the FBI for screening purposes.

HACB shares the following kinds of information with prospective landlords:

- Criminal or drug-related activity.
- Other (describe below)
  - ⊙ HACB will furnish upon request by prospective Section 8 landlords with information about a family's rental history, compliance with essential conditions of tenancy, current address of prospective tenant, and name and address of current and/or previous landlord, or any history of drug trafficking.

### Waiting List Organization:

The section 8 tenant-based assistance waiting list is merged with not merged with federal public housing, moderate rehabilitation, project-base certificate programs, or other federal or local program.

Interested persons may apply for admission to section 8 tenant-based assistance when and as specific by HACB in public advertisements. (select all that apply)

### Search Time:

HACB gives extensions on standard 60-day period to search for a unit in the following circumstances:

- Vouchers are initially issued for sixty (60 days).
- Extensions are permissible at the discretion of the Authority at 30-day intervals up to a maximum of sixty (60) days primarily for these reasons:
  - ⊙ Extenuating circumstances, such as hospitalization or a family emergency for an extended period of time that has affected the family's ability to find a unit within the initial sixty-day period.

- ⊙ The Authority is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the Authority, through the initial sixty-day period.
- ⊙ The family was prevented from finding a unit due to disability accessibility requirements or large size bedroom unit requirement.
- ⊙ Per the Pequonnock Apartments Settlement Agreement, for eligible Pequonnock Apartment residents (180 days, subject to 60 day extensions for good cause).

Admissions Preferences:

HACB has established preferences for admission to Section 8 tenant-based assistance.

HACB plans to employ the following admission preferences in the coming year:

- Working families and those unable to work because of age or disability.
- Veterans and veterans' families.
- Victims of domestic violence.
- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition).
- Residents who live and/or work in HACB's jurisdiction.
- Other preferences:
  - ⊙ HACB will comply with Pequonnock Apartment Settlement Agreement and subsequent revisions.
  - ⊙ HACB will comply with Father Panik Village Settlement Agreement and subsequent revisions.
  - ⊙ HACB will comply with the Matyasovsky consent decree.

HACB will employ admissions preferences, indicating priority by marking a "1" in the space that represents its first priority, a "2" in the box representing its second priority, etc., as follows:

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

Other preferences:

- HACB will comply with Pequonnock Apartment Settlement Agreement and subsequent revisions.
- HACB will comply with Father Panik Village Settlement Agreement and subsequent revisions.
- Matyasovsky consent decree.

Among applicants on the waiting list with equal preference status, date and time of application will determine order of application.

HACB plans to employ preferences for “residents who live and/or work in the jurisdiction,” provided this preference has previously been reviewed and approved by HUD.

NB: Given the pool of applicant families, HACB’s planned preferences will not interfere with HACB’s income to income targeting requirements.

**Special Purpose Section 8 Assistance Programs:**

Policies governing eligibility, selection, and admissions to any special-purpose Section 8 program administered by HACB are contained in HACB’s:

- Section 8 Administrative Plan.
- Briefing sessions and written materials.
- Other:
  - ⊙ Pequonnock Apartment Settlement Agreement and subsequent amendment.
  - ⊙ Father Panik Village Settlement Agreement and subsequent amendment.
  - ⊙ Section 8 Voucher Homeownership Program upon funding availability.

HACB will announce the availability of any special-purpose Section 8 programs to the public through:

- Published notices.
- Other:
  - ⊙ Pequonnock Apartment Settlement Agreement and subsequent amendment.

## 2. Statement of Financial Resources

Following is a list of financial resources that are anticipated to be available to HACB for the support of Federal public housing and tenant-based Section 8 assistance programs administered by HACB during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, the use for those funds is indicated as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2011)</b>		
a) Public Housing Operating Fund	\$16,500,000	
b) Public Housing Capital Fund	\$3,418,124	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$27,527,100	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
g) Resident Opportunity and Self-Sufficiency Grants	\$350,000/3 yrs	Computer training specialist, Job Developer, Job pre-employment program
h) Community Development Block Grant	\$0	
i) HOME	\$0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
a) Capital Fund Program 2009	\$1,030,383	Eligible activities as per regulations. See 50075.1
b) Capital Fund Program 2010	\$2,988,813	Eligible activities as per regulations. See 50075.1
c) Replacement Housing Factor	\$407,024	Replacement of public housing units
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$6,300,000</b>	Public housing operations, tenant services
<b>4. Other income (list below)</b>		
a) Operations	\$608,841	Operations
b) 2011 Replacement Housing Factor	\$423,021	Replacement of public housing units
<b>5. Non-federal sources (list below)</b>		
Tax credit equity	\$3,637,444	Albion Street Project
Capital fund financing program	\$1,000,000	Albion Street Project and FPV Replacement
<b>TOTAL RESOURCES</b>	<b>\$63,840,750</b>	

### 3. Rent Determination

#### Public Housing

##### Income Based Rent Policies:

- HACB employs discretionary policies for determining income-based rent, assuming a minimum rent of \$50.
- HACB has adopted discretionary minimum rent hardship exemption policies, as indicated below:
  - ⊙ The family has lost eligibility for or is awaiting eligibility determination for a Federal, State or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent resident under the Immigration and Nationality Act who would be entitled to public benefits by for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
  - ⊙ The family would be evicted as a result of the imposition of the minimum rent.
  - ⊙ The income of the family has decreased because of changed circumstance, including the loss of employment, death in the family or other circumstances as determined by HACB or HUD.

##### HACB plans to charge rents at a percentage less than 30 percent of adjusted income:

- ⊙ Residents may choose flat rent rates. Minimum rates, as indicated above, are set at \$50.

##### HACB uses the following discretionary (optional) deductions and/or exclusions policies:

- For the earned income of a previously unemployed household member.
- For increases in earned income.

##### Ceiling rents:

HACB does not establish ceiling rents.

##### Rent Re-determinations:

Between income reexaminations, tenants report changes in income or family composition to HACB at the following junctures

- Any time the family experiences an income increase.
- Within ten calendar days of all changes in family composition or status.

HACB does not plan in the next year to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases.

##### Flat Rents:

The market-based flat rents are shown below. HACB used the following method to determine these flat rents:

- HACB adopted flat rents based on a reduced rate of the Fair Market Rent for units comparable in size, location, quality, unit type, age, housing services, maintenance, utilities and amenities in the area in which each public housing development is located. HACB will apply flat rents to its inventory-wide public housing stock. HACB used the Section 8 Annual Rent Reasonableness Study to establish the Fair Market Rents.

HACB will adjust its market-based flat rents this fiscal year initially in conformance with Fair Market Rents and subsequently using a review of market comparables. To establish comparability, HACB may use the Section 8 rent reasonableness study of comparable housing, rent surveys of similar assisted units in the neighborhood, and/or other reasonable methods to determine the flat rent for a unit.

**PEQUONNOCK SECTION/LOWER WOOD AREA**

Charles Greene Homes, Catherine Street, Calhoun Street, Harral Avenue, Highland Avenue, Madison Avenue, Pequonnock Towers, Sedgewick Avenue

<b>Unit Type</b>	<b>Flat Rent</b>
Efficiency/Studio	\$413.00
One (1) Bedroom	\$525.00
Two (2) Bedroom	\$638.00
Three (3) Bedroom	\$731.00
Four (4) Bedroom	\$825.00
Five (5) + Bedroom	\$949.00

**SOUTH END/WEST END AREA**

Marina Village, P.T. Barnum, and Pequonnock Apartments, Atlantic Avenue, Center Street, Charles Street, Elmwood Avenue, Grove Street, Iranistan Avenue, Norman Court, Park Avenue, West Liberty, and Wood Avenue, Poplar Street, Carleton Avenue

<b>Unit Type</b>	<b>Flat Rent</b>
Efficiency/Studio	\$413.00
One (1) Bedroom	\$525.00
Two (2) Bedroom	\$638.00
Three (3) Bedroom	\$713.00
Four (4) Bedroom	\$825.00
Five (5) + Bedroom	\$949.00

**UPPER EAST SIDE/MILL HILL AVENUE AREA**

Asylum Street, Bond Street, Boston Commons, Concord Street, Grant Street, Kings Bury Road, Kossuth Street, North Bishop Avenue, North Ridgfield Avenue, Ogden Street EXT, Pixlee Street, Prince Street, Priscilla Street, Sheridan Street, Stillman Street, Summerfield Avenue, Tudor Hill, Velvet Street

<b>Unit Type</b>	<b>Flat Rent</b>
Efficiency/Studio	\$450.00
One (1) Bedroom	\$563.50
Two (2) Bedroom	\$683.00
Three (3) Bedroom	\$750.00

Four (4) Bedroom	\$874.00
Five (5) + Bedroom	\$1005.00

**LOWER EAST SIDE/EAST END AREA**

Fireside Apartments and Harborview Towers, Beardsley Street, Cowles Street, Dekalb Avenue, Hewitt Street, Newfield Avenue, Sixth Street, Williston Street, Caroline Street, Cedar Street, East Main Street, Hallett Street, Marlboro Court, Nichols Street, Steuban Street, Water view Avenue, Pembroke II

<b>Unit Type</b>	<b>Flat Rent</b>
Efficiency/Studio	\$413.00
One (1) Bedroom	\$525.00
Two (2) Bedroom	\$638.00
Three (3) Bedroom	\$713.00
Four (4) Bedroom	\$825.00
Five (5) + Bedroom	\$949.00

**RESERVOIR AREA**

Trumbull Avenue, Alba Avenue, Alexander Avenue, Ezra Street, Garden Drive, Hawley Avenue, Houston Avenue, Lindley Street, Parrot Street, Salem Street, Sound view Avenue, Sunshine Circle, Yaremich Drive

<b>Unit Type</b>	<b>Flat Rent</b>
Efficiency/Studio	\$488.00
One (1) Bedroom	\$600.00
Two (2) Bedroom	\$728.00
Three (3) Bedroom	\$806.00
Four (4) Bedroom	\$926.00
Five (5) + Bedroom	\$1065.00

**NORTH END AREA**

Clark Street, Woodside Avenue

<b>Unit Type</b>	<b>Flat Rent</b>
Efficiency/Studio	\$488.00
One (1) Bedroom	\$600.00
Two (2) Bedroom	\$728.00
Three (3) Bedroom	\$806.00
Four (4) Bedroom	\$926.00
Five (5) + Bedroom	\$1065.00

**LOWER NORTH END AREA**

<b>Unit Type</b>	<b>Flat Rent</b>
Efficiency/Studio	\$450.00
One (1) Bedroom	\$563.00
Two (2) Bedroom	\$683.00
Three (3) Bedroom	\$750.00
Four (4) Bedroom	\$874.00
Five (5) + Bedroom	\$1005.00

**BLACK ROCK AREA**

Belmont Avenue, Harbor Avenue, Scofield Avenue

<b>Unit Type</b>	<b>Flat Rent</b>
Efficiency/Studio	\$488.00
One (1) Bedroom	\$600.00
Two (2) Bedroom	\$728.00
Three (3) Bedroom	\$806.00
Four (4) Bedroom	\$926.00
Five (5) Bedroom	\$1065.00

## Section 8 Tenant-Based Assistance

### Payment Standards:

HACB's payment standard is at or about 90 percent but below 100 percent FMR, but above 100 percent only for HUD approved Section 8 Vouchers as per Pequonnock Apartment Settlement Agreement.

Payment standards are reevaluated for adequacy annually, and consider the following factors in its assessment of adequacy:

- Success rates of assisted families.
- Rent burdens of assisted families.

### Minimum Rent:

HACB's minimum rent ranges from \$26-50.

HACB has adopted the following discretionary minimum rent hardship exemption policies:

- Lost eligibility while waiting for a determination for Federal, state or local assistance programs.
- Facing an eviction because of this hardship.
- Income decrease because of changed circumstance (e.g., unemployment).
- Death in the family and other circumstances determined by HACB or HUD.

## 4. Operations and Management

### PHA Management Structure

A brief description of the management structure and organization of HACB follows:

#### HUD Programs Under PHA Management:

Following is a list of Federal programs administered by HACB, indicating the number of families served at the beginning of the upcoming fiscal year and the expected turnover in each.

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	2428	320
Section 8 Vouchers	2368	3%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	183	0
Other Federal Programs(list individually)		

#### Management and Maintenance Policies:

Following is a list of HACB's public housing management and maintenance policy documents, manuals, and handbooks that contain the agency's rules, standards, and policies, including a description of pest prevention and eradication measures and the policies governs Section 8 management:

- Public Housing Maintenance and Management:
  - ⊙ Affirmative Marketing Policy, Statement of Procedures and Fair Housing Procedures
  - ⊙ Capitalization Policy & Investment Policy
  - ⊙ Procurement Policy
  - ⊙ Admissions and Continued Occupancy Policy, Resident Lease, Rent Collection Policy, Pet Policy, Emergency and Work Order Policy, Grievance Procedures
  - ⊙ Extermination Plan for each development
- Section 8 Management: (list below)
  - ⊙ Section 8 Administration Plan
  - ⊙ Section 32 homeownership plan
  - ⊙ Section 8 Voucher Homeownership Program

## 5. PHA Grievance Procedures

### Public Housing

HACB has not established any written grievance procedure that makes additions to the requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

Residents or applicants to public housing who wish to initiate HACB's grievance process may apply at:

- HACB's main administrative office.
- HACB's development management offices.
- Other:
  - ⊙ Office of the Director of Asset Management at Gary Crooks Center, 301 Bostwick Avenue, Bridgeport, CT 06604.

### Section 8 Tenant-Based Assistance

HACB has established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

Applicants or assisted families who wish to initiate the informal review and informal hearing processes may apply at:

- PHA main administrative office.
- The Office of the Director of Section 8 at 150 Highland Avenue, Bridgeport, CT.

## 6. Designated Housing for Elderly and Disabled Families

HACB has designated and may apply for additional approval to designate public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by Section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year.

HACB has applied for and been granted approval since the last planning year elderly-only and disabled-only designations for the following developments:

<b>Designation of Public Housing Activity Description</b>
1a. Development name: The Eleanor (formerly Park City Hospital) 1b. Development (project) number: CT26-P001-058
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: ( <u>approved 01/15/2009</u> )
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 62 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Designation of Public Housing Activity Description
1a. Development name: The Franklin (formerly Park City Hospital) 1b. Development (project) number: CT26-P001-059
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input checked="" type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (approved 01/15/2009)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
7. Number of units affected: 24 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## 7. Community Service and Self-Sufficiency

### HACB Coordination with the Welfare (TANF) Agency

HACB has not entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937).

Coordination efforts between HACB and the TANF agency are identified through:

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

### Services and programs offered to residents and participants

#### Self-Sufficiency Policies:

The following discretionary policies will be employed by HACB to enhance the economic and social self-sufficiency of assisted families:

- Public housing rent determination policies.
- Public housing admissions policies.
- Section 8 admissions policies.
- Preference/eligibility for public housing homeownership option participation.
- Preference/eligibility for section 8 homeownership option participation.

#### Economic and Social Self-sufficiency Programs:

HACB coordinates, promotes or provides several programs to enhance the economic and social self-sufficiency of residents:

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Computer Learning Center</i>	<i>550</i>	<i>Random</i>	<i>Trumbull Gardens and PT Barnum</i>	<i>Public Housing</i>
<i>Resident Service Coordinator for elderly and disabled households</i>	<i>1500</i>	<i>Random</i>	<i>Resident Services Department</i>	<i>Public Housing</i>
<i>Scholarship Program</i>	<i>4</i>	<i>Random</i>	<i>Resident Services</i>	<i>Public Housing and Section 8</i>
<i>Job Developer</i>	<i>2410</i>	<i>Random</i>	<i>Resident Services</i>	<i>Public Housing and Section 8</i>
<i>After-School Programs</i>	<i>309</i>	<i>Random</i>	<i>Trumbull Gardens,</i>	<i>Public Housing</i>

			<i>Marina Village, PT Barnum</i>	<i>and Section 8</i>
<i>Summer Sensational Camp</i>	75	<i>Random</i>	<i>Trumbull Gardens</i>	<i>Public Housing Residents</i>
<i>GED Program</i>	40	<i>Specific Criteria</i>	<i>Gary Crooks</i>	<i>Public Housing</i>
<i>Renter's Rebate Program</i>	490	<i>Elderly/Disabled</i>	<i>Site Offices</i>	<i>Public Housing</i>
<i>Resident Association Leadership Training</i>	12	<i>Resident Association Officers</i>	<i>Resident Associations/Site Offices</i>	<i>Public Housing</i>
<i>Financial Literacy</i>	25	<i>Random</i>	<i>Gary Crooks Center and area agencies</i>	<i>Public Housing/ Section 8</i>
<i>City-wide Youth Center</i>	260	<i>Random</i>	<i>Trumbull Gardens</i>	<i>Public Housing/ Section 8</i>

*\*HACB doesn't have an approved program at this time, although will consider developing a program for approval is demonstrated by resident demand.*

### Family Self-sufficiency program Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2008 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	0
Section 8	33	33 as of July 15, 2010

### Welfare Benefit Reductions

HACB is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies.
- Informing residents of new policy on admission and reexamination.
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Maintaining a protocol for exchange of information with all appropriate TANF agencies.

### Community Service Requirement (pursuant to Section 12c of the U.S. Housing Act of 1937)

The Authority will operate within the following guidelines:

All adult (nonexempt) residents of public housing must perform an average of 8 hours per month of community service or participate in an economic self-sufficiency program for 8 hours per month or a combination of each activity for a total average of 8 hours a month or a total of 96 hours per year.

The Authority exempts adult resident who are elderly, blind or disabled preventing them from participating, a primary caretaker of such an individual, exempt from work by the State, receiving assistance and in compliance with State or TANF requirements, or is gainfully employed. The adult resident is exempt if they are already participating in community service and/or self-sufficiency activities as defined below.

Work activities include unsubsidized or subsidized employment, work experience if sufficient private sector employment is not available, on-the-job training, job search or job readiness assistance, community service programs, vocational educational training (not to exceed 12 months for any individual), and/or job skills training directly related to employment.

#### 1. COMMUNITY SERVICE ACTIVITIES

The Authority will give residents the greatest amount of community service activities possible for participation. The Authority will inform residents of volunteer opportunities in the community annually, during any changes in the household, and during admissions. Community service activities can include, but not limited to, physical improvement of the community, volunteer work in schools, child-care centers, hospitals, homeless shelters, or other social service organizations.

Political activity cannot be considered community service. The Authority will not replace HACB employees with community service residents.

#### 2. SELF-SUFFICIENCY ACTIVITIES

The self-sufficiency program is defined as any program designed to encourage, develop, assist, train, or facilitate economic independence or to provide work for our public housing residents. These activities may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health counseling and treatment).

#### 3. LEASE REQUIREMENTS

HACB reserves the right to not renew the household's lease should they fail to comply with the community service requirement. Failure to complete the 96 hours per year will carry over to the following year. Households must enter into an agreement to complete them. Should the household continue to fail the requirement, the Authority will exercise

its right not to renew the household's lease. Further non-compliance (i.e. one adult member not meeting requirement, two years of non-participation) may result in eviction.

#### 4. ADMINISTRATION OF PROGRAM AND REQUIREMENTS

The Department of Social Services (DSS) has partnered with the Authority to provide information regarding eligibility of public housing residents receiving assistance. DSS will verify the number of people on public assistance and also provide the number of months they have remaining on their eligibility.

The Authority will initially identify residents paying minimum rent. The Community Affairs Department will provide an assessment to determine exemption or non-exemption. The Counselor will then develop a plan of action identifying their needs and course of action to comply with the requirements should they be identified as non-exempt.

Subsequently, the Authority will continue to identify non-exempt residents annually during their re-certification, intermittently as households' request changes, during new admissions, and/or as identified by DSS as non-exempt. The Authority reserves the right to change exemption status during the year should they become exempt or non-exempt.

The Authority will provide residents with a Community Service Verification Form that should be completed wherever they perform community service. The Authority will identify a point person from that organization as the sole verifier. That person's signature must be on the form. The resident must turn in their verification forms monthly to the Clerk Typist or the Site Manager. The Verification Forms will remain in the residents' file.

#### 5. NOTIFICATION PROCESS

All new residents, during admissions, will be informed of this requirement. Their status will be determined annually during their re-certification and during any changes in the household.

Current residents will be notified annually by, but not limited to, mail, flyers, resident association meetings, monthly and quarterly mailers, and public meetings.

*The Authority will periodically inform all social service agencies, churches, and local board of education of the service requirements and to identify point persons for verifications. All organizations providing the community service activity must comply with the Authority's non-discrimination policy.*

## 8. Safety and Crime Prevention

### Measures to Ensure the Safety of Public Housing Residents

Described in the following list are needs for measures to ensure the safety of public housing residents:

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments.
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments.
- Residents fearful for their safety and/or the safety of their children.
- Observed lower-level crime, vandalism and/or graffiti.
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime.

HACB use the following information or data to determine the need to improve safety of residents:

- Safety and security survey of residents.
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority.
- Resident reports.
- HACB’s employee reports.
- Police reports.
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs.

The most affected among HACB’s developments are Marina Village, PT Barnum, Trumbull Gardens, Charles Greene, Harborview Towers, Fireside Apartments and the scattered sites.

### Crime and Drug Prevention Activities Undertaken or Planned in the Next Fiscal Year

Following is a list of the crime prevention activities HACB has undertaken or plans to undertake:

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities.
- Crime Prevention through Environmental Design.
- Activities targeted to at-risk youth, adults, or seniors.
- Volunteer Resident Patrol/Block Watchers Program.
- Other:
  - ⊙ Continuation of the unarmed security patrols in HACB developments.
  - ⊙ Continued income mixing.
  - ⊙ Providing homeownership opportunities.
  - ⊙ Planned revitalization of Marina Village.
  - ⊙ Installation of security cameras and security lighting at Marina Village, Charles Greene Homes, Trumbull Gardens, Harborview Towers, and PT Barnum Apartments.

- ⊙ Assisting residents to obtain a skill, trade or higher education through the Authority's scholarship program and job development programs through the ROSS grant.
- ⊙ Narcotic Hotline #576-7983 and Gang Hotline #334-4264. Identification of all callers is not required and shall remain private should the caller identify themselves.

The developments most affected are Marina Village, PT Barnum, Trumbull Gardens, Charles Greene, Harborview Towers, Fireside Apartments and the scattered sites.

#### Coordination between HACB and the Police

Coordination efforts made between HACB and the appropriate police precincts for carrying out crime prevention measures and activities are listed below:

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

The developments most affected are Marina Village, PT Barnum, Trumbull Gardens, Charles Greene, Harborview Towers, Fireside Apartments and the scattered sites.

## 9. Pets

HACB's policy—originally developed after weighing and balancing the interests of Housing Authority's residents, management, and the communities surrounding HACB developments—permits, in accordance with Federal regulations, pet(s) in specified dwelling sites:

- No exotic, wild or dangerous animals, snakes, farm animals to include chickens and roosters or any other animal not permitted in residential units by state or local laws, ordinances or this policy may be kept by residents.
- Public housing residents living in determined sites are permitted to keep no more than one dog or one cat per unit. The site restrictions do not apply to service animals that assist persons with disabilities, or service animals that accompany visitors to the developments, or elderly residents requiring the companionship of an animal.

Currently, additional fees and restrictions apply, which is outlined in the Admissions and Continued Occupancy Policy. The document is available for review to the public. (As part of the comprehensive review of HACB's resident lease, the pet policy is being further scrutinized and fine tuned.)

## **10. Civil Rights Certifications**

Civil rights certifications are included in HACB's Plan Certifications of Compliance with the PHA Plans and Related Regulations, and are consistent with the jurisdictional guidelines set forth in the Consolidated Plan of the City of Bridgeport.

HACB has taken the following steps to ensure consistency of this Plan with the Consolidated Plan for the jurisdiction:

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- The Authority is participating in the Asset Control Area Participation Program.

## **11. Fiscal Audit**

HACB is required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)). The most recent fiscal audit (2008) was submitted to HUD.

## 12. PHA Asset Management

HACB plans to engage in the following types of asset management activities in the Plan Year:

- Private management for select scattered sites.
- Development-based accounting.
- Other:
  - ⊙ Physical Needs Assessment updates.
  - ⊙ Energy Audit and Performance Contract improvements.

### **13. Violence against Women Act (VAWA)**

HACB continues to work with Connecticut Legal Services and other local organizations (Center for Women and Families and Emerge, as well as member agencies of the Greater Bridgeport Area Continuum of Care) to develop policies and procedures for both the public housing and Section 8 programs that HACB will then implement and monitor. We will comply with the requirement of the Act as prescribed in the Federal Register, Volume 72, No. 51, March 16, 2007. Upon completion of the policies and procedures, they will be incorporated into the Admissions and Occupancy Plan and into the Section 8 Administrative Plan.

We continue to work with other local housing authorities to develop an inter-agency/regional policy and protocol to provide protections and opportunities for victims of domestic violence.

In the meantime, referrals are made to the Center for Women and Families and any admissions or transfer requests are addressed on a case-by-case basis.

**7.0 Hope VI/Choice Neighborhood Initiative, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-Based Vouchers**

7.0a. Hope VI/Choice Neighborhood Initiative

HACB has neither applied for nor received a HOPE VI revitalization grant. However, HACB plans to apply for Choice Neighborhoods grants as soon as the upcoming year to address either the Marina Village or the former Marina Apartments/Pequonnock sites.

Mixed Finance Modernization or Development

HACB will be engaging in mixed-finance development activities for public housing within the Plan year. Currently, HACB has created and implemented plans to complete several identified developments in satisfaction of the Father Panik Replacement Agreement, including Albion Street and a smaller replacement housing project on a yet to be identified site.

In addition, HACB will be conducting other public housing development and/or replacement activities. For example:

- The City of Bridgeport is concluding replacement housing activities to comply with the Pequonnock Apartment Settlement Agreement.
- Possible purchase and rehabilitation of properties in the West Side, East End, and Hollow neighborhoods.
- Construction of 14 townhouse and garden units at Yaremich II.

7.0B. Demolition and Disposition

HACB plans to conduct demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Marina Village 1b. Development (project) number: CT26-P001-002
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/>

Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(August 2010)</u>
5. Number of units affected: to be confirmed during discussion with community and residents, but remaining units not rehabilitated will be affected by this activity.
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: October 2011 plan begun with identification of roster IQC consultant and the hiring of a Senior Project Manager in development to be tasked with creating a Master Development Plan for Marina Village b. Submission of Master Development Plan to HUD for review and approval, which may include demolition activities in January 2011. c. Demolition and other building to begin as early as June 2012 with a projected end date of activity in 2018.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Wayne Street 1b. Development (project) number: CT26-P001-040
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(July 2005 approved for demolition; planned submission for disposition by October 2008)</u>
5. Number of units affected: 15 uninhabited units
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: The building on site was approved for demolition in July 2005. As part of our requirement to replace housing under the Father Panik Village replacement program and the Pequonnock Apartment Settlement Agreement, the Authority reserves the option to dispose of the property for the benefit of either agreement. HACB is working with Connecticut Legal Services and the City of Bridgeport to determine the viability of exchanging this property, with a satisfactory building lot or equivalent housing. Negotiations are ongoing but moving forward, with the expectation that we could have a mutual agreement among the parties named about to allow an Application to HUD by July 2011.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Albion Street 1b. Development (project) number: CT26-P001-040
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (July 2005 approved for demolition; planned submission for disposition by October 2008)
5. Number of units affected: 15 uninhabited units
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: In collaboration with Southwest Community Health Center, HACB has presented the concept to develop 35 units of public and HVC housing above a dental clinic in Bridgeport's Black Rock neighborhood. It is anticipated that The plan for this mixed-finance development will be approved by HUD July 2011.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Former Park City Hospital Building and adjacent housing authority owned vacant land parcels on Garden Street and Black Rock Avenue 1b. Development (project) number: CT26-P001-053k
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (August 2008)
5. Number of units affected: to be confirmed during discussion with community and residents, but remaining units not rehabilitated will be affected by this activity.
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: Completed and leased up by August 2010.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Former Father Panik Village 1b. Development (project) number: CT26-P001-001 (original) CT26-P001-053 (development budget used)
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(December 2010)</u>
5. Number of units affected: Parcel is vacant
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development approximately 10 - 12 acres
7. Timeline for activity: a. Actual or projected start date of activity: October 2009 plan begun with identification of roster IQC consultant and the hiring of a Senior Project Manager in development to be tasked with creating a Master Development Plan for Marina Village and replacement housing, potentially as part of a Choice Neighborhood application. b. To develop the application for a planning grant for the Choice Neighborhood Initiative application December 2011 c. Demolition and other building to begin as early as June 2012 with a projected end date of activity in 2018.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Marina Apartments Lot 1b. Development (project) number: CT26-P001-002b
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(January 2012)</u>
5. Number of units affected: Parcel is vacant
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development approximately 5 acres
7. Timeline for activity: As part of a comprehensive revitalization plan for the Marina Apartments,

Pequonnock Apartments lot and adjacent properties owned by the City with a preferred developer, HACB anticipates a planned disposition application in January 2011. This lot may be considered for development as part of the Marina Village replacement/Choice Neighborhoods application.

Timeline for activity:

- a. Actual or projected start date of activity: October 2009 plan begun with identification of roster IQC consultant and the hiring of a Senior Project Manager in development to be tasked with creating a Master Development Plan for Marina Village and replacement housing, potentially as part of a Choice Neighborhood application.
- b. Submission of Master Development Plan to HUD for review and approval, which may include demolition activities in January 2010.
- c. Demolition and other building to begin as early as June 2012 with a projected end date of activity in 2018.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Pequonnock Lot 1b. Development (project) number: CT26-P001-026
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>January 2010</u>
5. Number of units affected: <u>0</u> .
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: Timeline for activity: As part of a comprehensive revitalization plan for the Marina Apartments, Pequonnock Apartments lot and adjacent properties owned by the City with a preferred developer, HACB anticipates a planned disposition application in January 2011. This lot may be considered for development as part of the Marina Village replacement/Choice Neighborhoods application. Timeline for activity: a. Actual or projected start date of activity: October 2009 plan begun with identification of roster IQC consultant and the hiring of a Senior Project Manager in development to be tasked with creating a Master Development Plan for Marina Village and replacement housing, potentially as part of a Choice Neighborhood application. b. Submission of Master Development Plan to HUD for review and approval, which may include demolition activities in January 2010. c. Demolition and other building to begin as early as June 2012 with a projected end date of activity in 2018.

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<b>Demolition/Disposition Activity Description</b>
1a. Development name: Marina Village 1b. Development (project) number: CT26-P001-002a
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(October 5, 2006)</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development, for easement with CT Light and Power <input type="checkbox"/> Total development
7. Timeline for activity: Completed.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 168-172 Catherine Street, 158-168 Catherine Street, 207 Catherine Street, 152-156 Catherine Street 1b. Development (project) number: CT26-P001-053
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(planned application December 2010)</u>
5. Number of units affected: three properties are vacant
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Submission of application: December 2010

<b>Demolition/Disposition Activity Description</b>
<p>1a. Development name: Father Panik Village Acquired Units for Replacement Housing: 26 Adams Street, 244-246 Olive Street, 331 Alba Street, 319, 325, 329 Woodlawn Avenue, 331 Alba, 65-69 Highland Avenue, 191-197 and 323 Harral Avenue, 1081-1083 Iranistan Avenue, 147-153 and 157-163 Lee Avenue, and 177 Voight Ave, 1327 Reservoir Avenue.</p> <p>1b. Development (project) number: CT26-P001-053</p>
<p>2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/></p>
<p>3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: <u>(planned application December 2011)</u></p>
<p>5. Number of units affected: properties are vacant</p>
<p>6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development</p>
<p>7. Timeline for activity: a. Submission of application: December 2011 b. HUD review and approval: February 2012 c. Transaction completion: April 2012</p>

<b>Demolition/Disposition Activity Description</b>
<p>1a. Development name: Pembroke III: 70 Church Street, 271 Hallett Street and 540 Crescent Street</p> <p>1b. Development (project) number: CT26-P001-to be determined</p>
<p>2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/></p>
<p>3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: October 2011</p>
<p>5. Number of units affected: 1.6 acre parcel is vacant</p>
<p>6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity: a. Submission of application: October 2011 b. HUD review and approval: February 2012 c. Transaction completion: April 2012</p>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Various occupied single family scattered site properties 1b. Development (project) number: CT26-P001-to be determined
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: December 2010
5. Number of units affected: 32 occupied units
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: HACB is reviewing its entire public housing inventory to determine the most appropriate housing to remain within our portfolio. Upon completion of this review, certain public housing properties most appropriate for creating additional housing will be disposed of under the Section while those most appropriate for homeownership opportunities will be identified under the homeownership section.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 361 Bird Street, Central Warehouse 1b. Development (project) number: CT26-P001-005
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: Summer 2010
5. Number of units affected: 0 units
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: HACB is reviewing its inventory to determine the most appropriate use of office facilities based on existing and future office needs. Upon determination of the best of the site, the HACB may dispose of the property.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Church Street (Beth's House) 1b. Development (project) number: TBD
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: December 2010
5. Number of units affected: 0 units
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: HACB is negotiating the potential to purchase Sts. Cyril and Methodius convent on Church Street (contiguous to Fr. Panik Village property) from the Catholic Diocese of Fairfield County. The Diocese is also negotiating the potential to purchase of HACB land underlying the Church of Sts. Cyril and Emodius parking lot. Upon contract with the Diocese, HACB will make application to HUD for approval of the purchase and the disposition of the parking lot property.

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Marina Village, Charles F. Greene Homes, and Trumbull Gardens 1b. Development (project) number: CT26-P001-002a, CT26-P001-006, CT26-P001-044
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(planned application December 2012)</u>
5. Number of units affected: properties are vacant
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
8. Timeline for activity: In order to meet the need for quality affordable rental homes, the HACB will develop an application to the TRA program to convert 3 family site properties to project based Section 8 housing in accordance with federal regulations.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Grandparents Raising Grandchildren 1b. Development (project) number: TBD
2. Designation type: Occupancy by only grandparents that have court appointed custody of grandchildren
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(August 2011)</u>
5. Number of units affected: to be confirmed during discussion with community and residents. - 15
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. RFP for Turnkey Development - September, 2011 b. Selection of Developer - November, 2011 c. Construction begins – January, 2012 d. Available for occupancy – October, 2012

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Building Blocks 1b. Development (project) number: TBD
2. Designation type: Family
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(August 2011)</u>
5. Number of units affected: to be confirmed during discussion with community and residents. - 15
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. RFP for Turnkey Development – September 30, 2011 b. Selection of Developer – November, 2011 c. Construction – January 30, 2012 d. Development ready for occupancy – October 30, 2012

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**7.0c. Conversion of Public Housing to Tenant-Based Assistance**

None of HACB's developments or portions of developments have been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act. However, HACB will be analyzing Trumbull Gardens, Marina Village and other single and two-family properties to determine if conversion to tenant-based assistance is appropriate for the sites.

**7.0d. Homeownership**

HACB has suspended its homeownership program that had been approved under section 5(h) (42 U.S.C. 1437c(h)). Following is the activity description:

<b>Public Housing Homeownership Activity Description</b>
1a. Development name: Scattered Sites 1b. Development (project) number: to be determined
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(3/31/1999)</u>
5. Number of units affected: 20 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description</b>
1a. Development name: Various Scattered Sites single family homes 1b. Development (project) number: all projects may be affected
2. Federal Program authority: <input type="checkbox"/> HOPE I

<input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (February 2009)
5. Number of units affected: 20 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development The BHA is reviewing its entire public housing inventory to determine the most appropriate housing to remain within our portfolio. Upon completion of this review, certain public housing properties most appropriate for creating additional housing will be disposed of under the Section while those most appropriate for homeownership opportunities will be identified under the homeownership section.

HACB also plans to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982. The proposed Program, which will be limited to 25 families or fewer, will employ the following minimum criteria for its Section 8 Homeownership Program:

- Eligible households will make a minimum of 3percent down payment towards the purchase of the home.
- At least 1percent of the down payment will come from the household's resources.

### 7.0e. Project-based Vouchers

HACB intends to use this program to provide housing for preferred populations as well as for people living at or below 30 percent of area median income. Consequently, the parameters of the project-based voucher program will correspond with the housing needs, and the admissions and occupancy guidelines already in place at HACB.

Following is a table indicating the number and general locations of project-based vouchers in HACB's program.

LIST OF PROPERTIES

**Project Based Section 8 Units Under Contract as of May 2011**

<b>Address</b>	<b>Units</b>
54-58 Clarence	6
247 Jane	2
235 Park	1
40 Sanford	6
200-208 Carroll Ave	4
1986-88 Seaview Ave	2
279-283 William St	1
19 Waldorf Ave	1
530 E Washington Ave	2
2575 Main St	2
150 Black Rock Ave	3
156-158 Norman St	2
160 Black Rock Ave	2
162 Norman St	1
204-206 Black Rock Ave	2
23 Goddard Ave	1
336-338 Hanover St	1
344-346 Hanover St	3
350-352 Hanover St	3
354-356 Hanover St	2
372-376 Hanover St	3
378-382 Hanover St	3
59 Hanover St	1
63 Hanover St	1
1011 Hancock Ave	1
127 Bradley St	1
261-263 Clinton Ave	2
49 Pacific St	1
76-78 Baldwin St	2
125 Columbia St	1
29 Ridge Ave	1
101 Sawyer Rd	1
249 Wilmot Ave	1
33 Yale St	2
609 Arctic St	5
1071 Pembroke St	6
80-140 Yale St	7
265-269 Barnum Ave	3
271 Barnum Ave	1

380-382 Barnum Ave	2
480 East Washington Ave	1
496 East Washington Ave	3
530 East Kossuth St	1
554 Kossuth St	1
657 Kossuth St	1
401 Noble Ave	1
327 Barnum Ave	1
275 Barnum Ave	1
331 Barnum Ave	1
486 East Washington Ave	1
556 Kossuth St	2
465-475 Noble Ave	6
564 Kossuth St	3
1235 Huntington Tpke	11
590-608 East Main St	10
753-777 Arctic St	4
1062 Fairfield Ave	16
431 Washington Ave	19
245-247 Jane St	2
40 Sanford Pl	6
25 Lansing Pl	1
757-759 Union Ave	2
<b>TOTAL</b>	<b>186</b>

## **8.0 Capital Improvements**

### Capital Fund Program/Modernization Activities

In 2009-10, HACB will follow its established modernization priorities in order to ensure ongoing long-term physical and social viability of our developments:

- Emergency Work—eliminate any emergency or potential emergency conditions. Emergency remediation must be expedient and sensitive to budgetary constraints.
- Statutory or Code Compliance, in particular, 504 compliance.
- Energy Conservation Measures to yield cost savings, which can in turn add resources to the operating budget. HACB has secured a financing partner and is about to complete the necessary contracts for its Energy Performance Contract (EPC). The EPC outlines several conservation measures that should be completed in approximately 12 months.
- Building Envelope—roofing, brick repair/replacement, window and door replacement, etc.
- System Replacement—whole structure concerns, such as plumbing, electrical, HVAC, etc.
- Interiors—unit- and office-specific improvements and repairs.
- Administrative Activities—management and operational improvements, such as staffing, A & E consultations, special consultation firms, security needs, resident programs, training, acquisition, relocation, technology improvements and inventory controls.
- Grounds—improvements established in our site master plans.
- Development Activities—construction and acquisition and rehabilitation of properties to meet Father Panik Village Replacement requirements and/or to increase supply of affordable rental housing units.

### **8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report**

HUD form 50075.1 for all open grants are attached. ct001b01 for capital fund; ct001c02 for replacement housing factor

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

HUD form 50075.2 is attached. ct001b01

### **8.3 Capital Fund Financing Program**

HACB proposes to use a portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHP) to repay debt incurred to finance capital improvements and towards the Albion Street project and other development projects.

## 9.0 Housing Needs

HACB's PNA, which was completed in 2009, provides an evaluation of sites based not only on their immediate and unique strengths and deficits, but also in the wider context of their strengths and weaknesses in the community at large, that is, from immediate neighborhoods to the greater City. Consequently, HACB has created a PNA document with assessment data that corresponds to items noted in the City of Bridgeport's Consolidated Plan and in the comprehensive analysis driving Bridgeport's housing policy conducted by CZB. With the approval from the City of Bridgeport, the following material has been reproduced from that analysis. The complete housing policy study conducted by CZB for the City of Bridgeport is available for review at [http://bridgeportmasterplan.com/docs/czb\\_bridgeport.pdf](http://bridgeportmasterplan.com/docs/czb_bridgeport.pdf).

### **A Demographic and Socioeconomic Snapshot of Bridgeport**

According to the American Community Survey, Bridgeport was home to just over 32,000 residents in 2005. Those residents were substantially more diverse and significantly more vulnerable than residents in other portions of Fairfield County. Data at the Census tract level from 2000 (the most recent year available) and city and county wide data from 2005 (again, the most recent year available) clearly indicate the roots of the city's fiscal weakness: Bridgeport households are far more likely to live below the poverty level, earn less overall, rely on public assistance, and be led by single mothers than Fairfield County households; and Bridgeport adults are far more likely to be under-educated and unemployed than Fairfield County adults.

And, despite the promise of pent up demand manifest by the potential for Steel Point and other developments, Bridgeport has continued to lose ground against the Fairfield County in recent years. While the county added more than 56,000 residents between 1990 and 2005, the city lost nearly 10,000 – a decline of almost 7%. Those households that did move into Bridgeport in the 1990s averaged incomes equal to just 40% of the typical income among households moving into Fairfield County as a whole. City household incomes increased at a slower rate than county incomes over the course of the 1990s. By 2000, more Bridgeport households earned less than 30% of the Area Median Income, and fewer earned at least 80% of the Area Median Income than had in 1990. Between 2000 and 2005, poor Fairfield County residents remained highly concentrated and minority Fairfield County residents became increasingly concentrated in Bridgeport.

These conditions and trends undermine the city, its neighborhoods, and its residents in multiple ways. High-poverty neighborhoods typically have higher rates of crime and poorer quality public services, and offer adults and children less access to self-sufficiency and quality employment or education. Such socioeconomic distress can also prompt ongoing neighborhood decline: socioeconomic distress makes residents unable to improve their communities or encourage landlords to do so; social distress also weakens the demand for local housing, thereby reducing insiders' and outsiders' willingness to move into or invest in neighborhood units. Across Bridgeport, these realities force the city to do more with less, or to provide a wider array of social services with fewer resources (and less revenue-generating capacity).

None of this is lost on the regional home-buying public, primarily comprised of strong middle market households capable of and quite willing to spend exorbitantly on housing in the county so as to avoid spending in Bridgeport. However pent up, demand is waiting for signals that new housing stocks exist in Bridgeport, that development can occur

seamlessly in Bridgeport, and that neighborhoods are becoming more amenable to middle income sensibilities in Bridgeport. These signals can come through a combination of factors, such as public investments in beautification, higher levels of service delivery, increased standards or care through improved tenancy, and an increased sense of safety.

#### *Who Lives in Bridgeport Now*

The City of Bridgeport's total population has been declining since 1950 – a trend that accelerated between 1970 and 1980 and again between 2000 and 2005. The city's experience since 1990 contrasts sharply with Fairfield County's: rather than losing 7% of its population (like Bridgeport did), the county grew by 7%, adding over 56,000 new residents while Bridgeport lost nearly 10,000.

The city's experience also differs from those of other nearby municipalities: Norwalk added roughly 8,000 new residents and Stamford added more than 10,000 new residents during this time.

In 2005, the city's 132,011 residents were substantially more diverse than the county's roughly 884,000 residents. That year, just 27% identified as non-Hispanic white (compared to 70% countywide) while 36% identified as African American (up from 30% in 2000) and 32% identified as Hispanic.

Although already largely concentrated in Bridgeport by 2000, Fairfield County's African American residents became increasingly concentrated in Bridgeport between 2000 and 2005. In 2000, 48% of the county's black residents lived in Bridgeport (while just 16% of the county's overall population did so). Five years later, over half of Fairfield County's African American population lived in Bridgeport.

In contrast, outside of the County's other cities, at least 90% of residents were non-Hispanic white in 2000 (the last year data was available at the Census tract level).

In 2005, the city's population was also significantly more socioeconomically distressed than the County's. That year, three out of every six (58%) families with children were headed by single mothers (compared to just 22% countywide), over one-quarter (28%) of adults had not graduated from high school, 18% of residents lived below the poverty level (a rate more than double the county's), one out of every ten workers (9.9%) was unemployed, and the typical household earned just half as much as the typical household countywide.

While the city's portion of adults without a high school degree and unemployment rate declined (from 35% and 11%, respectively) between 2000 and 2005, other indicators remained relatively constant. And by 2000, most issues were primarily found in Bridgeport (and, to a lesser degree, in other Fairfield County cities) and not found in the area's suburban communities.

#### Poverty Rate (2000) Female-headed Households (2000)

In 1999 (the year reported by the 2000 Census), most city census tracts had median incomes below 50% of the Area Median Income that year; several had medians below figures, Bridgeport's Area Median Family Income was \$79,900 for a family of four and \$71,900 for a family of three.

By 2005, the city's income distribution was decidedly bottom-heavy: two-thirds (62%) of Bridgeport households had annual incomes below \$50,000; half (48%) had annual incomes below \$35,000.

Most problematic, though, is the region's income distribution. In both 2000 and 2005, the city's median income was equal to just half the County's. Between 2000 and 2005,

the city's median actually fell relative to the County's, increasing by just 7% while the county's rose by 10%.

The percentage of households in Bridgeport earning over 80% of the AMI actually decreased between 1990 and 2000, from 50% to 38%. At the same time, the portion of households earning less than 30% of the AMI increased, from 21% to roughly 25%.

Over the course of the 1990s, Bridgeport household incomes also increased at a slower rate than in other parts of Fairfield County – by just 21% in Bridgeport compared to 31% in Fairfield County as a whole. This suggests that Bridgeport residents are not experiencing the same level of economic gain as residents in nearby areas.

These trends are also prompted by the fact that Fairfield County's new higher-income households are not choosing Bridgeport. The average household income of all households and specifically owner households moving into units in Bridgeport during the 1990s were both roughly 40% of the comparable figures for Fairfield County.

Indeed, by 2000, most college graduates and professional workers lived outside of Bridgeport. That year, 40% of county adults had at least a Bachelor's degree, compared to just 12% of Bridgeport adults, and 44% of county adults worked in professional occupations, compared to just 22% for the city. Bridgeport Census tracts had some of the area's lowest portions of both groups in 2000: college graduation rates typically below 15% and less than 10% of workers in professional occupations.

#### *Bridgeport's Housing Stock and Housing Market*

The nature of the housing stock in Bridgeport further hampers housing market strength. Realtors, developers, and public officials all pointed to the age and configuration of local units as potential barriers to demand.

Most (68%) of the city's units were constructed prior to 1960; nearly two-fifths (39%) were constructed in 1939 or earlier. While half (51%) of the county's housing stock was at least 45 years old in 2005, a much larger share was fairly new: 21% of county units were built since 1980 (compared to just 10% in the city) and 4% were built since 2000 alone (compared to just 1% in the city).

According to the Census, building permits for just 1,050 units were issued in Bridgeport between 2000 and September 2006, representing a potential (if all permits were actually constructed) increase in housing units of less than 2%. By 2005 (according to the American Community Survey), only 723 units had been added since 2000, representing just 1.2% of the city's new total number of units.

In addition, city properties were more likely to include multiple units per structure and were more likely to have fewer bedrooms than their county equivalents. As of 2005, 33% of Bridgeport units were single-family homes (28% were detached homes and 5% were attached homes), 38% were smaller (2 to 4-unit) multifamily properties, and 28% were larger (5 units or more) multifamily properties. In Fairfield County as a whole, two-thirds (65%) of units were single-family homes and well over half (59%) were single-family detached homes.

Housing vacancy rates and values indicate the extent to which current and potential Bridgeport residents demand the city's existing housing stock. In 2000, the Census found 7.5% of the city's housing units to be vacant and considered 2.4% likely abandoned. The City's abandonment rate was fully three times the County's (0.8%). By 2005, the number of vacant units had increased by 66% in the city: from 4,060 in 2000 to 6,740 in 2005.

In 2000 (the most recent year data was available), vacancy rates in the city were not uniform across all housing types; they tended to be highest in structures with at least 5 units (particularly those with over 50 units) and in housing built either in the 1970's or prior to 1950.

In addition to high vacancy and abandonment rates, the city has some of the region's lowest property values. The median value of owner occupied units actually decreased in Bridgeport between 1990 and 2000, from \$145,600 to \$117,500 (a 19% decline) – while the median value in the county as a whole climbed more than 16%. The city's median did recover between 2000 and 2005 (increasing by 85% to \$218,800) but remained well below the County's.

By 2005, though nearly all (83%) of the county's owner-occupied units were valued at \$250,000 or higher, just one-third (35%) of Bridgeport's were. At the other end of the spectrum, roughly one-fourth (23%) of Bridgeport's owner units were valued below \$150,000.

Additionally, a municipality's homeownership rate is a measure of both demand (for local owner-occupied units and for local neighborhoods) and resident commitment (since homeowners are typically more likely than absentee owners to make necessary repairs or building improvements, and spend more on them when they do; and homeowners are typically more likely than renters to be politically active and volunteer in their neighborhoods). In Bridgeport, just 43% of households owned their homes in 2000 compared to over 69% in the county as a whole. Although the city's homeownership rate increased slightly (to 49% in 2005), it remained well below the county's (which also increased, to 72% in 2005).

#### *A Turning Point*

Recent value increases, robust home sales activity, and a spate of new development, as well as feedback from Realtors, lenders, residents and public officials, suggest that Bridgeport is now at a critical turning point.

A significant number of development projects are in the pipeline in the City of Bridgeport. Once completed, these projects will add nearly 5,000 housing units, almost 1.3 million square feet of retail space, and roughly 300,000 square feet of commercial/industrial space.

This indicates renewed interest in residential and commercial construction in Bridgeport. When interviewed, Realtors and lenders confirmed that they have seen an increase in developer interest over the past five years, with more sales of lots and buildings for development and re-development purposes. At the same time, though continuing to trail Fairfield County medians, the city's median sale price for condominiums and for single-family homes both gained ground between 2004 and 2006.

Over the same time period, the portion of Bridgeport sales priced below \$200,000 decreased from 61% in 2004 to just 45% in 2006. The portion of sales priced below \$100,000 declined by an even larger margin: from 17% in 2004 to less than 11% in 2006. Sales priced at or above \$250,000 increased between 2004 and 2006, from less than 7% of all sales in 2004 to roughly 16% in 2006.

The median sale price per square foot offers more insight into the extent that housing prices have increased and also enable cleaner comparisons between city and county values (that are not distorted by differences in housing size). The median sale price per square foot for all residences in Bridgeport increased by 22.6% between 2004 and 2006. Although Bridgeport's median price per square foot in 2006 (\$152) was lower than

Fairfield County's (\$269), home prices per square foot have increased at a much faster rate in Bridgeport than in the county as a whole.

The price of rental units is also increasing in Bridgeport. According to data from the Department of Housing and Urban Development (HUD), the city's Fair Market Rents have increased an estimated 27% since the 2000, or an average of roughly 4.1% per year – outpacing both median household incomes (which increased by an average of 3.0% per year) and local wages (which increased by an average of just 1.9% per year).

Yearly published Fair Market Rent (FMR) rates by the Department of Housing and Urban Development (HUD) are gross rent estimates that include shelter rent and the cost of utilities, except telephone. The level at which FMRs are set in Bridgeport is expressed as the 40th percentile rent, the dollar amount below which 40 percent of standard quality rental housing units rent. Newly built units less than two years old are excluded from rent estimates, and adjustments have been made to correct for the below market rents of public housing units included in the data base.

Quantitative data and qualitative feedback both confirm that Bridgeport's rental market is currently very tight. Based on interviews of property managers conducted in November and December of 2006, only 2.7% (11 of 425) of units were found to be vacant. (Typically, vacancy rates around 5% suggest some equilibrium in the market, or that there is sufficient supply to provide renters with a choice of product. Vacancy rates below this threshold indicate an under-supply of housing; rates above this level suggest over-supply.) Evaluated by unit type, vacancy rates for efficiency apartments are the highest (4.9%), followed by 2-bedroom units (2.7%) and 1-bedroom units (1.3%).

In addition, property managers also noted that units, regardless of bedroom size, tend to be in equal demand, and that turnover rates tend to be relatively low, typically ranging between 1 to 5 units per year.

In subsidized apartments, vacancy rates are even lower. Only 3 of the 765 units represented in surveys of subsidized property managers were vacant (although all three were already rented, just not yet occupied). All section 8 properties available to seniors and persons with disabilities reported waitlists ranging from 6 months to 3 years.

#### *Preserving Affordability*

What does this all mean? The gap between what housing in Fairfield County costs and what the average county household can afford coupled with Bridgeport's relative affordability will catch developers' attention; more and more, they will see the city as a viable location for investment and city properties as opportunities on which to build products in demand. The city's unique urban setting further opens the door for a renaissance in Bridgeport, provided development appetites are greeted with clear signals from the city regarding expectations. Since such activity eventually translates into higher housing costs, one of those expectations is that private market development activity today and in the future generates resources (housing or housing dollars) capable of offsetting these costs in the form of affordable housing protections.

Feedback from Realtors, lenders, residents and government officials generally confirmed the popular perception that "Bridgeport is going to improve because the market forces are there," and also the widespread concern that this improvement will make the city less affordable. To a certain extent, affordability is already an issue in Bridgeport: values and rents are increasing faster than incomes, and a large portion of city residents have existing housing needs (either live in overcrowded conditions or pay too much for their housing unit).

Concerning owner units, housing prices are rising faster than local incomes. And while homes in Bridgeport are the most affordable in Fairfield County, they are not necessarily affordable to local Bridgeport households. In 2005, just one-third (32%) of all owner units was affordable to households at 80% of the Area Median Income (for a family of 3); only 12% were affordable to households at 80% of the city's median household income.

Making matters worse, the portion of "affordable" for-sale housing is shrinking: While roughly 61% of homes were sold at prices below \$200,000 in 2004, this was true of just 45% of sales in 2006 and only 32% of units listed for sale as of November 19, 2006. And new construction is adding more expensive (not more affordable) units. In 2006, Bridgeport's median sale price for homes sold within one year of construction was 56% higher than the median sale price for existing units (\$296,450 for a new home versus \$190,000 for an existing home).

With rents also rising faster than income, a substantial portion of Bridgeport households are "cost-burdened" (paying at least 30% of income on housing costs). In 2000, roughly 40% of city households (43% of renters and 33% of owners) paid too much for housing – compared to just 31% of households in the county as a whole. At least two-thirds (68% or more) of owners and renters earning less than 50% of the AMI had some housing problem in 2000.

By 2006, nearly three-quarters of households earning less than 50% AMI had housing problems.

#### *Bridgeport's Neighborhoods*

A closer look at the city's 17 neighborhoods illustrates the extent to which people- and place-based conditions and housing market strength vary across Bridgeport. This diversity highlights the distinct needs of the city's various types of neighborhoods and, by doing so, argues against a one-size-fits-all housing policy response.

As different as they are, though, Bridgeport's neighborhoods can be grouped according to current socioeconomic characteristics and recent trends, the existing housing stock, and present market conditions. This analysis explicitly categorized neighborhoods into two typologies, one based on the local housing stock and a second based on local housing market strength. These clusters can help organize the city's housing policy approach to its neighborhoods: Housing and neighborhood revitalization strategies can be tailored to these types of places, and then specified to individual neighborhoods.

According to U.S. Census data from 1990 and 2000 (the most recent year for which data was available at the Census tract level), half of the city's neighborhoods lost residents over the course of the 1990s and half of the city's neighborhoods gained residents.

For the most part, population increases occurred in Census tracts within the city's more northerly neighborhoods: Brooklawn, the North End, Lake Forest, Whiskey Hill, North Bridgeport and Success Park/Boston Avenue. Mill Hill, the East End and East Side, Downtown, the South End, and southern portions of the West End/West Side registered some of the greatest losses.

#### Population Change by Neighborhood, 1990-2000

Bridgeport's social distress is similarly concentrated in particular neighborhoods. In areas like the East Side, West End/West Side and Hollow, nearly (if not more than) half of adults have not graduated from high school and fewer than 10% have a college degree or are employed in professional occupations, over 10% of the workforce is unemployed, at least one-quarter of residents live below the poverty line, and half of all families with children are headed by single mothers.

In contrast, in areas like the North End, Lake Forest and Brooklawn, the vast majority of adults have high school degrees and nearly twenty percent have college degrees, roughly one-fifth of workers are employed in professional occupations and just 6% are unemployed, barely one-tenth of residents live below the poverty line and less than one-third of families with children are headed by single mothers.

Most adults in Census tracts in the city's central neighborhoods did not graduate from high school. Alternatively, at least 20% of adults have a Bachelor's degree or more in Census tracts in Black Rock, Brooklawn, the North End and the South End.

A larger share of adult residents are professional workers in Census tracts in Lake Forest, the North End, Brooklawn and Black Rock; a larger share of adult residents (at least 20%) are unemployed in parts of the East Side and West End/West Side, the South End, Downtown, the Enterprise Zone. "High-poverty" areas are those with poverty rates at or above 40%. Residents of high-poverty neighborhoods typically deal with lower-quality public services (particularly schools, face higher levels of crime and property abandonment, and have less access to jobs. Tracts in the West End/West Side and East Side had poverty rates at this level in 2000. Nearly all of the West End/West Side, South End, Downtown, Hollow, Enterprise Zone, the East Side, and East End, had poverty rates at or above 20% in 2000. High-poverty Census tracts have some of the city's highest unemployment rates and lowest education levels.

In addition, at least half of all families with children are headed by single mothers in most high-poverty Census tracts. This is the case throughout the East Side, East End, and Downtown, and in much of the West End/West Side.

Not surprisingly, Bridgeport's high-poverty neighborhoods had some of the city's lowest median household incomes in 1999. Additionally, high-poverty and low-income neighborhoods also typically had the smallest increases in median incomes over the course of the 1990s. Downtown and the East Side actually both saw their median incomes decline between 1989 and 1999.

Alternatively, median incomes often rose the most in higher-income areas (like Lake Forest and Black Rock). One notable exception was the South End, where the median income was the third lowest in the city in 1999 but where the median income increased by 23% during the 1990s.

Geographically, the city's highest income households live along its northern border, in Lake Forest and Whiskey Hill. Median incomes were also high throughout the North End, Brooklawn, Black Rock and Reservoir, and in parts of North Bridgeport, in 1999. That year, median household incomes were under \$20,000 in Census tracts in the East Side, Downtown, and the West End/West Side.

High poverty rates are commonly linked not only with broader social distress but also with physical distress. In Bridgeport, high-poverty neighborhoods typically had high abandonment rates and lower homeownership rates. In the West End/West Side, East End, East Side, and Downtown, abandonment rates (the portion of units identified as "other" vacant by the 2000 U.S. Census) were often over 5% and homeownership rates less than 30%.

The type of housing in a given neighborhood also appeared to impact local abandonment and homeownership rates. To classify neighborhoods into a Housing Stock Typology reflecting housing type, czb reviewed each neighborhood's portion of single-family homes, smaller multifamily properties (those with 2 to 4 units per structure) and larger multifamily properties (those with 5 or more units per structure) (according to the U.S. Census), and then grouped neighborhoods with similar building profiles.

Bridgeport’s Housing Stock Typology includes:

1. “Suburban” neighborhoods (Lake Forest, Whiskey Hill, and Reservoir), with primarily single-family units.
2. “Suburban/Mixed” neighborhoods (North Bridgeport, North End, Brooklawn, and Success Park/Boston Avenue), with large portions of single-family homes but also substantial amounts of multifamily housing.
3. “Low Density Urban” neighborhoods (East End, East Side, Black Rock, Mill Hill, St. Vincent, West End/West Side, and Hollow), with fewer single-family units and mostly smaller multifamily properties.
4. “High Density Urban/Commercial” neighborhoods (Enterprise Zone, South End, and Downtown), with mainly large multifamily units or non-residential properties.

Both rents and values were highest in Census tracts along the city’s northern and western borders (where socioeconomic profiles are strongest, housing problems are lowest, and neighborhoods are more suburban); both rents and values were lowest in Census tracts in central and southeastern Bridgeport (where socioeconomic profiles are weakest, housing problems are greatest, and smaller multifamily housing is more prevalent).

To update the 2000 Census figures, czb reviewed single-family and multifamily sales from 2004 to 2006, provided by the multiple listing service. Neighborhoods’ average sale prices for single-family and multifamily housing were compared to other neighborhoods’, and those significantly (at least one standard deviation) above or below the overall average were flagged. According to this data, the city’s strongest markets are Black Rock, Lake Forest, and Brooklawn; the City’s weakest market is the East End.

Sources: U.S. Census 1990 and 2000; American Community Survey, 2005; U.S. Census Bureau; CHAS; RRC Associates, Inc; Fairfield County MLS; Bridgeport Office of Economic Development website; Property Manager interview (2006); ERSI Business Analyst; czbLLC

Analysis of HACB’s waiting lists and existing families for public housing and Section 8 was also conducted to discern the specific housing needs of families in HACB’s jurisdiction:

<b>Housing Needs of Families at Charles Greene Homes</b> (The public housing waiting list is open.)			
	# of families	% of total families	Annual Turnover
Waiting list total	1146		
Extremely low income <=30% AMI	596	83%	
Very low income (>30% but <=50% AMI)	91	13%	
Low income (>50% but <80% AMI)	35	5%	

<b>Housing Needs of Families at Charles Greene Homes</b> (The public housing waiting list is open.)			
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
White families	N/A		
Black families**	N/A		
Hispanic families*	N/A		
Asian families	N/A		
American Indian	N/A		
* Hispanic families may also be counted as white families ** Black families may be Hispanic			
Characteristics by Bedroom Size (Public Housing Wait List Only)			
1BR	145	12.6%	
2 BR	810	70.6%	
3 BR	155	10.5%	
4 BR	30	2.6%	
5 BR	6	3.7%	
5+ BR			

<b>Housing Needs of Families at Fireside Apartments</b> (The public housing waiting list is open.)			
	# of families	% of total families	Annual Turnover
Waiting list total	990		
Extremely low income <=30% AMI	350	81%	
Very low income (>30% but <=50% AMI)	57	13%	
Low income (>50% but <80% AMI)	25	6%	
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
White families	N/A		

<b>Housing Needs of Families at Fireside Apartments</b> (The public housing waiting list is open.)			
Black families**	N/A		
Hispanic families*	N/A		
Asian families	N/A		
American Indian	N/A		
* Hispanic families may also be counted as white families ** Black families may be Hispanic			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	988	99.8%	
2 BR	2	0.2%	
3 BR	N/A		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		

<b>Housing Needs of Families at Harborview Towers</b> (The public housing waiting list is open.)			
	# of families	% of total families	Annual Turnover
Waiting list total	1085		
Extremely low income <=30% AMI	908	82%	
Very low income (>30% but <=50% AMI)	152	14%	
Low income (>50% but <80% AMI)	54	4%	
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
White families	N/A		
Black families**	N/A		
Hispanic families*	N/A		
Asian families	N/A		
American Indian	N/A		
* Hispanic families may also be counted as white families ** Black families may be Hispanic			
Characteristics by Bedroom Size			

<b>Housing Needs of Families at Harborview Towers</b> (The public housing waiting list is open.)			
(Public Housing Only)			
1BR	1083	99.8%	
2 BR	2	0.2%	
3 BR	N/A		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		

<b>Housing Needs of Families at Marina Village</b> (The public housing waiting list is open.)			
	# of families	% of total families	Annual Turnover
Waiting list total	3234		
Extremely low income <=30% AMI	1928	83%	
Very low income (>30% but <=50% AMI)	452	14%	
Low income (>50% but <80% AMI)	128	4%	
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
White families	N/A		
Black families**	N/A		
Hispanic families*	N/A		
Asian families	N/A		
American Indian	N/A		
* Hispanic families may also be counted as white families ** Black families may be Hispanic			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2193	67.8%	
2 BR	822	25.4%	
3 BR	186	5.8%	
4 BR	30	0.9%	

<b>Housing Needs of Families at Marina Village</b> (The public housing waiting list is open.)			
5 BR	3	0.1%	
5+ BR	N/A		

<b>Housing Needs of Families at PT Barnum</b> (The public housing waiting list is open.)			
	# of families	% of total families	Annual Turnover
Waiting list total	1224		
Extremely low income <=30% AMI	639	82%	
Very low income (>30% but <=50% AMI)	102	13%	
Low income (>50% but <80% AMI)	34	4%	
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
White families	N/A		
Black families**	N/A		
Hispanic families*	N/A		
Asian families	N/A		
American Indian	N/A		
* Hispanic families may also be counted as white families ** Black families may be Hispanic			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	145	11.8%	
2 BR	874	71.4%	
3 BR	167	13.6%	
4 BR	35	2.8%	
5 BR	3	0.4%	
5+ BR	N/A		

<b>Housing Needs of Families at all Scattered Sites</b> (The public housing waiting list is open.)			
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<b>Housing Needs of Families at all Scattered Sites</b> (The public housing waiting list is open.)			
	# of families	% of total families	Annual Turnover
Waiting list total	3617		
Extremely low income <=30% AMI	2132	81%	
Very low income (>30% but <=50% AMI)	401	15%	
Low income (>50% but <80% AMI)	111	4%	
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
White families	N/A		
Black families**	N/A		
Hispanic families*	N/A		
Asian families	N/A		
American Indian	N/A		
* Hispanic families may also be counted as white families ** Black families may be Hispanic			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1764	48.7%	
2 BR	1451	40.1%	
3 BR	330	9.1%	
4 BR	62	1.7%	
5 BR	10	0.4%	
5+ BR	N/A		

<b>Housing Needs of Families at Trumbull Gardens</b> (The public housing waiting list is open.)			
	# of families	% of total families	Annual Turnover
Waiting list total	1563		
Extremely low income <=30%	800	82%	

<b>Housing Needs of Families at Trumbull Gardens</b> (The public housing waiting list is open.)			
AMI			
Very low income (>30% but <=50% AMI)	128	13%	
Low income (>50% but <80% AMI)	45	5%	
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
White families	N/A		
Black families**	N/A		
Hispanic families*	N/A		
Asian families	N/A		
American Indian	N/A		
* Hispanic families may also be counted as white families ** Black families may be Hispanic			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	147	9.4%	
2 BR	1125	71.9%	
3 BR	238	15.2%	
4 BR	46	2.9%	
5 BR	7	0.6%	
5+ BR	N/A		

<b>Housing Needs of Families at Park City</b> (The public housing waiting list is open.)			
	# of families	% of total families	Annual Turnover
Waiting list total	2353		
Extremely low income <=30% AMI	1473	81%	
Very low income (>30% but <=50% AMI)	262	14%	
Low income (>50% but <80% AMI)	73	5%	

<b>Housing Needs of Families at Park City</b> (The public housing waiting list is open.)			
Families with children	N/A		
Elderly families	N/A		
Families with Disabilities	N/A		
White families	N/A		
Black families**	N/A		
Hispanic families*	N/A		
Asian families	N/A		
American Indian	N/A		
* Hispanic families may also be counted as white families ** Black families may be Hispanic			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2348	99.7%	
2 BR	5	0.3%	
3 BR	N/A		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		

<b>Public Housing Wait List Demographics as of 5/28/2010</b> (The public housing waiting list is open.)			
	# of families	% of total families or HOH	Annual Turnover
Waiting list total	5993		N/A
Elderly families	265	4%	
Families with Disabilities Handicap	901	15%	
White families HOH	1526	52.3%	
Black families HOH	1271	43.5%	
Asian families HOH	13	.4%	
American Indian HOH	3	.1%	
Other HOH	57	1.9%	
Multiple HOH	22	.7%	
None HOH	94	1.1%	
Hispanic families	1397	53%	

<b>Housing Needs of Families on the Section 8 Waiting List as of 7/14/2010</b> (The waiting list has been closed for more than 72 months with no plan to reopen during this Plan year. Specific categories of families are identified on the waiting list, per the Pequonnock Settlement Agreement.)			
	# of families	% of total families	Annual Turnover
Waiting list total	6340	100%	
Extremely low income <=30% AMI		70%	
Very low income (>30% but <=50% AMI)	271	22%	
Low income (>50% but <80% AMI)	108	8%	
Families with children	N/A		
Elderly families	380	<1%	
Families with Disabilities	1213	16.3%	
White families	4032	54.4%	
Black families	3112	42%	
Hispanic families	3702	50%	
Asian families	31	<1%	
American Indian	19	<1%	
Other	75	<1%	
Multiple	27	<1%	
None/Not defined	120	1.6%	

### 9.1b. Strategy for Addressing Housing Needs

Strategies for addressing housing needs are identified as solutions to specific housing needs.

- **Need: Shortage of affordable housing for all eligible populations**  
 Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:
  - Employing effective maintenance and management policies to minimize the number of public housing units off-line.
  - Reducing turnover time for vacated public housing units.
  - Reducing time to renovate public housing units.

- Seeking replacement of public housing units lost to the inventory through mixed finance development.
- Seeking replacement of public housing units lost to the inventory through Section 8 replacement housing resources.
- Maintaining or increasing section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Maintaining or increasing Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Maintaining or increasing Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program.
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies.
- Utilizing Project-based Section 8 vouchers as per Father Panik Village Replacement Program and as part of community revitalization in partnership with City and private and not-for-profit developers.

Strategy 2. Increase the number of affordable housing units by:

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- Applying for additional Section 8 units should they become available.
- Leveraging affordable housing resources in the community through the creation of mixed-finance housing.
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance.
- Participating, in partnership with the City, HACB in community revitalization initiatives, neighborhood by neighborhood. HACB will utilize its assets and manage them to the full extent within HUD rules and guidelines.
- Identifying and making applications to secure additional funding streams (i.e., through grants and loans offered by ARRA, as well as State and private funding entities) to acquire, rehabilitate, and construct new affordable units.

➤ **Need: Housing for Specific Family Types, i.e., Families at or below 30% of Median Income (AMI)**

Strategy: Target available assistance to families at or below 30 % of AMI by:

- Exceeding HUD federal targeting requirements for families at or below 30% of AMI in public housing.
- Exceeding HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 assistance.
- Adopting rent policies to support and encourage work.
- Operating flat rents at a reduced rate of the fair market rent for each geographic area in Bridgeport: East End, East Side, Hollow, South End, West End, Black Rock and North End.

- Maximizing the number of affordable homeownership opportunities available to HACB residents.
  - Expanding Project-based Section 8 program to collaborate with agencies offering supportive services for families coming out of homelessness.
  - Implementing the Stable Families Program, which provides supportive services to BHA residents who demonstrate instability (as indicated by rent payment arrearages and/or by other resident complaints) in their current housing circumstances.
- **Need: Housing for Specific Family Types, i.e., Families at or below 50% of median income (AMI)**  
 Strategy: Target available assistance to families at or below 50% of AMI by:
- Employing admissions preferences aimed at families who are working.
  - Adopting rent policies to support and encourage work.
  - Maximizing the number of affordable homeownership opportunities available to HACB residents.
- **Need: Housing for Specific Family Types, i.e., the Elderly**  
 Strategy: Target available assistance to the elderly by:
- Seeking designation of public housing for the elderly.
  - Apply for special-purpose vouchers targeted to the elderly, should they become available.
  - Implementing programs that increase health and human services for residents of Harborview Towers and Fireside Apartments.
  - Exploring conversion of other housing stock to support the housing needs of the elderly/disabled.
  - Utilizing Section 8 vouchers as subsidy options for elderly people with disabilities.
- **Need: Housing for Specific Family Types, i.e., Families with Disabilities**  
 Strategy: Target available assistance to Families with Disabilities by:
- Carrying out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing.
  - Applying for special-purpose vouchers targeted to families with disabilities, should they become available.
  - Affirmatively marketing to local non-profit agencies that assist families with disabilities.
  - Implementing programs that increase health and human services for residents of Harborview Towers and Fireside Apartments.
  - Exploring conversion of other housing stock to support the housing needs of the elderly/disabled.
  - Utilizing Section 8 vouchers as housing options for people with disabilities.
  - Linking with local, state and federal programs to provide housing options with supportive services.

- Complying with negotiated settlements that support the housing needs of the disabled.
- **Need: Housing for Specific Family Types, i.e., per races or ethnicities with disproportionate housing needs**
- Strategy 1. Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by:

- Affirmatively marketing to races/ethnicities shown to have disproportionate housing needs.

Strategy 2. Conduct activities to affirmatively further fair housing, e.g.:

- Counseling Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
- Marketing the Section 8 program to owners outside of areas of poverty /minority concentrations.
- Targeting HACB replacement and homeownership programs and activities in non or low-impacted areas.
- Promoting rental opportunities for existing public housing units in local newspapers to the community at large who are at 80percent or below of the AMI.
- Working in coordination with the City of Bridgeport to address fair housing impediments as identified in their 2008 updated Consolidated Plan.
- Educating tenants, landlords, property managers, real estate agents, etc. about the rights and responsibilities of all under the CT fair housing laws.
- Training staff on fair housing issues, rules and regulations.

Following is a list of factors that influenced HACB's selection of the strategies it will pursue:

- Funding constraints.
- Staffing constraints.
- Limited availability of sites for assisted housing.
- Extent to which particular housing needs are met by other organizations in the community.
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA.
- Influence of the housing market on PHA programs.
- Community priorities regarding housing assistance.
- Results of consultation with local or state government.
- Results of consultation with residents and the Resident Advisory Board.
- Results of consultation with advocacy groups.

## 10.0 Additional Information

### 10.0a. Progress in Meeting Mission and Goals.

#### General Description

The Housing Authority of the City of Bridgeport (HACB) has made significant achievements in the past year. HACB has:

- Completed the Energy Performance Contract (EPC).
- Received two Standard & Poors “A” ratings, one for the management of the agency as a whole, the other for the merit of the EPC in 2009. (The S&P ratings were solicited by HACB as part of the financing requirements for EPC.)
- Maintained and expanded partnerships with social service and behavioral health providers who serve difficult to house populations, including homeless, prison reentry, and survivors of domestic violence.
- Achieved significant improvements in remediating vacancy statistics by expediting lease up/resident qualification process and unit turnaround time.
- Park City opened its doors serving 110 households.
- The Authority broke ground on the Albion Street project.

HACB also continues to satisfy its previously identified goals:

- Landscape and Security Surveillance Master Planning for our family complexes;
- 504 alterations and additions necessary to satisfy a Voluntary Compliance Agreement with HUD;
- Management improvements and strategic staff changes intended to streamline and enhance organizational, operational, policy and procedural efficiencies;
- Completion of a master plan, approved by Connecticut Legal Services, to complete the Father Panik Village and Pequonnock Replacement Programs;
- Ongoing leasing, particularly at Fireside/Forest Green and Harborview Towers, to meet the requirements of the Matyasofsky consent decree;
- Establishment and development of a Project-Based Section 8 program, which, in collaboration with community service providers, allows residents access to a full range of supportive social, economic, and behavioral health services.
- Obligation and expenditure of Capital Fund allocation for identified improvements across HACB’s physical plant.

These varied accomplishments are intended to address four distinct areas of concern:

1. Resident satisfaction and quality of life;
2. Safe, attractive housing developments and scattered site public housing properties;
3. Streamlined, efficient management operations; and
4. Financial efficiency.

The objectives achieved also reflect HACB’s ongoing goal of becoming a HUD-

designated High Performing PHA.

HACB is committed to explore any and all efficiencies and cost saving measures to allow the agency to maximize the dollars it is granted through ACC, Capital Funds, Replacement Housing Factor and Development Funds and to further leverage the dollars awarded through the many additional grant and low-interest loan programs, lean real estate prices, and other advantages afforded in the current local and national economic climate.

Following are brief progress reports on some of HACB's major ongoing projects:

### **Father Panik Village Replacement Program**

The Authority have identified the projects necessary to complete the Father Panik Village Settlement Agreement. Park City was completed. Albion Street project predevelopment activities has been approved and the remaining 10 units are to be developed as Grandparent housing. Connecticut Legal Services has been supportive of this plan.

### **Capital Fund Program/Modernization Activities**

HACB has implemented a plan to address the provisions of the Voluntary Compliance Agreement, while simultaneously addressing deferred maintenance concerns and reducing unit vacancies. In 2011-2012 HACB will follow its established sequencing of modernization priorities:

- Emergency Work—eliminates any emergency or potential emergency conditions. Emergency remediation must be expedient and sensitive to budgetary constraints.
- Statutory or Code Compliance, in particular, 504 compliance.
- Energy Conservation Measures to yield cost savings, which can in turn add resources to the operating budget. HACB has secured a financing partner and is about to complete the necessary contracts for its Energy Performance Contract (EPC). The EPC outlines several conservation measures that should be completed in approximately 12 months.
- Building Envelope—roofing, brick repair/replacement, window and door replacement, etc.
- System Replacement—whole structure concerns, such as plumbing, electrical, HVAC, etc.
- Interiors—unit- and office-specific improvements and repairs.
- Administrative Activities—management and operational improvements, such as staffing, A & E consultations, special consultation firms, security needs, resident programs, training, acquisition, relocation, technology improvements and inventory controls.
- Grounds—improvements established in our site master plans.
- Development Activities—construction and acquisition and rehabilitation of properties to meet Father Panik Village Replacement requirements and/or to increase supply of affordable rental housing units.

## **Public Housing Asset Management Program**

HACB continues to work to improve its vacant unit turnaround time and to raise its occupancy rate; the goal is to have units ready within 14-21 days of vacancy, and to gain new occupancy within 7 days of unit readiness

## **Consent Decree Office**

This department was established to respond to the requirements of the Voluntary Compliance Agreement and the Matyasovsky Consent Decree as well as the Father Panik Consent Decree and Pequonnock Memorandum of Agreement. The requirements of all agreements directly affect the admissions process; therefore, the Authority gave the Consent Decree Office the responsibility to supervise the admissions office.

## **Section 8 Program**

The program's is 83% funded. HACB's policy for the maximum payment standard is 100% of the 2011 fair market rents.

## **Resident Services**

HACB has been active in its efforts to develop operating local councils and a strong Resident Advisory Board. We have and will continue to provide resident training activities for the leadership and for employment and/or self-sufficiency improvements. We are committed to making the resident associations viable and productive. The Authority will work with local agencies to ensure that local initiatives are inclusive of programs that will enable the residents to become economically self-sufficient. The Authority will continue to seek local, state and federal funding that will provide economic self-sufficiency and empowerment programs for residents. The Authority will continue to work with residents develop youth and adult leaders that are viable members of the community.

## **Security**

HACB expects continued baseline police service from the Bridgeport Police Department through the Cooperation Agreement between the Authority and the City of Bridgeport. In the meantime, we will continue providing security guard services at Trumbull Gardens, Harborview Towers and Fireside Apartments. We intend to install, in phases, an integrated BHA networked CCTV system at critical locations and monitored centrally. Aggressive screening measures are in place and lease enforcement will continue.

## **Conclusion**

HACB is ready for the challenges ahead. It is our earnest goal to make this housing authority a high performing authority, one that serves its residents and communities with

the greatest efficiency and innovation among the other high performing PHAs in our state and across our nation. To achieve this goal, HACB intends to work in partnership with the City of Bridgeport, its residents, business entities, community support organizations, the public at large and with HACB's dedicated employees, as well as with State of Connecticut and Federal agencies, especially HUD.

#### **10.0b. Significant Amendment and Substantial Deviation/Modification.**

HACB is complying with HUD's default definition of substantial deviation or significant amendment to the Annual Plan, which is as follows:

- Changes to the rent or admissions policies or organization of the wait list.
- Additions to non-emergency work items or change in the use of the replacement reserve funds under the Capital Fund Program.
- Any changes with regard to demolition, designation, homeownership programs or conversion activities.

## **11.0 Required Submission for HUD Field Office Review**

- a) Form HUD-50077 see below
- b) Form HUD-50070 see below
- c) Form HUD-50071 see below
- d) Form SF-LLL see below
- e) SF-LLL-A not applicable
- f) Resident Advisory Board comments – attached as ct001d02
- g) Challenged elements not applicable
- h) Form HUD-50075.1 – attached as ct001b02 and ct001c02
- i) Form HUD-50075.2 – attached as ct001b02



**Part I: Summary**

<b>PHA Name: Housing Authority of                  the City of Bridgeport</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50111	<b>FFY of Grant: 2011</b>
	Replacement Housing Factor Grant No:	<b>FFY of Grant Approval:</b>
	Date of CFFP:	

**Type of Grant**

<input checked="" type="checkbox"/> Original Annual Statement	<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	\$ 176,404			
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)	\$ 3,418,124			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	\$ 850,000			
23	Amount of line 20 Related to Security - Soft Costs	\$ 520,000			
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<b>Signature of Executive Director</b> Nicholas Galace		<b>Date</b> 7/18/11	<b>Signature of Public Housing Director</b>	<b>Date:</b>
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- 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 PHA's with under 250 units in management may use 100% of CFP grant for operations.
- 4 RHF funds shall be included here

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b>				<b>FFY of Grant: 2011</b>		
		Capital Fund Program Grant No: CT26-P001-50111				FFY of Grant Approval:		
		CFFP (Yes/No) No						
		Replacement Housing Factor Grant No.						
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	
Central Office	Management Improvements	1408	Lump sum	\$143,624				
	Technology Upgrades	1408	Lump sum	\$20,000				
	Administration	1410	Lump sum	\$341,812				
	CFFP for 504/VCA Compliance	1501	Lump sum	\$176,404				
	Admin Office Improvements	1470	Lump sum	\$66,117				
CT00100002P	Operations	1406	Lump sum	\$48,830				
aka Marina Village	A & E Services	1430	Lump sum	\$30,000				
	Site improvements - parking, drainage, fencing	1450	Lump sum	\$50,000				
	Dwelling improvements - roofs, façade, heating, storm doors, 504 compliance	1460	Lump sum	\$50,000				
	Vacancy Reduction	1460	Lump sum	\$10,000				
	Relocation for VCA Compliance	1495	5 tenants	\$1,250				
	Dwelling equipment - boilers	1465	5 units	\$10,000				
CT00100005P	Operations	1406	Lump sum	\$48,830				
aka PT Barnum Apts	Vacancy Reduction	1460	Lump sum	\$10,000				
	Fire suppression devices	1460	Lump sum	\$50,000				
	Non-dwelling equipment	1475	1 vehicle	\$18,000				
	Relocation for VCA Compliance	1495	10 tenants	\$2,500				
CT00100006P	Operations	1406	Lump sum	\$48,830				
aka Charles Greene	A & E Services	1430	Lump sum	\$50,000				

continued to page 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

Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Bridgeport		Grant Type and Number				FFY of Grant: 2011		
		Capital Fund Program Grant No: CT26-P001-50111				FFY of Grant Approval:		
		CFFP (Yes/No) No						
		Replacement Housing Factor Grant No.						
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	
CT00100006P	Vacancy Reduction	1460	Lump sum	\$10,000				
aka Charles Greene	Heating piping replacement	1465	Lump sum	\$36,000				
	Relocation for VCA Compliance	1495	4 tenants	\$1,000				
	Front Entrance Lighting and Security	1460	Lump sum	\$34,000				
CT00100007P	Operations	1406	Lump sum	\$48,830				
aka Fireside Apts	Management Improvements - Security	1408	Lump sum	\$120,000				
	A & E Services	1430	Lump sum	\$20,000				
	Vacancy Reduction	1460	Lump sum	\$10,000				
	Gutters, Downspouts, Roofs	1460	Lump sum	\$37,343				
	Site Improvements including sewer	1450	Lump sum	\$25,000				
	Relocation for VCA Compliance	1495	12 tenants	\$1,250				
	Community Room Roofs & Doors	1470	2 bldgs	\$40,000				
CT00100009P	Operations	1406	Lump sum	\$48,830				
aka Harborview Towers	Management Improvements - Security	1408	Lump sum	\$200,000				
	A & E Services	1430	Lump sum	\$25,000				
	Vacancy Reduction	1460	Lump sum	\$10,000				
	Building exterior improvements (masonry)	1460	Lump sum	\$50,000				
	Heating piping replacement	1465	Lump sum	\$50,000				
	Relocation for VCA Compliance	1495	5 tenants	\$3,000				
	Parking Renovations	1465	Lump sum	\$100,000				
CT00100044P	Operations	1406	Lump sum	\$48,830				
aka Trumbull Gardens	Management Improvements - Security	1408	Lump sum	\$200,000				
	A & E Services	1430	Lump sum	\$65,000				
	Bldg 10 & 11 Roof and Roof Drain Replacement	1460	Lump sum	\$10,000				

continued to page 5

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

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of Bridgeport</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50111 CFFP (Yes/No) No Replacement Housing Factor Grant No.				<b>FFY of Grant: 2011</b> <b>FFY of Grant Approval:</b>	
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	
CT00100044P	Vacancy Reduction	1460	Lump sum	\$10,000				
aka Trumbull Gardens	Grounds Improvements - parking, drainage, fencing	1450	Lump sum	\$50,000				
	Relocation	1495	4 tenants	\$1,000				
	Electrical Meter Replacement	1465	Lump sum	\$200,000				
	Heating piping replacement & DHW boiler replace	1465	Lump sum	\$60,000				
	Unit boilers	1465	Lump sum	\$20,000				
	Elevators	1465	Lump sum	\$100,000				
CT001000881P	Operations	1406	Lump sum	\$24,415				
Scattered Sites I	A & E Services	1430	Lump sum	\$30,000				
	Site improvements - parking, drainage, fencing	1450	Lump sum	\$46,000				
	Building improvements - roofs, siding, façade, gutters/downspouts, storm doors, intercom, windows, structural at Stratford Avenue	1460	Lump sum	\$200,000				
	Vacancy Reduction	1460	Lump sum	\$10,000				
	Relocation for VCA Compliance	1495	3 tenants	\$1,250				
CT001000882P	Operations	1406	Lump sum	\$24,416				
Scattered Sites II	A & E Services	1430	Lump sum	\$30,000				
	Site improvements - parking, drainage, fencing	1450	Lump sum	\$30,013				
	Building improvements - roofs, siding, façade, gutters/downspouts, storm doors, intercom, windows	1460	Lump sum	\$200,000				
	Vacancy Reduction	1460	Lump sum	\$10,000				
	Relocation for VCA Compliance	1495	3 tenants	\$750				
			Total	\$3,418,124				

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

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: Housing Authority of the City of Bridgeport					FFY of Grant: 2011
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates 1
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Central Office	9/30/2013		9/30/2015		
BHA Wide	9/30/2013		9/30/2015		
CT00100002P	9/30/2013		9/30/2015		
CT00100005P	9/30/2013		9/30/2015		
CT00100006P	9/30/2013		9/30/2015		
CT00100007P	9/30/2013		9/30/2015		
CT00100009P	9/30/2013		9/30/2015		
CT00100044P	9/30/2013		9/30/2015		
CT00100881P	9/30/2013		9/30/2015		
CT00100882P	9/30/2013		9/30/2015		

1 Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

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

**U.S Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2014**

<b>Part I: Summary</b>						
PHA Name/Number: Bridgeport Housing Authority CT001			Locality: Bridgeport, Fairfield County, CT		Original Plan	Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal *	Annual Statement	\$ 1,418,000.00	\$ 1,583,312.00	\$ 1,544,476.00	\$ 1,464,478.00
C.	Management Improvements *		\$ 683,624.00	\$ 683,624.00	\$ 683,624.00	\$ 683,624.00
D.	PHA Wide Non Dwelling Structures and Equipment *		\$ 251,476.00	\$ 86,164.00	\$ 120,000.00	\$ 209,998.00
E.	Administration *		\$ 341,812.00	\$ 341,812.00	\$ 341,812.00	\$ 341,812.00
F.	Other *		\$ 204,997.00	\$ 204,997.00	\$ 209,997.00	\$ 199,997.00
G.	Operations		\$ 341,811.00	\$ 341,811.00	\$ 341,811.00	\$ 341,811.00
H.	Demolition					
I.	Development					
J.	Capital Fund Financing Debt Service		\$ 176,404.00	\$ 176,404.00	\$ 176,404.00	\$ 176,404.00
K.	Total CFP Funds		\$ 3,418,124.00	\$ 3,418,124.00	\$ 3,418,124.00	\$ 3,418,124.00
L.	Total Non-CFP Funds					

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

**U.S Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2014**

<b>Part I: Summary</b>						
PHA Name/Number: Bridgeport Housing Authority CT001			Locality: Bridgeport, Fairfield County, CT		Original Plan	Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
	Central Office/BHA Wide *	Annual Statement	\$ 518,216.00	\$ 518,216.00	\$ 518,216.00	\$ 728,214.00
	002 Marina Village *		\$ 274,024.00	\$ 257,024.00	\$ 291,024.00	\$ 181,024.00
	005 PT Barnum *		\$ 219,824.00	\$ 329,866.00	\$ 414,962.00	\$ 510,737.00
	006 Charles Greene *		\$ 482,454.00	\$ 308,401.00	\$ 303,401.00	\$ 497,973.00
	007 Fireside Apartments *		\$ 387,068.00	\$ 405,068.00	\$ 388,068.00	\$ 360,892.00
	009 Harborview Towers *		\$ 467,068.00	\$ 392,068.00	\$ 493,068.00	\$ 440,892.00
	044 Trumbull Gardens *		\$ 465,068.00	\$ 748,068.00	\$ 610,013.00	\$ 492,166.00
	881 & 882 Scattered Sites *		\$ 604,402.00	\$ 459,413.00	\$ 399,372.00	\$ 206,226.00
			\$ 3,418,124.00	\$ 3,418,124.00	\$ 3,418,124.00	\$ 3,418,124.00

**Part II: Supporting Pages - Physical Needs Work Statement**

Work Statement for Year 1 FFY 2011	Work Statement for Year 2012 FFY 2012			Work Statement for Year 2013 FFY 2012		
	Development Number/Name Major Work Categories	General Description of Quantity	Estimated Cost	Development Number/Name of Major Work Categories	General Description Quantity	Estimated Cost
See Annual Statement	BHA Wide - Proposed CFFP for VCA Compliance subject to HUD approval	~80 units, site common areas and pathways	\$176,404.00	BHA Wide - Proposed CFFP for VCA Compliance subject to HUD approval	~80 units, site common areas and pathways	\$176,404.00
	002 - Marina Village Site Improvements	lump sum	\$50,000.00	002 - Marina Village Roof Replacement	lump sum	\$50,000.00
	002 - Marina Village Roof Replacement	lump sum	\$50,000.00	002 - Marina Village Grounds Improvements (parking, sidewalks, fencing, sewer, drainage)	lump sum	\$50,000.00
	002 - Marina Village Single Unit Boilers, DHW upgrade, CCTV system	10 units	\$20,000.00	002 - Marina Village Single Unit boiler and DHW upgrade	8 units	\$16,000.00
	002 - Marina Village Vacancy Reduction Program	5 units	\$5,000.00	002 - Marina Village Vacancy Reduction	5 units	\$5,000.00
	005 - PT Barnum Vacancy Reduction Program	5 units	\$5,000.00	005 - PT Barnum Building exterior, roofs, gutters, downspouts, attic insulation	2 buildings	\$100,000.00
	005 - PT Barnum Warehouse and Bird Street reconfiguration	2 buildings	\$118,423.00	005 - PT Barnum Vacancy Reduction	5 units	\$5,000.00
	006 - Charles Greene Site Improvements, roof parapet and masonry	lump sum	\$300,000.00	005 - PT Barnum Grounds Improvements (parking, sidewalks, fencing, sewer, drainage)	lump sum	\$109,465.00
	006 - Charles Greene CCTV system	1 bldg	\$20,000.00	005 - PT Barnum Unit Interior finishes upgrades	10 units	\$25,000.00
	006 - Charles Greene Vacancy Reduction	5 units	\$5,000.00	006 - Charles Greene Vacancy Reduction	5 units	\$5,000.00
	006 - Charles Greene Mail, Laundry Rooms & Site Office improvements	1 bldg	\$50,000.00	006 - Charles Greene Site Improvements		\$200,000.00
	007 - Fireside Apartments Roofs, Siding/Gutters and Downspouts	3 bldgs	\$100,000.00	006 - Charles Greene Unit Interior finishes upgrades	10 units	\$25,000.00
	007 - Fireside Apartments Bathroom, Kitchen upgrades and common area flooring	26 units	\$50,000.00	007 - Fireside Apartments Vacancy Reduction	5 units	\$4,000.00
	007 - Fireside Apartments Vacancy Reduction	5 units	\$4,000.00	007 - Fireside Apartments building systems, gutters, downspouts, roofs, sewer systems	5 buildings	\$100,000.00
	009 - Harborview Towers building system improvements (masonry, rear canopy, CCTV, sewer systems)	1 bldg	\$100,000.00	007 - Fireside Apartments Grounds Improvements (parking, sidewalks, fencing, sewer, planting, drainage)	lump sum	\$50,000.00
	009 - Harborview Towers Vacancy Reduction Program	5 units	\$4,000.00	009 - Harborview Towers waste disposal system	lump sum	\$50,000.00
	009 - Harborview Towers Interior finishes	30 units	\$50,000.00	009 - Harborview Towers Vacancy Reduction	5 units	\$4,000.00
	044 - Trumbull Gardens CCTV System	2 bldgs	\$50,000.00	044 - Trumbull Gardens Site Master Plan	lump sum	\$300,000.00
	044 - Trumbull Gardens Townhouse HVAC & DHW upgrades	13 units	\$25,000.00	044 - Trumbull Gardens Unit Boilers, HVAC and DHW upgrade	10 units	\$55,000.00
		continued			continued	



**Part II: Supporting Pages - Physical Needs Work Statement**

Work Statement for Year 1 FFY 2011	Work Statement for Year 2014 FFY 2014			Work Statement for Year 2015 FFY 2015		
	Development Number/Name Major Work Categories	General Description of Quantity	Estimated Cost	Development Number/Name of Major Work Categories	General Description Quantity	Estimated Cost
See Annual Statement	BHA Wide - Proposed CFFP for VCA Compliance subject to HUD approval	~80 units, site common areas and pathways	\$176,404.00	BHA Wide - Proposed CFFP for VCA Compliance - subject to HUD approval	~80 units, site common areas and pathways	\$176,404.00
	002 - Marina Village Roof Replacement	lump sum	\$60,000.00	Central Office Admin Interior Improvements and Warehouse Demolition	1 building	\$209,998.00
	002 - Marina Village Bathroom Upgrades	5 units	\$50,000.00	002 - Marina Village Demolition	1 building	\$50,000.00
	002 - Marina Village Single Unit boiler and DHW upgrade	20 units	\$40,000.00	005 - PT Barnum Site Master Plan	lump sum	\$254,512.00
	005 - PT Barnum CCTV System	lump sum	\$50,000.00	005 - PT Barnum Interior Window Replacement	lump sum	\$50,000.00
	005 - PT Barnum Site Master Plan including waste system	lump sum	\$281,561.00	005 - PT Barnum Interior Finishes Kitchen and Bathroom Upgrades	lump sum	\$127,824.00
	006 Charles Greene Waste Disposal System Upgrade	5 buildings	\$225,000.00	006 - Charles Greene Fire Sprinkler System	lump sum	\$291,748.00
	007 - Fireside Apartments building exterior, gutters, downspouts, roofs & security	5 buildings	\$150,000.00	006 - Charles Greene Interior Finishes Kitchen and Bathroom upgrades	24 units	\$127,824.00
	009 Harborview Heating Pipes and Plumbing	80 units	\$180,000.00	007 - Fireside Apartments Interior Finishes Kitchen and Bathroom upgrades	24 units	\$127,824.00
	044 Trumbull Gardens Gymnasium and Daycare Upgrade	lump sum	\$110,000.00	009 - Harborview Towers Interior Finishes Kitchen and Bathroom Upgrades	24 units	\$127,824.00
	044 - Trumbull Gardens Single Unit boiler, DHW upgrade, roof replacement, siding and gutters	lump sum	\$161,945.00	044 - Trumbull Gardens Interior Finishes Kitchen and Bathroom Upgrades	24 units	\$127,824.00
	044 - Trumbull Gardens Electrical System upgrade	3 buildings	\$25,000.00	881 & 881 - Scattered Sites Interior Finishes Kitchen and Bathroom Upgrades	24 units	\$127,824.00
	881 & 882 - Scattered Sites I & II building exterior, gutters, downspouts	3 buildings	\$75,000.00	044 Trumbull Gardens Waste Disposal System	lump sum	\$51,274.00
	881 & 882 - Scattered Sites I & II Single Units boilers and DHW upgrades	Single Unit HVAC & DHW Upgrades	\$120,000.00			
	881 & 882 Scattered Sites I & II Site improvements	3 buildings	\$88,030.00			
	881 Scattered Sites I Waste Disposal System	1 building	37,940.00			
	<b>Subtotal of Estimated Cost</b>	\$1,830,880.00		<b>Subtotal of Estimated Cost</b>	\$1,850,880.00	





Part I: Summary					
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50110 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant: 2010</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Revised Annual Statement (revision no. )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/11 <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
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)	\$ 393,057.00	\$ 393,057.00	\$ -	\$ -
3	1408 Management Improvements	\$ 786,533.00	\$ 786,533.00	\$ 565,252.43	\$ 219,224.20
4	1410 Administration (may not exceed 10% of line 21)	\$ 393,059.00	\$ 393,059.00	\$ 393,057.00	\$ 394,712.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 250,000.00	\$ 250,000.00	\$ -	\$ -
8	1440 Site Acquisition				
9	1450 Site Improvements	\$ 236,249.00	\$ 236,249.00	\$ -	\$ -
10	1460 Dwelling Structures	\$ 1,134,107.00	\$ 1,134,107.00	\$ -	\$ -
11	1465.1 Dwelling Equipment - Nonexpendable	\$ 30,000.00	\$ 30,000.00	\$ -	\$ -
12	1470 Non Dwelling Structures	\$ 91,117.00	\$ 91,117.00	\$ -	\$ -
13	1475 Non Dwelling Equipment	\$ 18,000.00	\$ 18,000.00	\$ -	\$ -
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -
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 PHA's with under 250 units in management may use 100% of CFP grant for operations.
- 4 RHF funds shall be included here

**Part I: Summary**

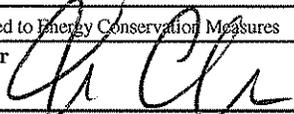
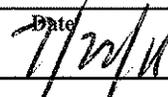
<b>PHA Name: Housing Authority of the City of Bridgeport</b>	<b>Grant Type and Number</b>	<b>FFY of Grant: 2010</b> <b>FFY of Grant Approval:</b>
	Capital Fund Program Grant No: CT26-P001-50110	
	Replacement Housing Factor Grant No:	
	Date of CFFP:	

**Type of Grant**

Original Annual Statement  Revised Annual Statement (revision no. )

Performance and Evaluation Report for Period Ending: 6/30/2011  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	\$ 600,000.00	\$ 600,000.00	\$ -	\$ -
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)	\$ 3,947,122.00	\$ 3,947,122.00	\$ 958,309.43	\$ 613,936.20
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	\$ 850,000.00	\$ 600,000.00		
23	Amount of line 20 Related to Security - Soft Costs	\$ 520,000.00	\$ 520,000.00		
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date:</b>
--	---	-------------	---	---	--------------

- 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 PHA's with under 250 units in management may use 100% of CFP grant for operations.
- 4 RHF funds shall be included here

Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Bridgeport		Grant Type and Number Capital Fund Program Grant No: CT26-P001-50110 CFFP (Yes/No) No Replacement Housing Factor Grant No.					FFY of Grant: 2010 FFY of Grant Approval:		
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		
Central Office	Management Improvements	1408	Lump sum	\$216,533.00	\$183,849.57	\$569.00			
	Technology Upgrades	1408	Lump sum	\$50,000.00	\$50,000.00	\$12,000.00	\$4,335.00	36%	
	Administration	1410	Lump sum	\$393,059.00	\$393,059.00	\$393,057.00	\$394,712.00	100%	
	CFFP for 504/VCA Compliance	1501	Lump sum	\$600,000.00	\$600,000.00				
	Admin Office Improvements	1470	Lump sum	\$66,117.00	\$66,117.00				
CT00100002P	Operations	1406	Lump sum	\$56,151.00	\$56,151.00				
aka Marina Village	Management Improvements	1408	Lump sum	\$0.00	\$30,508.13	\$30,508.13	\$359.27	1%	
	A & E Services	1430	Lump sum	\$30,000.00	\$30,000.00				
	Site improvements - parking, drainage, fencing	1450	Lump sum	\$50,000.00	\$50,000.00				
	Dwelling improvements - roofs, façade, heating, storm doors	1460	Lump sum	\$50,000.00	\$50,000.00				
	Vacancy Reduction	1460	Lump sum	\$23,077.00	\$23,077.00				
	Relocation for VCA Compliance	1495	5 tenants	\$1,250.00	\$1,250.00				
	Dwelling equipment - boilers	1465	5 units	\$10,000.00	\$10,000.00				
CT00100005P	Operations	1406	Lump sum	\$56,151.00	\$56,151.00				
aka PT Barnum Apts	Management Improvements	1408		\$0.00	\$668.11	\$668.11	\$318.71	48%	
	Vacancy Reduction/Fire Suppression Device	1460	Lump sum	\$23,078.00	\$23,078.00				
	Non-dwelling equipment	1475	1 vehicle	\$18,000.00	\$18,000.00				
	Relocation for VCA Compliance	1495	10 tenants	\$2,500.00	\$2,500.00				
CT00100006P	Operations	1406	Lump sum	\$56,151.00	\$56,151.00				
aka Charles Greene	Management Improvements	1408		\$0.00	\$500.85	\$500.85	\$238.92	48%	
	A & E Services	1430	Lump sum	\$50,000.00	\$50,000.00				
	Site Improvements - parking, drainage, fencing, bollards	1450	Lump sum	\$15,000.00	\$15,000.00				
	Vacancy Reduction	1460	Lump sum	\$23,077.00	\$23,077.00				
	Relocation for VCA Compliance	1495	4 tenants	\$1,000.00	\$1,000.00				

continued to page 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

Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Bridgeport		Grant Type and Number Capital Fund Program Grant No: CT26-P001-50110 CFFP (Yes/No) No Replacement Housing Factor Grant No.					FFY of Grant: 2010 FFY of Grant Approval:		
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		
CT00100007P	Operations	1406	Lump sum	\$56,151.00	\$56,151.00				
aka Fireside Apts	Management Improvements - Security	1408	Lump sum	\$120,000.00	\$120,000.00	\$120,000.00	\$45,925.33	38%	
	A & E Services	1430	Lump sum	\$20,000.00	\$20,000.00				
	Vacancy Reduction	1460	Lump sum	\$23,077.00	\$23,077.00				
	Gutters, Downspouts, Roofs, Insulation, Individual boilers, Doors	1460	Lump sum	\$37,343.00	\$37,343.00				
	Grounds Improvements	1450	Lump sum	\$25,000.00	\$25,000.00				
	Relocation for VCA Compliance	1495	12 tenants	\$1,250.00	\$1,250.00				
CT00100009P	Operations	1406	Lump sum	\$56,151.00	\$56,151.00				
aka Harborview Towers	Management Improvements - Security	1408	Lump sum	\$200,000.00	\$200,000.00	\$200,000.00	\$73,630.62	37%	
	A & E Services	1430	Lump sum	\$25,000.00	\$25,000.00				
	Vacancy Reduction	1460	Lump sum	\$23,077.00	\$23,077.00				
	Roof Replacement	1460	Lump sum	\$380,000.00	\$380,000.00				
	Relocation for VCA Compliance	1495	5 tenants	\$3,000.00	\$3,000.00				
CT00100044P	Operations	1406	Lump sum	\$56,151.00	\$56,151.00				
aka Trumbull Gardens	Management Improvements - Security	1408	Lump sum	\$200,000.00	\$200,000.00	\$200,000.00	\$93,936.28	47%	
	A & E Services	1430	Lump sum	\$65,000.00	\$65,000.00				
	Roof Drain Replacement	1460	Lump sum	\$10,000.00	\$10,000.00				
	Vacancy Reduction	1460	Lump sum	\$23,077.00	\$23,077.00				
	Grounds Improvements - parking, drainage, fencing	1450	Lump sum	\$50,000.00	\$50,000.00				
	Non-dwelling equipment	1475		\$0.00	\$0.00				
	Relocation for VCA Compliance	1495	Lump sum	\$4,000.00	\$4,000.00				
	Office Improvements	1470	Lump sum	\$25,000.00	\$25,000.00				
	Unit boilers	1465	10 units	\$20,000.00	\$20,000.00				

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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

Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Bridgeport		Grant Type and Number Capital Fund Program Grant No: CT26-P001-50110 CFFP (Yes/No) No Replacement Housing Factor Grant No.					FFY of Grant: 2010 FFY of Grant Approval:		
Development Number Name/PHA-Wide	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		
CT001000881P	Operations	1406	Lump sum	\$28,075.00	\$28,075.00				
Scattered Sites I	Management Improvements	1408	Lump sum	\$0.00	\$432.55	\$432.55	\$206.34	48%	
	A & E Services	1430	Lump sum	\$30,000.00	\$30,000.00				
	Site improvements - parking, drainage, fencing	1450	Lump sum	\$46,000.00	\$46,000.00				
	Building improvements - roofs, siding, façade, gutters/downspouts, storm doors, intercom	1460	Lump sum	\$247,610.00	\$247,610.00				
	Vacancy Reduction	1460	Lump sum	\$11,541.00	\$11,541.00				
	Relocation for VCA Compliance	1495	3 tenants	\$1,250.00	\$1,250.00				
CT001000882P	Operations	1406	Lump sum	\$28,076.00	\$28,076.00				
Scattered Sites II	Management Improvements	1408	Lump sum	\$0.00	\$573.79	\$573.79	\$273.73	48%	
	A & E Services	1430	Lump sum	\$30,000.00	\$30,000.00				
	Site improvements - parking, drainage, fencing	1450	Lump sum	\$50,249.00	\$50,249.00				
	Building improvements - roofs, siding, façade, gutters/downspouts, storm doors, intercom	1460	Lump sum	\$247,609.00	\$247,609.00				
	Vacancy Reduction	1460	Lump sum	\$11,541.00	\$11,541.00				
	Relocation for VCA Compliance	1495	3 tenants	\$750.00	\$750.00				
			Total	\$3,947,122.00	\$3,947,122.00				

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

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: Housing Authority of the City of Bridgeport					FFY of Grant: 2010
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates 1
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Central Office	9/30/2012		9/30/2014		
BHA Wide	9/30/2012		9/30/2014		
CT00100002P	9/30/2012		9/30/2014		
CT00100005P	9/30/2012		9/30/2014		
CT00100006P	9/30/2012		9/30/2014		
CT00100007P	9/30/2012		9/30/2014		
CT00100009P	9/30/2012		9/30/2014		
CT00100044P	9/30/2012		9/30/2014		
CT00100881P	9/30/2012		9/30/2014		
CT00100882P	9/30/2012		9/30/2014		

1 Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended





<b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50109 CFFP (Yes/No) No Replacement Housing Factor Grant No.				<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval:</b>		
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	Funds Expended	
Central Office	Management Improvements	1408	Lump sum	\$ 235,336.00	\$ 2,000.30	\$ 2,000.30	\$ 1,826.68	91%
Central Office	Administration	1410	Lump sum	\$ 393,059.00	\$ 393,058.00	\$ 393,058.00	\$ 393,058.00	100%
Central Office	Non-dwelling structures	1470	Lump sum	\$ -	\$ 6,333.60	\$ 6,333.60	\$ 2,443.60	39%
Central Office	Non-dwelling equipment	1475	Lump sum	\$ -	\$ 21,061.16	\$ 21,061.16		0%
Central Office	CFFP for 504/VCA Compliance	1501	Lump sum	\$ 650,000.00	\$ -	\$ -		
CT00100002P Marina	Operations	1406	Lump sum	\$ 49,914.00	\$ 49,857.00	\$ 49,857.00	\$ 49,857.00	100%
CT00100002P Marina	Management Improvements	1408	Lump sum	\$ 30,000.00	\$ 29,796.66	\$ 29,796.66	\$ 27,629.59	93%
CT00100002P Marina	A & E Services	1430	Lump sum	\$ 30,000.00	\$ 17,882.00	\$ -		0%
CT00100002P Marina	Site improvements - parking, drainage	1450	Lump sum	\$ 50,000.00	\$ -	\$ -		
CT00100002P Marina	Dwelling improvements - roofs, façade,	1460	Lump sum	\$ 50,000.00	\$ 152,000.00	\$ 152,000.00	\$ 39,287.74	26%
CT00100002P Marina	Vacancy Reduction	1460	Lump sum	\$ 23,077.00	\$ 20,332.00	\$ 2,725.00	\$ 2,725.00	13%
CT00100002P Marina	504/VCA compliance	1460	Lump sum	\$ -	\$ 3,550.98	\$ 3,550.98	\$ 2,572.92	72%
CT00100002P Marina	Relocation for VCA Compliance	1495	5 tenants	\$ 1,250.00	\$ 2,746.00	\$ 2,746.00	\$ 2,746.00	100%
CT00100002P Marina	Non-dwelling equipment	1475	1 copier	\$ -	\$ -	\$ -		0%
CT00100005P PT	Operations	1406	Lump sum	\$ 49,915.00	\$ 49,857.00	\$ 49,857.00	\$ 49,857.00	100%
CT00100005P PT	Management Improvements	1408	Lump sum	\$ 30,000.00	\$ 24,374.72	\$ 24,374.72	\$ 22,452.31	92%
CT00100005P PT	A & E Services	1430	Lump sum	\$ -	\$ 12,118.00	\$ 7,998.02	\$ 7,968.02	66%
CT00100005P PT	Grounds Improvements	1450	Lump sum	\$ -	\$ 6,979.26	\$ 6,979.26	\$ 5,638.93	81%
CT00100005P PT	Vacancy Reduction	1460	Lump sum	\$ 23,078.00	\$ 20,585.00	\$ -		0%
CT00100005P PT	Dwelling Improvements	1460	Lump sum	\$ -	\$ 275,118.00	\$ 183,396.00	\$ 169,606.34	62%
CT00100005P PT	Non-dwelling structures	1470	Lump sum	\$ -	\$ 317,636.13	\$ 234,479.71	\$ 70,372.94	22%
CT00100005P PT	Non-dwelling equipment	1475	1 copier	\$ -	\$ 8,620.00	\$ 8,620.00	\$ 8,620.00	100%
CT00100005P PT	Relocation for VCA Compliance	1495	10 tenants	\$ 2,500.00	\$ 7,258.00	\$ 7,258.00	\$ 5,475.50	75%
CT00100006P Greene	Operations	1406	Lump sum	\$ 49,915.00	\$ 49,857.00	\$ 49,857.00	\$ 49,857.00	100%
CT00100006P Greene	Management Improvements	1408	Lump sum	\$ -	\$ 50,869.00	\$ 50,869.00	\$ 49,427.85	97%
CT00100006P Greene	A & E Services	1430	Lump sum	\$ 50,000.00	\$ 50,000.00	\$ 6,275.00		0%

continued to page 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

<b>Part II: Supporting Pages</b>									
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50109					<b>FFY of Grant: 2009</b>		
		CFFP (Yes/No) No							
		Replacement Housing Factor Grant No.							
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	Funds Expended		
CT00100006P Greene	Grounds improvements	1450	Lump sum	\$ -	\$ 5,054.50	\$ 5,054.50	\$ 5,054.50	100%	
CT00100006P Greene	Building improvements and CCTV	1460	Lump sum	\$ 15,000.00	\$ 100,000.00	\$ 97,319.65	\$ 97,319.65	97%	
CT00100006P Greene	Vacancy Reduction	1460	Lump sum	\$ 23,077.00	\$ 20,000.00	\$ -	\$ -	0%	
CT00100006P Greene	Dwelling equipment - laundry	1465	Lump sum	\$ 10,000.00	\$ 81,454.00	\$ 81,454.00	\$ 76,964.00	94%	
CT00100006P Greene	Non-dwelling equipment	1475	Lump sum	\$ -	\$ 3,382.00	\$ 3,382.00	\$ 3,382.00	100%	
CT00100006P Greene	Relocation for VCA Compliance	1495	4 tenants	\$ 1,000.00	\$ -	\$ -	\$ -		
CT00100007P Fireside	Operations	1406	Lump sum	\$ 49,914.00	\$ 49,857.00	\$ 49,857.00	\$ 49,857.00	100%	
CT00100007P Fireside	Management Improvements - Security	1408	Lump sum	\$ 120,000.00	\$ 146,499.29	\$ 146,499.29	\$ 145,047.45	99%	
CT00100007P Fireside	A & E Services	1430	Lump sum	\$ 20,000.00	\$ 20,000.00	\$ 3,078.20	\$ 3,078.20	15%	
CT00100007P Fireside	Vacancy Reduction	1460	Lump sum	\$ 23,077.00	\$ 18,831.00	\$ 8,785.00	\$ 6,790.00	36%	
CT00100007P Fireside	504/VCA Compliance	1460	Lump sum	\$ -	\$ 1,500.00	\$ 1,257.40	\$ 985.97	66%	
CT00100007P Fireside	Dwelling improvements	1460	Lump sum	\$ -	\$ 16,723.83	\$ 16,153.51	\$ 13,035.88	78%	
CT00100007P Fireside	Building System Improvements	1465	Lump sum	\$ -	\$ 37,335.00	\$ 37,335.00	\$ 1,325.96	4%	
CT00100007P Fireside	Clinic at Forest Green	1470	Lump sum	\$ 25,000.00	\$ 21,110.00	\$ -	\$ -	0%	
CT00100007P Fireside	Non-dwelling equipment	1475	1 copier	\$ -	\$ 2,252.83	\$ -	\$ -	0%	
CT00100007P Fireside	Relocation for VCA Compliance	1495	12 tenants	\$ 1,250.00	\$ -	\$ -	\$ -		
CT00100009P Harborview	Operations	1406	Lump sum	\$ 49,914.00	\$ 49,857.00	\$ 49,857.00	\$ 49,857.00	100%	
CT00100009P Harborview	Management Improvements - Security	1408	Lump sum	\$ 200,000.00	\$ 203,780.14	\$ 203,780.13	\$ 202,499.41	99%	
CT00100009P Harborview	A & E Services	1430	Lump sum	\$ 75,000.00	\$ 75,000.00	\$ 58,679.48	\$ 12,291.98	16%	
CT00100009P Harborview	Grounds improvements	1450	Lump sum	\$ -	\$ 9,729.90	\$ 9,729.90	\$ 9,729.90	100%	
CT00100009P Harborview	Vacancy Reduction	1460	Lump sum	\$ 23,077.00	\$ 10,000.00	\$ 7,064.00	\$ 516.57	5%	
CT00100009P Harborview	Building System Improvements	1465	Lump sum	\$ -	\$ 6,500.00	\$ 6,500.00	\$ -	0%	
CT00100009P Harborview	Relocation for VCA Compliance	1495	5 tenants	\$ 3,000.00	\$ 750.00	\$ -	\$ -	0%	
CT00100044P Trumbull	Operations	1406	Lump sum	\$ 49,914.00	\$ 49,857.00	\$ 49,857.00	\$ 49,857.00	100%	
CT00100044P Trumbull	Management Improvements - Security	1408	Lump sum	\$ 200,000.00	\$ 261,301.27	\$ 261,301.27	\$ 259,091.43	99%	
CT00100044P Trumbull	A & E Services	1430	Lump sum	\$ 65,000.00	\$ 55,000.00	\$ 24,047.50	\$ -	0%	
CT00100044P Trumbull	Grounds improvements	1450	Lump sum	\$ -	\$ 10,550.00	\$ 10,550.00	\$ 10,550.00	100%	
CT00100044P Trumbull	Dwelling improvements	1460	10 tenants	\$ 10,000.00	\$ 28,350.00	\$ 28,350.00	\$ 28,350.00	100%	

continued to page 5

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

<b>Part II: Supporting Pages</b>									
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50109 CFPP (Yes/No) No Replacement Housing Factor Grant No.					<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval:</b>		
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	Funds Expended		
CT00100044P Trumbull	Vacancy Reduction	1460	Lump sum	\$ 23,077.00	\$ 50,000.00	\$ 48,950.00	\$ 46,288.13	93%	
CT00100044P Trumbull	Building System Improvements	1465	Lump sum	\$ -	\$ 25,000.00	\$ 22,985.23	\$ 17,162.46	69%	
CT00100044P Trumbull	Building 11 Elevators	1465	Lump sum	\$ 550,000.00	\$ 365,396.83	\$ -		0%	
CT00100044P Trumbull	Non-dwelling improvements	1470	Lump sum	\$ -	\$ 31,333.00	\$ 31,333.00	\$ 11,499.00	37%	
CT00100044P Trumbull	Non-dwelling equipment	1475	Lump sum	\$ -	\$ 6,674.65	\$ 6,674.65	\$ 6,674.65	100%	
CT00100044P Trumbull	Relocation for VCA Compliance	1495	Lump sum	\$ 4,000.00	\$ 750.00	\$ -		0%	
CT001000881P	Operations	1406	Lump sum	\$ 24,957.00	\$ 24,928.00	\$ 24,928.00	\$ 24,928.00	100%	
CT001000881P	Management Improvements	1408	Lump sum	\$ 30,000.00	\$ 15,780.85	\$ 15,780.85	\$ 14,536.23	92%	
CT001000881P	A & E Services	1430	Lump sum	\$ 30,000.00	\$ 35,716.00	\$ 35,716.00	\$ 14,802.41	41%	
CT001000881P	Site improvements - parking, drainage	1450	Lump sum	\$ 21,000.00	\$ -	\$ -	\$ -		
CT001000881P	Building improvements - roofs, siding,	1460	Lump sum	\$ 250,000.00	\$ 154,000.00	\$ 54,690.00	\$ 47,421.00	31%	
CT001000881P	Vacancy Reduction	1460	Lump sum	\$ 11,541.00	\$ 11,047.00	\$ -		0%	
CT001000881P	504/VCA Compliance	1460	Lump sum	\$ -	\$ 3,989.30	\$ 3,989.30	\$ 3,617.15	91%	
CT001000881P	Poplar Street Elevator	1465	1 building	\$ 50,000.00	\$ 50,000.00	\$ -		0%	
CT001000881P	Relocation for VCA Compliance	1495	Lump sum	\$ 1,250.00	\$ -				
CT001000882P	Operations	1406	Lump sum	\$ 24,957.00	\$ 24,930.00	\$ 24,930.00	\$ 24,930.00	100%	
CT001000882P	Management Improvements	1408	Lump sum	\$ 30,000.00	\$ 20,933.78	\$ 20,933.78	\$ 19,282.75	92%	
CT001000882P	A & E Services	1430	Lump sum	\$ 30,000.00	\$ 24,284.00			0%	
CT001000882P	Site improvements - parking, drainage	1450	Lump sum	\$ 25,249.00	\$ 52,787.00	\$ 52,787.00	\$ 52,787.00	100%	
CT001000882P	Building improvements - roofs, siding,	1460	Lump sum	\$ 250,000.00	\$ 154,000.00	\$ 86,305.30	\$ 82,930.40	54%	
CT001000882P	Vacancy Reduction	1460	Lump sum	\$ 11,541.00	\$ 9,541.00	\$ 5,555.00	\$ 5,555.00	58%	
CT001000882P	504/VCA Compliance	1460	Lump sum	\$ -	\$ 12,183.02	\$ 11,664.45	\$ 11,664.45	96%	
CT001000882P	Relocation for VCA Compliance	1495	3 tenants	\$ 750.00	\$ 750.00			0%	
			Total	\$ 4,050,589.00	\$ 3,930,589.00	\$ 2,900,206.80	\$ 2,371,084.95	60%	

1 To be completed for the Performance and Evaluation Report.

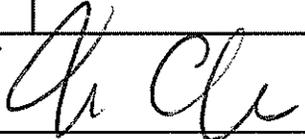
2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
<b>PHA Name: Housing Authority of the City of Bridgeport</b>				<b>FFY of Grant: 2009</b>	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates 1
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Central Office	9/30/2011		9/30/2013		
BHA Wide	9/30/2011		9/30/2013		
CT00100002P	9/30/2011		9/30/2013		
CT00100005P	9/30/2011		9/30/2013		
CT00100006P	9/30/2011		9/30/2013		
CT00100007P	9/30/2011		9/30/2013		
CT00100009P	9/30/2011		9/30/2013		
CT00100044P	9/30/2011		9/30/2013		
CT00100881P	9/30/2011		9/30/2013		
CT00100882P	9/30/2011		9/30/2013		

1 Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

<b>Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Bridgeport</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50108  Replacement Housing Factor Grant No:  Date of CFFP:	<b>FFY of Grant: 2008</b>  <b>FFY of Grant Approval: 2008</b>			
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no. 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2011 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	254,000.00	254,000.00	254,000.00	254,000.00
3	1408 Operations (may not exceed 20% of line 21)	812,536.00	812,536.00	812,536.00	812,536.00
4	1410 Administration	397,409.00	406,268.00	406,268.00	406,268.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	370,000.00	257,333.93	257,333.93	213,405.10
8	1440 Site Acquisition				
9	1450 Site Improvements	400,000.00	1,439,176.49	1,439,176.49	837,492.88
10	1460 Dwelling Structures	1,652,738.00	383,256.40	383,256.40	267,383.72
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	33,013.50	33,013.50	12,134.25
12	1470 Non Dwelling Structures	75,000.00	37,415.23	37,415.23	10,559.57
13	1475 Non Dwelling Equipment	50,000.00	437,662.45	437,662.45	437,662.45
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	15,000.00	2,021.00	2,021.00	2,021.00
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 PHA's with under 250 units in management may use 100% of CFP grant for operations.  
 4 RHF funds shall be included here

<b>Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Bridgeport</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50108 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant: 2008</b> <b>FFY of Grant Approval: 2008</b>			
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no. 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2011 <input type="checkbox"/> Final Performance and Evaluation Report					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost 1</b>	
		<b>Original</b>	<b>Revised 2</b>	<b>Obligated</b>	<b>Expended</b>
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of line 2-20)	4,026,683.00	4,062,683.00	4,062,683.00	3,253,462.97
21	Amount of Line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 21 Related to Section 504 Compliance	1,646,511.00	616,135.11	616,135.11	366,442.04
23	Amount of Line 21 Related to Security - Soft Costs	520,000.00	407,579.43	407,579.43	407,579.43
24	Amount of Line 21 Related to Security - Hard Costs	200,000.00	0.00	0.00	0.00
25	Amount of Line 21 Related to Energy Conservation Measures	60,000.00	352,659.00	352,659.00	336,857.00
<b>Signature of Executive Director</b> 		<b>Date:</b> 7/20/11		<b>Signature of Public Housing Director</b> 	
				<b>Date</b>	

- 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 PHA's with under 250 units in management may use 100% of CFP grant for operations.
- 4 RHF funds shall be included here

<b>Part II: Supporting Documents</b>								
<b>PHA Name:</b> Bridgeport Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50108 CFFP (Yes/No): No Replacement Housing Factor Grant No:				<b>Federal FFY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
Central Office	Operations	1406	Lump sum	\$31,750.00	\$0.00			
Central Office	504/VCA Compliance	1408	Lump sum	\$25,000.00	\$0.00			
Central Office	Management Improvements - Procurement	1408	Lump sum	\$22,200.00	\$0.00			
Central Office	Management Improvements	1408	Lump sum	\$85,336.00	\$296,411.35	\$296,411.35	\$296,411.35	100%
Central Office	Staff Training	1408	Lump sum	\$30,000.00	\$0.00	\$0.00		
Central Office	Resident Programs	1408	Lump sum	\$30,000.00	\$0.00	\$0.00		
Central Office	Technology Upgrades	1408	Lump sum	\$100,000.00	\$16,290.00	\$16,290.00	\$16,290.00	100%
Central Office	Administrative Salaries	1410	Lump sum	\$397,409.00	\$406,268.00	\$406,268.00	\$406,268.00	100%
Central Office	A & E Services	1430	Lump sum	\$65,000.00	\$2,161.23	\$2,161.23	\$2,124.22	98%
Central Office	Facility Improvements	1470	Lump sum	\$50,000.00	\$2,946.00	\$2,946.00	\$0.00	100%
Central Office	504/VCA Compliance	1470	Lump sum	\$25,000.00	\$0.00	\$0.00		
Central Office	Non-dwelling equipment	1475	Lump sum	\$25,000.00	\$184,568.38	\$184,568.38	\$184,568.38	100%
Central Office	Relocation	1495	Lump sum	\$15,000.00	\$0.00	\$0.00	\$0.00	
CT001000002P Marina Village	Operations	1406	Lump sum	\$31,750.00	\$36,286.00	\$36,286.00	\$36,286.00	100%
CT001000002P Marina Village	A & E Services	1430	Lump sum	\$20,000.00	\$25,938.00	\$25,938.00	\$15,290.64	59%
CT001000002P Marina Village	504/VCA Compliance	1460	Lump sum	\$0.00	\$8,366.35	\$8,366.35	\$2,506.50	30%
CT001000002P Marina Village	Dwelling improvements - roofs	1460	Lump sum	\$50,000.00	\$30,227.32	\$30,227.32	\$30,227.32	100%
CT001000002P Marina Village	Dwelling improvements - bathrooms	1460	Lump sum	\$0.00	\$0.00	\$0.00		
CT001000002P Marina Village	Extermination	1460	Lump sum	\$8,520.00	\$1,680.00	\$1,680.00	\$1,680.00	100%
CT001000002P Marina Village	Vacancy Reduction	1460	Lump sum	\$17,891.00	\$50,000.00	\$50,000.00	\$11,200.00	22%
CT001000002P Marina Village	504/VCA Compliance	1470	Lump sum	\$0.00	\$0.00	\$0.00	\$0.00	
CT001000005P PT Barnum	Operations	1406	Lump sum	\$31,750.00	\$36,286.00	\$36,286.00	\$36,286.00	100%
CT001000005P PT Barnum	A & E Services	1430	Lump sum	\$25,000.00	\$75,542.64	\$75,542.64	\$75,542.64	100%
CT001000005P PT Barnum	Stairs	1450	Lump sum	\$225,000.00	\$1,037,793.90	\$1,037,793.90	\$614,290.66	59%

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

Part II: Supporting Documents								
PHA Name: Bridgeport Housing Authority		Grant Type and Number Capital Fund Program Grant No: CT26-P001-50108 CFFP (Yes/No): No Replacement Housing Factor Grant No:				Federal FFY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
CT001000005P PT Barnum	Building improvement - CAT 5 cable	1460	Lump sum	\$0.00	\$9,419.25	\$9,419.25	\$9,419.25	100%
CT001000005P PT Barnum	Extermination	1460	Lump sum	\$6,602.00	\$1,596.00	\$1,596.00	\$1,596.00	100%
CT001000005P PT Barnum	504/VCA Compliance	1460	Lump sum	\$50,000.00	\$0.00	\$0.00		
CT001000005P PT Barnum	Vacancy Reduction	1460	Lump sum	\$39,525.00	\$50,000.00	\$50,000.00	\$18,990.00	38%
CT001000005P PT Barnum	504/VCA Compliance	1470	Lump sum	\$0.00	\$4,401.73	\$4,401.73	\$0.00	0%
CT001000006P Charles Greene	Operations	1406	Lump sum	\$31,750.00	\$36,286.00	\$36,286.00	\$36,286.00	100%
CT001000006P Charles Greene	Management Improvements	1408	Lump sum	\$0.00	\$92,255.22	\$92,255.22	\$92,255.22	100%
CT001000006P Charles Greene	A & E Services	1430	Lump sum	\$125,000.00	\$18,420.00	\$18,420.00	\$13,322.39	72%
CT001000006P Charles Greene	Grounds Improvements	1450	Lump sum	\$20,000.00	\$7,212.00	\$7,212.00	\$7,212.00	100%
CT001000006P Charles Greene	Building improvements	1460	Lump sum	\$25,000.00	\$49,256.90	\$49,256.90	\$49,256.90	100%
CT001000006P Charles Greene	Dwelling improvements	1460	Lump sum	\$0.00	\$13,370.00	\$13,370.00	\$13,370.00	100%
CT001000006P Charles Greene	504/VCA Compliance	1460	Lump sum	\$200,000.00	\$1,152.75	\$1,152.75	\$1,152.75	100%
CT001000006P Charles Greene	Extermination	1460	Lump sum	\$3,168.00	\$0.00	\$0.00		
CT001000006P Charles Greene	Exterior Door Modifications	1460	Lump sum	\$0.00	\$0.00	\$0.00		
CT001000006P Charles Greene	Vacancy Reduction	1460	Lump sum	\$60,549.00	\$50,000.00	\$50,000.00	\$29,678.00	59%
CT001000006P Charles Greene	Dwelling equipment	1465	Lump sum	\$0.00	\$30,164.25	\$30,164.25	\$9,285.00	31%
CT001000006P Charles Greene	504/VCA Compliance	1470	Lump sum	\$0.00	\$17,190.27	\$17,190.27	\$0.00	0%
CT001000006P Charles Greene	Non-dwelling equipment	1475	Lump sum	\$25,000.00	\$253,094.07	\$253,094.07	\$253,094.07	100%
CT001000007P Fireside	Operations	1406	Lump sum	\$31,750.00	\$36,286.00	\$36,286.00	\$36,286.00	100%
CT001000007P Fireside	Management Improvements - Security	1408	Lump sum	\$120,000.00	\$101,345.06	\$101,345.06	\$101,345.06	100%
CT001000007P Fireside	A & E Services	1430	Lump sum	\$15,000.00	\$9,116.79	\$9,116.79	\$9,116.79	100%
CT001000007P Fireside	Grounds Improvements	1450	Lump sum	\$0.00	\$1,900.00	\$1,900.00	\$1,900.00	100%
CT001000007P Fireside	504/VCA Compliance	1460	Lump sum	\$30,000.00	\$1,968.99	\$1,968.99	\$1,938.70	98%
CT001000007P Fireside	Dwelling improvements - bathrooms	1460	Lump sum	\$0.00				
CT001000007P Fireside	Building improvements - electric meters	1460	Lump sum	\$0.00	\$910.00	\$910.00	\$910.00	100%
CT001000007P Fireside	Extermination	1460	Lump sum	\$4,128.00	\$2,856.00	\$2,856.00	\$2,856.00	100%

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

<b>Part II: Supporting Documents</b>								
<b>PHA Name:</b> Bridgeport Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50108 CFFP (Yes/No): No Replacement Housing Factor Grant No:				<b>Federal FFY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
CT001000007P Fireside	Siding, Gutters, Downspouts	1460	2 bldgs	\$15,000.00	\$0.00	\$0.00		
CT001000007P Fireside	Vacancy Reduction	1460	Lump sum	\$10,954.00	\$10,000.00	\$10,000.00	\$7,360.00	74%
CT001000007P Fireside	Dwelling equipment - heaters	1465	Lump sum	\$0.00	\$2,849.25	\$2,849.25	\$2,849.25	100%
CT001000007P Fireside	504/VCA Compliance - Forest Green Clinic	1470	Lump sum	\$0.00	\$2,317.66	\$2,317.66	\$0.00	0%
CT001000009P Harborview	Operations	1406	Lump sum	\$31,750.00	\$36,286.00	\$36,286.00	\$36,286.00	100%
CT001000009P Harborview	Management Improvements - Security	1408	Lump sum	\$200,000.00	\$133,112.35	\$133,112.35	\$133,112.35	100%
CT001000009P Harborview	A & E Services	1430	Lump sum	\$30,000.00	\$21,000.75	\$21,000.75	\$15,624.97	74%
CT001000009P Harborview	Grounds Improvements	1450	Lump sum	\$50,000.00	\$358,613.15	\$358,613.15	\$180,432.78	50%
CT001000009P Harborview	Dwelling improvements - bathrooms	1460	Lump sum	\$0.00	\$0.00	\$0.00		
CT001000009P Harborview	Extermination	1460	Lump sum	\$7,034.00	\$2,445.00	\$2,445.00	\$2,445.00	100%
CT001000009P Harborview	Vacancy Reduction	1460	Lump sum	\$10,600.00	\$5,000.00	\$5,000.00	\$3,745.00	75%
CT001000044P Trumbull	Operations	1406	Lump sum	\$31,750.00	\$36,286.00	\$36,286.00	\$36,286.00	100%
CT001000044P Trumbull	Management Improvements - Security	1408	Lump sum	\$200,000.00	\$173,122.02	\$173,122.02	\$173,122.02	100%
CT001000044P Trumbull	A & E Services	1430	Lump sum	\$50,000.00	\$4,832.79	\$4,832.79	\$4,832.79	100%
CT001000044P Trumbull	Grounds Improvements	1450	Lump sum	\$80,000.00	\$33,657.44	\$33,657.44	\$33,657.44	100%
CT001000044P Trumbull	504/VCA Compliance	1460	Lump sum	\$900,000.00	\$1,024.64	\$1,024.64	\$1,024.60	100%
CT001000044P Trumbull	Dwelling improvements	1460	Lump sum	\$0.00	\$53,497.87	\$53,497.87	\$53,497.87	100%
CT001000044P Trumbull	Extermination	1460	Lump sum	\$15,984.00	\$0.00	\$0.00		
CT001000044P Trumbull	Vacancy Reduction	1460	Lump sum	\$41,293.00	\$25,000.00	\$25,000.00	\$9,044.50	36%
CT001000044P Trumbull	Facility Improvements	1470	Lump sum	\$0.00	\$10,559.57	\$10,559.57	\$10,559.57	100%
CT001000044P Trumbull	Relocation	1495	Lump sum	\$0.00	\$450.00	\$450.00	\$450.00	100%
CT00100088IP Scattered Sites I	Operations	1406	Lump sum	\$31,750.00	\$18,142.00	\$18,142.00	\$18,142.00	100%
CT00100088IP Scattered Sites I	A & E Services	1430	Lump sum	\$20,000.00	\$12,563.29	\$12,563.29	\$12,563.29	100%
CT00100088IP Scattered Sites I	504/VCA Compliance - Marlboro Court	1460	Lump sum	\$50,000.00	\$335.33	\$335.33	\$335.33	100%
CT00100088IP Scattered Sites I	Dwelling improvements	1460	Lump sum	\$20,000.00	\$0.00	\$0.00		

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

<b>Part II: Supporting Documents</b>								
<b>PHA Name:</b> Bridgeport Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-P001-50108 CFFP (Yes/No): No Replacement Housing Factor Grant No:				<b>Federal FFY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
CT001000881P Scattered Sites I	Extermination	1460	Lump sum	\$26,346.00	\$0.00	\$0.00		
CT001000881P Scattered Sites I	Vacancy Reduction	1460	Lump sum	\$10,000.00	\$5,875.00	\$5,875.00	\$5,875.00	100%
CT001000881P Scattered Sites I	Relocation	1495	2 households	\$0.00	\$1,571.00	\$1,571.00	\$1,571.00	100%
CT001000881P Scattered Sites I	Operations	1406	Lump sum	\$0.00	\$18,142.00	\$18,142.00	\$18,142.00	100%
CT001000882P Scattered Sites II	A & E Services	1430	Lump sum	\$20,000.00	\$87,758.44	\$87,758.44	\$64,987.37	74%
CT001000882P Scattered Sites II	Grounds Improvements	1450	Lump sum	\$25,000.00	\$0.00	\$0.00		
CT001000882P Scattered Sites II	Dwelling improvements - bathrooms	1460	Lump sum	\$10,000.00	\$0.00	\$0.00		
CT001000882P Scattered Sites II	Extermination	1460	Lump sum	\$26,867.00	\$0.00	\$0.00		
CT001000882P Scattered Sites II	Vacancy Reduction	1460	Lump sum	\$13,277.00	\$9,275.00	\$9,275.00	\$9,275.00	100%
CT001000882P Scattered Sites II	Facility Improvements	1470	Lump sum	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total</b>				<b>\$4,026,683.00</b>	<b>\$4,062,683.00</b>	<b>\$4,062,683.00</b>	<b>\$3,253,462.97</b>	

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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the City of Bridgeport					FFY of Grant: 2008
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates 1
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Central Office	9/30/2010	1/31/2010	9/30/2012		BHA able to obligate earlier than planned due to obligation of PT Barnum stair replacement & Harborview grounds improvements contracts
CT001000002P Marina Village	9/30/2010	1/31/2010	9/30/2012		
CT001000005P PT Barnum	9/30/2010	1/31/2010	9/30/2012		
CT001000006P Charles Greene	9/30/2010	1/31/2010	9/30/2012		
CT001000007P Fireside	9/30/2010	1/31/2010	9/30/2012		
CT001000009P Harborview	9/30/2010	1/31/2010	9/30/2012		
CT001000044P Trumbull	9/30/2010	1/31/2010	9/30/2012		
CT001000881P Scattered Sites I	9/30/2010	1/31/2010	9/30/2012		
CT001000882P Scattered Sites II	9/30/2010	1/31/2010	9/30/2012		

1 Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

Annual Statement/Performance Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)						
Part I: Summary						
PHA Name: Bridgeport Housing Authority		Grant Type and Number Capital Fund Program Grant No: CT26-P001-50107 Replacement Housing Factor Grant No:			Federal FY of Grant	2007
<input type="checkbox"/>		Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		
<input checked="" type="checkbox"/>		Performance and Evaluation Report for Period Ending 6/30/2011		Revised Annual Statement (revision no. 1)		
				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	\$0.00	\$35,738.43	\$35,738.43	\$35,738.43	
3	1408 Management Improvements	\$715,000.00	\$771,366.45	\$771,366.45	\$763,208.14	
4	1410 Administration	\$397,409.00	\$397,409.00	\$397,409.00	\$397,409.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$360,000.00	\$346,404.02	\$346,404.02	\$339,404.02	
8	1440 Site Acquisition					
9	1450 Site Improvements	\$332,905.00	\$287,362.67	\$287,362.67	\$286,566.67	
10	1460 Dwelling Structures	\$1,711,955.00	\$1,470,248.26	\$1,470,248.26	\$1,256,167.08	
11	1465.1 Dwelling Equipment - Nonexpendable	\$240,000.00	\$431,602.36	\$431,602.36	\$431,602.36	
12	1470 Non Dwelling Structures	\$100,000.00	\$125,589.28	\$125,589.28	\$125,634.28	
13	1475 Non Dwelling Equipment	\$100,000.00	\$104,372.50	\$104,372.50	\$104,372.50	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	\$16,823.00	\$3,999.03	\$3,999.03	\$3,999.03	
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of line 2-20)	\$3,974,092.00	\$3,974,092.00	\$3,974,092.00	\$3,744,101.51	
22	Amount of Line 21 Related to LBP Activities	\$0.00				
23	Amount of Line 21 Related to Section 504 Compliance	\$1,128,255.00	\$531,929.43	\$530,017.58	\$529,690.02	
24	Amount of Line 21 Related to Security - Soft Costs	\$300,000.00	\$520,000.00	\$520,000.00	\$516,877.88	
25	Amount of Line 21 Related to Security - Hard Costs	\$20,000.00	\$0.00	\$0.00	\$0.00	
26	Amount of Line 21 Related to Energy Conservation Measures	\$10,000.00	\$246,330.28	\$246,330.28	\$240,385.47	

**Annual Statement/Performance Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: Bridgeport Housing Authority		Grant Type and Number Capital Fund Program Grant No: CT26-P001-50107 Replacement Housing Factor Grant No:				Federal FY of Grant		2007
Development Number Name/HA-Wide Activities	General Description of Work Categories	Dev. Acct N	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Approved in 2007	Revised	Funds Obligated	Funds Expended	
Central Office	Management Improvements	1408		\$287,000.00	\$197,463.59	\$197,463.59	\$189,305.22	96%
Central Office	Administrative Salaries	1410		\$397,409.00	\$397,409.00	\$397,409.00	\$397,409.00	100%
Central Office	A & E Services	1430		\$40,000.00	\$239,817.82	\$239,817.82	\$233,817.82	97%
Central Office	Vacancy Reduction	1460		\$0.00	\$360.00	\$360.00	\$360.00	100%
Central Office	504/VCA Compliance	1470		\$50,000.00	\$1,136.00	\$1,136.00	\$1,136.00	100%
Central Office	Facility Improvements	1470		\$50,000.00	\$78,399.00	\$78,399.00	\$78,399.00	100%
Central Office	Non Dwelling equipment	1475		\$100,000.00	\$2,425.00	\$2,425.00	\$2,425.00	100%
Central Office	Relocation Cost	1495		\$16,823.00	\$3,999.03	\$3,999.03	\$3,999.03	100%
CT00100002P aka Marina Village	Management Improvements	1408		\$20,500.00	\$0.00	\$0.00		
CT00100002P aka Marina Village	A & E Services	1430		\$40,000.00	\$6,000.00	\$6,000.00	\$6,000.00	100%
CT00100002P aka Marina Village	504/VCA Compliance	1460		\$25,000.00	\$63,419.86	\$63,419.86	\$63,419.86	100%
CT00100002P aka Marina Village	Dwelling improvements	1460		\$100,000.00	\$36,550.00	\$36,550.00	\$36,550.00	100%
CT00100002P aka Marina Village	Extermination	1460		\$8,520.00	\$5,649.00	\$5,649.00	\$5,649.00	100%
CT00100002P aka Marina Village	Vacancy Reduction	1460		\$25,000.00	\$93,775.00	\$93,775.00	\$71,775.00	77%
CT00100002P aka Marina Village	Heat System Upgrade	1465.1		\$0.00	\$13,731.88	\$13,731.88	\$13,731.88	100%
CT00100002P aka Marina Village	Non Dwelling equipment	1475		\$0.00	\$24,093.00	\$24,093.00	\$24,093.00	100%
CT00100005P aka PT Barnum Apartm	Management Improvements	1408		\$18,500.00	\$0.00	\$0.00		
CT00100005P aka PT Barnum Apartm	A & E Services	1430		\$40,000.00	\$62,075.53	\$62,075.53	\$62,075.53	100%
CT00100005P aka PT Barnum Apartm	Grounds Improvements	1450		\$0.00	\$14,073.41	\$14,073.41	\$14,073.41	100%
CT00100005P aka PT Barnum Apartm	504/VCA Compliance	1460		\$58,210.00	\$213,160.49	\$213,160.49	\$213,160.49	100%
CT00100005P aka PT Barnum Apartm	Extermination	1460		\$6,602.00	\$5,461.21	\$5,461.21	\$5,461.21	100%
CT00100005P aka PT Barnum Apartm	Stairs	1460		\$240,000.00	\$34,935.59	\$34,935.59	\$13,560.59	39%
CT00100005P aka PT Barnum Apartm	Vacancy Reduction	1460		\$30,000.00	\$323,558.74	\$323,558.74	\$174,782.50	54%
CT00100005P aka PT Barnum Apartm	Vinyl Siding/Gutters/Leaders	1460		\$10,000.00	\$3,988.83	\$3,988.83	\$3,988.84	100%
CT00100005P aka PT Barnum Apartm	Heat System Upgrade	1465.1			\$2,705.48	\$2,705.48	\$2,705.48	100%
CT00100005P aka PT Barnum Apartm	Facility Improvements	1470		\$0.00	\$4,938.88	\$4,938.88	\$4,983.88	101%
CT00100005P aka PT Barnum Apartm	Non Dwelling equipment	1475		\$0.00	\$9,645.50	\$9,645.50	\$9,645.50	100%
CT00100006P aka Charles Greene Hon	Management Improvements	1408		\$14,500.00	\$11,902.00	\$11,902.00	\$11,902.00	100%
CT00100006P aka Charles Greene Hon	A & E Services	1430		\$40,000.00	\$3,486.90	\$3,486.90	\$2,486.90	71%
CT00100006P aka Charles Greene Hon	Grounds Improvements	1450		\$50,000.00	\$5,800.00	\$5,800.00	\$5,800.00	100%
CT00100006P aka Charles Greene Hon	504/VCA Compliance	1460		\$20,000.00	\$0.00	\$0.00		
CT00100006P aka Charles Greene Hon	Dwelling improvements	1460		\$0.00	\$24,810.90	\$24,810.90	\$24,810.90	100%
CT00100006P aka Charles Greene Hon	Extermination	1460		\$3,168.00	\$4,762.00	\$4,762.00	\$4,762.00	100%
CT00100006P aka Charles Greene Hon	Vacancy Reduction	1460		\$35,675.00	\$118,343.04	\$118,343.04	\$118,343.04	100%
CT00100006P aka Charles Greene Hon	Elevator Modernization	1465.1		\$0.00	\$0.00	\$0.00	\$0.00	
CT00100006P aka Charles Greene Hon	Facility Improvements	1470		\$0.00	\$27,585.44	\$27,585.44	\$27,585.44	100%
CT00100006P aka Charles Greene Hon	504/VCA Compliance	1470		\$0.00	\$787.00	\$787.00	\$787.00	100%
CT00100007P aka Fireside Apartments	Management Improvements	1408		\$56,100.00	\$135,260.79	\$135,260.79	\$135,260.85	100%
CT00100007P aka Fireside Apartments	A & E Services	1430		\$40,000.00	\$0.00	\$0.00	\$0.00	
CT00100007P aka Fireside Apartments	Site improvement (sewer)	1450		\$0.00	\$1,900.00	\$1,900.00	\$1,900.00	100%
CT00100007P aka Fireside Apartments	504/VCA Compliance	1460		\$50,000.00	\$1,911.85	\$1,911.85	\$1,911.85	100%
CT00100007P aka Fireside Apartments	Extermination	1460		\$4,128.00	\$344.00	\$344.00	\$344.00	100%

CT00100007P aka Fireside Apartments	Vacancy Reduction	1460		\$15,000.00	\$27,590.00	\$27,590.00	\$27,590.00	100%
CT00100007P aka Fireside Apartments	Non Dwelling equipment	1475		\$0.00	\$24,093.00	\$24,093.00	\$24,093.00	100%
CT00100009P aka Harborview Towers	Management Improvements	1408		\$98,300.00	\$188,689.35	\$188,689.35	\$188,689.35	100%
CT00100009P aka Harborview Towers	A & E Services	1430		\$40,000.00	\$16,609.77	\$16,609.77	\$16,609.77	100%
CT00100009P aka Harborview Towers	Grounds Improvements	1450		\$115,000.00	\$211,857.68	\$211,857.68	\$211,475.68	100%
CT00100009P aka Harborview Towers	504/VCA Compliance	1460		\$0.00	\$61,367.36	\$61,367.36	\$61,341.05	100%
CT00100009P aka Harborview Towers	Extermination	1460		\$7,034.00	\$13,606.00	\$13,606.00	\$13,606.00	100%
CT00100009P aka Harborview Towers	Vacancy Reduction	1460		\$15,000.00	\$21,412.20	\$21,412.20	\$21,412.20	100%
CT00100009P aka Harborview Towers	Elevator	1465.1		\$200,000.00	\$415,165.00	\$415,165.00	\$415,165.00	100%
CT001000044P aka Trumbull Gardens	Operations	1406		\$0.00	\$35,738.43	\$35,738.43	\$35,738.43	100%
CT001000044P aka Trumbull Gardens	Management Improvements	1408		\$192,100.00	\$238,050.72	\$238,050.72	\$238,050.72	100%
CT001000044P aka Trumbull Gardens	A & E Services	1430		\$40,000.00	\$18,000.00	\$18,000.00	\$18,000.00	100%
CT001000044P aka Trumbull Gardens	Grounds Improvements	1450		\$100,000.00	\$0.00	\$0.00		
CT001000044P aka Trumbull Gardens	504/VCA Compliance	1460		\$600,000.00	\$97,979.43	\$97,979.43	\$97,979.43	100%
CT001000044P aka Trumbull Gardens	Dwelling improvements	1460			\$11,000.00	\$11,000.00	\$11,000.00	100%
CT001000044P aka Trumbull Gardens	Extermination	1460		\$15,984.00	\$20,704.25	\$20,704.25	\$20,216.25	98%
CT001000044P aka Trumbull Gardens	Vacancy Reduction	1460		\$33,450.00	\$71,387.06	\$71,387.06	\$71,387.06	100%
CT001000044P aka Trumbull Gardens	Elevator	1465.1		\$20,000.00	\$0.00	\$0.00		
CT001000044P aka Trumbull Gardens	Facility Improvements	1470		\$0.00	\$12,742.96	\$12,742.96	\$12,742.96	100%
CT001000881P aka Scattered Sites I	Management Improvements	1408		\$11,500.00	\$0.00	\$0.00		
CT001000881P aka Scattered Sites I	A & E Services	1430		\$40,000.00	\$0.00	\$0.00		
CT001000881P aka Scattered Sites I	504/VCA Compliance	1460		\$25,000.00	\$29,655.42	\$29,655.42	\$29,655.42	100%
CT001000881P aka Scattered Sites I	Dwelling improvements	1460		\$125,000.00	\$3,493.30	\$3,493.30	\$3,493.30	100%
CT001000881P aka Scattered Sites I	Extermination	1460		\$31,346.14	\$24,467.24	\$24,467.24	\$24,467.24	100%
CT001000881P aka Scattered Sites I	Unit upgrades/kitchen/bdrms	1460		\$15,000.00	\$0.00	\$0.00		
CT001000881P aka Scattered Sites I	Vacancy Reduction	1460		\$24,400.00	\$37,479.95	\$37,479.95	\$15,479.95	41%
CT001000881P aka Scattered Sites I	Vinyl Siding/Gutters/Leaders	1460		\$10,000.00	\$0.00	\$0.00		
CT001000881P aka Scattered Sites I	Elevator	1465.1		\$20,000.00	\$0.00	\$0.00		
CT001000881P aka Scattered Sites I	Non Dwelling equipment	1475		\$0.00	\$28,546.00	\$28,546.00	\$28,546.00	100%
CT001000882P aka Scattered Sites II	Management Improvements	1408		\$16,500.00	\$0.00	\$0.00		
CT001000882P aka Scattered Sites II	A & E Services	1430		\$40,000.00	\$414.00	\$414.00	\$414.00	100%
CT001000882P aka Scattered Sites II	Grounds Improvements	1450		\$67,905.00	\$53,731.58	\$53,731.58	\$53,317.58	99%
CT001000882P aka Scattered Sites II	504/VCA Compliance	1460			\$62,512.02	\$62,512.02	\$62,210.77	100%
CT001000882P aka Scattered Sites II	Building improvements	1460		\$100,000.00	\$0.00	\$0.00	\$8,627.87	
CT001000882P aka Scattered Sites II	Extermination	1460		\$26,962.86	\$34,792.83	\$34,792.83	\$27,050.57	78%
CT001000882P aka Scattered Sites II	Unit upgrades/kitchen/bdrms	1460		\$15,000.00	\$1,025.43	\$1,025.43	\$1,025.43	
CT001000882P aka Scattered Sites II	Vacancy Reduction	1460		\$26,475.00	\$20,745.26	\$20,745.26	\$20,745.26	100%
CT001000882P aka Scattered Sites II	Vinyl Siding/Gutters/Leaders	1460		\$10,000.00	\$0.00	\$0.00		
CT001000882P aka Scattered Sites II	Non Dwelling equipment	1475		\$0.00	\$15,570.00	\$15,570.00	\$15,570.00	100%
				0	\$3,974,092.00	\$3,974,092.00	\$3,974,092.00	\$3,744,101.51



<b>Part I: Summary</b>		
<b>PHA Name: Housing Authority of the City of Bridgeport</b>	<b>Grant Type and Number</b>	<b>FFY of Grant: 2009</b>
	Capital Fund Program Grant No: CT26-S001-50109	<b>FFY of Grant Approval:</b>
	Replacement Housing Factor Grant No:	
	Date of CFFP:	

**Type of Grant**

<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Revised Annual Statement (revision no. 2 )
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2011	<input type="checkbox"/> Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)				
3	1408 Management Improvements	150,000.00	7,082.25	7,082.25	7,082.25
4	1410 Administration (may not exceed 10% of line 21)	185,138.00	185,138.00	185,138.00	185,138.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	166,234.00	116,713.73	116,713.73	93,945.62
8	1440 Site Acquisition				
9	1450 Site Improvements	3,099,027.00	1,366,905.38	1,366,905.38	1,365,042.79
10	1460 Dwelling Structures	1,640,000.00	2,577,154.55	2,577,154.55	2,562,871.85
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	373,000.00	373,000.00	373,000.00
12	1470 Non Dwelling Structures	458,815.00	1,073,220.09	1,073,220.09	1,073,220.09
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 PHA's with under 250 units in management may use 100% of CFP grant for operations.
- 4 RHF funds shall be included here



Expires 4/30/2011

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT26-S001-50109 CFFP (Yes/No) No Replacement Housing Factor Grant No.					<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval:</b>	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised 1	Funds Obligated 2	Funds Expended	
002, 005, 006, 007, 009, 044, 881, 882 *	Management Improvements	1408	Lump sum	\$ 150,000.00	\$ 7,082.25	\$ 7,082.25	\$ 7,082.25	100%
002, 005, 006, 007, 009, 044, 881, 882 *	Administrative Salaries	1410	Lump sum	\$ 185,138.00	\$ 185,138.00	\$ 185,138.00	\$ 185,138.00	100%
002, 005, 006, 007, 009, 044, 881, 882 *	Vacancy Reduction via JOC and/or Force Acct includes Hazelwood LBP	1460	130 units	\$ 650,000.00	\$ 350,000.00	\$ 350,000.00	\$ 335,717.35	96%
CT001000005P	A & E Services	1430	3 firms	\$ 70,158.00	\$ 23,620.00	\$ 23,620.00	\$ 13,812.50	58%
CT001000005P	Stairs	1450	88 stairs	\$ 1,934,027.00	\$ 1,157,235.47	\$ 1,157,235.47	\$ 1,157,235.47	100%
CT001000005P	Community Center Modifications	1470	1 bldg	\$ 458,815.00	\$ 1,073,220.09	\$ 1,073,220.09	\$ 1,073,220.09	100%
CT001000006P	A & E Services	1430	2 firms	\$ 30,000.00	\$ 32,000.00	\$ 32,000.00	\$ 30,411.39	95%
CT001000006P	Grounds Improvements	1450	Lump sum	\$ 450,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	100%
CT001000006P	Roofs	1460	5 Buildings	\$ 725,000.00	\$ 609,000.00	\$ 609,000.00	\$ 609,000.00	100%
CT001000006P	Stairs	1460	5 Buildings	\$ -	\$ 259,344.50	\$ 259,344.50	\$ 259,344.50	100%
CT001000007P	A & E Services	1430	2 firms	\$ 49,076.00	\$ 27,145.23	\$ 27,145.23	\$ 27,145.23	100%
CT001000007P	Electrical Meter Upgrades	1460	248 units	\$ 265,000.00	\$ 588,348.14	\$ 588,348.14	\$ 588,348.09	100%
CT001000007P	Windows	1460	128 units	\$ -	\$ 443,071.91	\$ 443,071.91	\$ 443,071.91	100%
CT001000009P	A & E Services	1430	1 firm	\$ 17,000.00	\$ 26,019.50	\$ 26,019.50	\$ 14,647.50	56%
CT001000009P	Grounds Improvements	1450	Lump sum	\$ 695,000.00	\$ 184,669.91	\$ 184,669.91	\$ 182,807.32	99%
CT001000044P	Grounds Improvements/Sewer/Sitework	1430	Lump sum	\$ 20,000.00	\$ -	\$ -	\$ -	0%
CT001000044P	Central Heating Plant Replacement	1465	Lump sum	\$ -	\$ 373,000.00	\$ 373,000.00	\$ 373,000.00	100%
CT0010000881P	Marlboro Court - 504/VCA & Roof	1460	Lump sum	\$ -	\$ 327,390.00	\$ 327,390.00	\$ 327,390.00	100%
CT0010000882P	A & E Services	1430	Lump sum	\$ -	\$ 7,929.00	\$ 7,929.00	\$ 7,929.00	100%
			<b>Total</b>	<b>\$ 5,699,214.00</b>	<b>\$ 5,699,214.00</b>	<b>\$ 5,699,214.00</b>	<b>\$ 5,660,300.60</b>	<b>99%</b>

\* - see five year action plan for breakdown by AMP

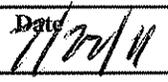
1 To be completed for the Performance and Evaluation Report.

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



<b>Part I: Summary</b>						
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT00100000909R Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval: 2009</b>	
<b>Type of Grant</b>						
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Revised Annual Statement (revision no. 01 )				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2011		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21)					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)	\$ 30,000.00		\$ 30,000.00	\$ 20,755.45	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvements					
10	1460 Dwelling Structures	\$ 2,041,561.00		\$ 2,041,561.00	\$ 1,967,374.45	
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					

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- 3 PHA's with under 250 units in management may use 100% of CFP grant for operations.
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<b>Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT00100000909R  Replacement Housing Factor Grant No:  Date of CFFP:		<b>FFY of Grant: 2009</b>  <b>FFY of Grant Approval: 2009</b>	
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Revised Annual Statement (revision no. )			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2011		<input type="checkbox"/> Final Performance and Evaluation Report			
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost 1</b>	
		<b>Original</b>	<b>Revised 2</b>	<b>Obligated</b>	<b>Expended</b>
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)	\$ 2,071,561.00	\$ -	\$ 2,071,561.00	\$ 1,988,129.90
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				
<b>Signature of Executive Director</b>		<b>Signature of Public Housing Director</b>		<b>Date:</b>	
					
		<b>Date:</b>			

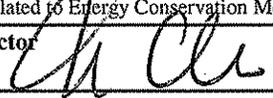
- 1 To be completed for the Performance and Evaluation Report.
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHA's with under 250 units in management may use 100% of CFP grant for operations.
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<b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: CT00100000909R Date of CFFP:					<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval:</b>	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
Central Office	Administration	1410	Lump sum	\$ 30,000.00		\$ 30,000.00	\$ 20,755.45	69%
CT001000009P aka Harborview Towers	Window Replacement	1460	1654	\$2,041,561.00		\$ 2,041,561.00	\$ 1,967,374.45	96%
			Total	\$ 2,071,561.00	\$ -	\$ 2,071,561.00	\$ 1,988,129.90	

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





<b>Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: CT00100000709R  Replacement Housing Factor Grant No:  Date of CFFP:		<b>FFY of Grant: 2010</b>  <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Revised Annual Statement (revision no. )			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2011		<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)	\$ 1,969,197.00	\$ 1,969,197.00	\$ 1,969,197.00	\$ 1,699,641.15
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				
<b>Signature of Executive Director</b> 		<b>Date</b> 7/20/11		<b>Signature of Public Housing Director</b> 	
				<b>Date:</b>	

- 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
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- 4 RHF funds shall be included here

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: CT00100000709R Date of CFFP:					<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval:</b>	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
CT001000007P aka Fireside Apartments	Administration	1410	Lump sum	\$30,000.00	\$30,000.00	\$30,000.00	\$23,696.10	79%
	Boiler plant replacement at 655 and 730 Palisade Avenue	1460	2 central plants	\$1,939,197.00	\$1,510,412.00	\$1,510,412.00	\$1,442,675.00	96%
	Window replacement at 730 Palisade & 3 community buildings	1460	79 units	\$0.00	\$188,832.80	\$188,832.80	\$188,832.00	100%
	Attic insulation (materials only) at 75 Stewart, 655 Palisade & 730 Palisade	1460	248 units	\$0.00	\$131,400.00	\$131,400.00	\$44,438.05	34%
	Individual boiler replacement (materials only) & supply/install new HVAC at Forest Green	1460	20 units and 1 central HVAC	\$0.00	\$85,860.00	\$85,860.00		0%
	Front door and sliding door replacement at Forest Green	1460	9 units	\$0.00	\$21,900.00	\$21,900.00		0%
	A/C Unit	1460	2 Units		\$792.20	\$792.20		0%
			Total	\$ 1,969,197.00	\$ 1,969,197.00	\$ 1,969,197.00	\$ 1,699,641.15	

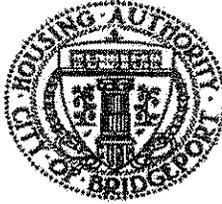
1 To be completed for the Performance and Evaluation Report.

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



# HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT

Nicholas Calace, Executive Director  
150 Highland Avenue  
Bridgeport, CT 06604  
T# (203) 337-8900  
F# (203) 337-8830  
TDD# 1-800-545-1833 Ext. 226  
[www.bridgeporthousing.org](http://www.bridgeporthousing.org)



Shante T. Hanks, Chairperson  
Commissioners:  
Rev. Sulton Stack, Jr.  
Daniel Ford, Esquire  
Dulce Nieves

Housing and Urban Development  
Hartford Field Office  
One Corporate Center  
20 Church Street, 19th Floor  
Hartford, CT 06103-3220  
July 22, 2011

For the attention of: Jennifer Gottlieb-Elazhari

Reference: **Second Increment RHF Plan – Use and Accumulation of Second Increment RHF Funds**

Dear Ms Gottlieb-Elazhari,

The Housing Authority of the City of Bridgeport (HACB) would like to accumulate five years of second increment Replacement Housing Factor (RHF) grants, totaling approximately \$2,115,108 to be used as collateral in a Capital Fund Finance Program (CFFP) which would partly fund the construction of thirty five (35) new two bedroom apartments at 46 Albion Street. All thirty five (35) apartments would be replacement Public Housing/ACC for the former Father Panik Village. The HACB needs these funds to have sufficient funds to construct these units.

The subject grants are:

CT R001 502-11	\$ 423,021 (estimate)
CT R001 502-12	\$ 423,021 (estimate)
CT R001 503-13	\$ 423,021 (estimate)
CT R001 503-14	\$ 423,021 (estimate)
CT R001 503-15	\$ 423,021 (estimate)

It is our understanding from the information posted on the Capital Fund webpage that the obligation end date for these funds will be 10/29/2013. The HACB will construct the units in accordance with the requirements found at 24 CFR Part 941 and will meet the newly established obligation and disbursement deadlines.

The HACB confirms that its Capital Fund Program Annual Statement/Performance and Evaluation report has been approved by HUD on September 17, 2010. The HACB also confirms that its Five-Year and Annual Plan was approved on September 17, 2010. The 2011 Five Year

and Annual Plan was transmitted to HUD on July 22, 2011. The HACB is in compliance with the obligation and expenditure deadlines on all of its Capital Funds Grants and is current on its LOCCS reporting.

The HACB recognizes that in order to meet the leverage requirement, it must secure at least \$697,985 in firm financial commitments for additional funds. It is the intention of HACB to use in part the equity of approximately \$3,683,661 from the sale of 4% Low Income Housing tax Credits to meet the matching requirement. When these funds are secured, we will submit written documentation confirming the funding.

If you have any questions, please contact Christine Hermann, Director of Planning, Development and Modernization at (203) 337-8917 or [chermann@bridgeporthousing.org](mailto:chermann@bridgeporthousing.org)

Yours sincerely



Nicholas Calace  
Executive Director  
Housing Authority of the City of Bridgeport

[ncalace@bridgeporthousing.org](mailto:ncalace@bridgeporthousing.org)  
203-337-8900

Cc: Peter Hance  
Christine Hermann  
Joseph Macneil  
Efrem Levy

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

Part I: Summary		Grant Type and Number		FFY of Grant: 2010	
PHA Name: Housing Authority of the City of Bridgeport		Capital Fund Program Grant No: Replacement Housing Factor Grant No: CT26-R001-50110		FFY of Grant Approval:	
Date of CFFP:		Revised Annual Statement (revision no. )			
Type of Grant		Performance and Evaluation Report for Period Ending: 6/30/2011		Final Performance and Evaluation Report	
Original Annual Statement		Revised		Total Actual Cost 1	
Performance and Evaluation Report for Period Ending: 6/30/2011		Revised		Expended	
Line	Summary by Development Account	Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21)				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	\$	47,002.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvements				
10	1460 Dwelling Structures				
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	\$	423,022.00		

- 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 PHA's with under 250 units in management may use 100% of CFP grant for operations.
- 4 RHF funds shall be included here

<b>Part I: Summary</b>		FFY of Grant: 2010	
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		FFY of Grant Approval:	
<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: CT26-R001-50110 Date of CFFP:			
<b>Type of Grant</b>		Revised Annual Statement (revision no. )	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Final Performance and Evaluation Report	
Performance and Evaluation Report for Period Ending: 6/30/2011		Total Estimated Cost	
<b>Summary by Development Account</b>		Revised 2	
Line		Original	Total Actual Cost 1
			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)	\$ 470,024.00	\$ -
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		
<b>Signature of Executive Director</b>		<b>Signature of Public Housing Director</b>	
			
<b>Date</b>		<b>Date:</b>	
7/27/11			

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<b>Part II: Supporting Pages</b>									
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: CT26-R001-50110 Date of CFPP:				<b>FFY of Grant: 2010</b>		<b>FFY of Grant Approval:</b>	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status	
				Original	Revised 1	Funds Obligated 2	Funds Expended		
TBD	Development Activity	1499	Lump sum	\$ 423,022.00					
	Administration	1410	Lump sum	\$ 47,002.00					
<b>Total</b>				\$ 470,024.00	\$	-	\$	-	

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



Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval:	
PHA Name: Housing Authority of the City of Bridgeport		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: CT26-R001-50109 Date of CFPP:	
Type of Grant		Revised Annual Statement (revision no. ) Final Performance and Evaluation Report	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/>	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2011		<input type="checkbox"/>	
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost 1 Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21)		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvements		
10	1460 Dwelling Structures		
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		

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<b>Part I: Summary</b>		FFY of Grant: 2009	
<b>PHA Name: Housing Authority of the City of Bridgeport</b>		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No:			
Replacement Housing Factor Grant No: CT26-R001-50109			
Date of CFFP:			
Type of Grant		Revised Annual Statement (revision no. )	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Final Performance and Evaluation Report	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2011			
Summary by Development Account		Total Estimated Cost	
Line		Original	Revised 2
18a	1501 Collateralization or Debt Service paid by the PHA	\$ 394,839.00	
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)	\$ 394,839.00	\$ -
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		Signature of Public Housing Director	
Date		Date	

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Attachment

**RECOMMENDATIONS OF THE RESIDENT ADVISORY BOARD  
TO THE HACB 2011 ANNUAL PLAN**

Participation of the Resident Advisory Board (RAB) in the development of the Annual Plan of the Housing Authority of the City of Bridgeport (HACB) begins at the initial stage of the planning process.

The RAB members consist of the presidents of the following complexes: Marina Village, Trumbull Gardens, Scattered Sites I and II, Harborview Towers, P.T. Barnum Apartments, Charles F. Greene Homes and Fireside Apartments.

Kimberly Ford, HOPE VI Coordinator, from the Planning, Modernization and Development Department and Annual Plan Coordinator, attended RAB meetings that were held on the following dates: February 8 and February 22, 2011, attended by Donna Fewell, James Brown, Hadassah Nightingale, Betti Cooke, Denise Taylor-Moye; March 8 and March 22, 2011 attended by Donna Fewell, Betti Cooke, Geraldine McCallaster, James Brown and Hadassah Nightingale; and April 5 and 19, 2011 attended by Donna Fewell, James Brown, Betti Cooke, Hadassah Nightingale to discuss the Annual Plan. The meetings were held twice a month in the morning and evening to accommodate RAB members who work. Mrs. Ford also attended the Resident Associations meetings at each site to discuss the individual site plan with the general population.

The RAB members were concerned about the potential reduction of funding to the Capital Fund Program and how the reductions would affect the physical needs at their sites. Staff discussed with the residents the anticipated cuts to its federal allocation, made initial recommendations to the residents, and assured residents that HACB is committed to working with the residents to ensure that the HACB would prioritize the capital improvement activities. In addition to new projects, the recommendations

included projects that were not completed in the 2010 fiscal year. RAB members were in agreement with the staff recommendations.

The Director of Asset Management, Wardell Moore met with the RAB on February 8, 2011 to discuss the revisions to the HACB Admission and Continued Occupancy Plan (ACOP). This proposed policy would fall in accordance with the current ACOP under Chapter VIII, Titled "Lease Termination Procedures", sub-categories F & G. **Sub-category F: Family Debts Owed to HACB and sub-category G Debts Due to Fraud/Non-Reporting of Information.** This procedure describes the HACB's policies for the recovery of monies that have been underpaid by families. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. Residents asked questions regarding the amount of debt, the length of the repayment agreements and extent that HACB would prosecute for non-payment. Residents felt that the policy was needed and long overdue.

#### **RAB Members**

Betti Cooke – Scattered Sites

Geraldine McCallster – Scattered Sites

Donna Fewell – P.T. Barnum Apartments

Denise Taylor –Moye – Marina Village

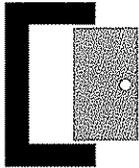
Charles F. Greene Homes – Alice King

Harborview Towers - Hadassah Nightingale

Fireside Apartments – Jose Quiroga

Karen Bracey – Trumbull Gardens

Eleanor/Franklin - James Brown



# CONNECTICUT LEGAL SERVICES

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MANAGING ATTORNEY —  
FAMILY UNIT

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MARK R. MOORE  
MAUREEN O'CONNOR  
RICHARD L. TENENBAUM  
NIEKA THOMPSON  
MARIA A. VARONE  
AARON WENZLOFF  
CATHERINE WILLIAMS  
ATTORNEYS AT LAW

PATRICIA N. BLAIR  
ELLEN ROSENTHAL  
ANN TRAMONTANA  
VOLUNTEER ATTORNEYS

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NILDA PLANAS  
WANDA E. SERRANO  
LEGAL ASSISTANTS

ADMINISTRATIVE OFFICE  
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MIDDLETOWN, CT 06457  
(860) 344-0447

THOMAS D. GOLDBERG  
BOARD CHAIR

STEVEN D. EPPLER-EPSTEIN  
EXECUTIVE DIRECTOR

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211 STATE STREET  
BRIDGEPORT, CT 06604

16 MAIN STREET  
NEW BRITAIN, CT 06051

153 WILLIAMS STREET  
NEW LONDON, CT 06320

20 SUMMER STREET  
STAMFORD, CT 06901

85 CENTRAL AVENUE  
WATERBURY, CT 06702

872 MAIN STREET  
WILLIMANTIC, CT 06226

## SATELLITE OFFICES

2 WEST STREET  
DANBURY, CT 06810

5 COLONY STREET  
MERIDEN, CT 06451

98 SOUTH MAIN STREET  
SOUTH NORWALK, CT 06854

## Comments of Connecticut Legal Services 2011 Bridgeport Housing Authority Agency Plan July 12, 2011

**Richard L. Tenenbaum**

These are comments to the draft Agency Plan. We appreciate the opportunity to provide input. The BHA has continued to move in a positive direction in an extremely challenging environment with oppressive budgetary constraints.

We are pleased with the movement toward completing the obligations under the Father Panik consent decree and Pequonnock settlement agreements. We appreciate the cooperation our office receives from the BHA staff. These comments will address particular issues where we think the you may have made an error of law or its application or where we are uncertain of the language used.

### Preferences

The Plan describes several admission preferences that either need clarification or may be inconsistent with existing law.

Most notably, a new preference for working families for public housing and Section 8 is being considered. HUD has supported such preferences; in fact a new PIH notice describing the policy has literally just been issued by HUD. Notice PIH 2011-33, Use of Work Preferences as a Public Housing Waiting List Management Tool and as a Lease Provision for Certain Public Housing Buildings, was issued on June 24, 2011.

Although HUD may be encouraging such preferences, we believe that the employment preference described in the Plan violates the state housing discrimination law, Conn. Gen. Stat. § 46a-64c. Unlike federal law, Connecticut prohibits discrimination against an applicant on the basis of lawful source of income. The law defines lawful source of income as “income derived from Social Security, supplemental security income, housing assistance, child support, alimony or public or state-administered general assistance.” Conn. Gen. Stat. §46a-63(3).



It's clear that recipients of several of the classes of income in the definition are unlikely to be employed, and some of them will not be disabled. HUD requires that when an employment preference is utilized, it must be made available to an applicant family with a disability. This is required by the federal Fair Housing Act that prohibits discrimination against a person with a disability.

It should also be noted that extending the employment preference to persons unable to work because of age, would also violate the same state housing discrimination law, because it also prohibits discrimination on the basis of age. Not all elderly people are unable to work and disabled. They may not be granted a preference for housing generally available on the basis of age.

The use of a preference as a factor in admission to housing to delay, rather than deny admission of a member of a protected class, because of that person's membership in the class is prohibited by the discrimination laws. HUD's support for the employment preference also would not save the proposed preference. HUD, in its notices, does not recognize the laws of the individual states. HUD has not mandated employment preferences, so there is no conflict with the state law. Simply put, employment preferences may not be used in Connecticut.

Also in the discussion of preferences, we have come across language that is not clear and may not be what the BHA intended, involving residency preferences. Such preferences are permitted, so long as there is no discriminatory effect. Your plan intends to provide a preference for "residents who live and/or work in the jurisdiction." We believe you meant to use the word families or persons, rather than residents, since as used, the "or" in and/or is redundant. You could not have a resident who lives **or** works in the jurisdiction, and it's unlikely that you intend to exclude a Bridgeport resident who works outside the city. The residency preference language that I have seen most often applies it to **persons** who live and/or work in the jurisdiction.

### **Rent Determination**

We saw language in the section on rent that I believe is an incorrect statement of the law or regulations. The draft states, "HACB has adopted discretionary minimum rent hardship exemption policies, as indicated below:" The minimum rent hardship requirement is not discretionary, it is required by QHWRA, 42 U.S.C. §1437a(a)(3)(B). Use of the word discretionary sends the wrong message to residents and staff. It should be removed from the draft.

In that same section, we have a question about the characterization of another rent policy. The draft states:

The following discretionary (optional) deductions and/or exclusions policies are employed by HACB:

- For the earned income of a previously unemployed household member.
- For increases in earned income.

Any unemployed public housing resident and any disabled unemployed Section 8 participant who becomes employed is entitled by QHWRA to two years of full and half earnings disregarded, as are those who had been receiving public assistance under the TANF program or who obtain training with stipends. This rule is not discretionary. Assuming that the BHA intends to follow those rules, does this language indicate that you are extending the exclusion to anyone who was unemployed and the exclusion of increased earnings to all residents and Section 8 participants? For how long will the exclusion continue? We have observed that many PHAs have extended a general increased earnings incentive to all its families by eliminating the requirement of reporting such increases between certification periods. This provides a significant benefit while at the same time reducing administrative costs.

### **PHA Grievance Procedures**

There appears to be a typographical error in the description of the review procedure for Section 8 applicants who are denied eligibility:

HACB has not established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

Applicants or assisted families who wish to initiate the informal review and informal hearing processes may apply at:

- PHA main administrative office.
- The Office of the Director of Section 8 at 150 Highland Avenue, Bridgeport, CT.

The word “not” in the first sentence appears to be there in error, as the balance of the section describes the procedure and the rules require it anyway

### **Demolition and Disposition.**

We continue to be concerned about the future of the existing public housing units in the city. We applaud the commitment to replace all demolished or disposed units at Marina Village, should the BHA receive revitalization funding, but we remain very concerned about conversion of hard units to voucher subsidies, portable or site-based. Congress continues to fund the Section 8 Housing Choice Voucher Program insufficiently. The BHA has already lost subsidies due to insufficient funding. Existing units are more difficult to de-fund and need to be preserved.

Consequently, we are concerned about the appearance in the draft Plan of vague unspecified disposition of the existing large family developments. Without a further description,

we believe that these listings do not comply with QHWRA's reporting requirements. Therefore, if the BHA were to decide to proceed with disposition of all or part Trumbull Gardens, for example as is included in the draft, we believe that the regulations would require a substantial amendment procedure to the Agency Plan.

### **Screening Section 8 Applicants**

The draft discusses screening of families on the Section 8 list for history beyond program qualifications and sharing the information with prospective landlords. We have concerns, because so many families have poor rental records, because of the enormous rent burdens they face in Bridgeport and Fairfield County. The National Low Income Housing Coalition has well documented the difficulty of renting here and the Plan's and the City's own housing needs discussion points out how many renters are overburdened. It is not fair or wise to share rental history when a family is evicted, because it could not continue to pay 60% or 70% of its income every month for rent, when, under the HCV program, there would be an affordable rent.

Thanks you for your consideration.

## PUBLIC HEARING

July 11, 2011

The Board of Commissioners of the Housing Authority of the City of Bridgeport held a public hearing on July 11, 2011 at 5:21 o'clock, p.m. in the Administrative Executive Office Conference Room, 150 Highland Avenue, in the City of Bridgeport, County of Fairfield, State of Connecticut.

Present: Dulce Nieves, Commissioner  
Nicholas Calace, Executive Director  
Blanca Carrasquillo, Deputy Executive Director of Operations  
Kimberly Ford, HOPE VI coordinator  
Wardell Moore, Director of Asset Management

Public: June McClendon, Vice President, Trumbull Gardens Resident Affairs Board

Commissioner Dulce Nieves opened the meeting.

Ms. Kimberly Ford, HOPE VI coordinator, stated that the biggest change to the revision of the Admissions and Continued Occupancy Policy (ACOP) is to include Family Debts to the Housing Authority of the City of Bridgeport (HACB). This procedure describes HACB's policies for the recovery of monies that have been underpaid by families. It describes the methods that will be utilized for collection of money and guidelines for different types of debt. It is HACB's policy to meet the informational needs of families and communicate the program rules in order to avoid family debt. Before debt is assessed against a family, it gives the family the file which must contain documentation to support HACB's claim that the debt is owed. The file must further contain written documentation of the method and calculation in a clear format to be viewed by the family or other interested parties. There will be a payment schedule for monies owed that must be adhered to.

Ms. Ford stated that there is also a section on Debt Due to Fraud for non reporting of information. Families who owe money to HACB due to the family's failure to report increases in income due to fraud, will be required to repay in accordance with the guidelines for the program fraud. Basically, this was the only change to ACOP this year.

Ms. Ford stated that The Eleanor/The Franklin was opened this year for housing. It has been nominated and received an Award of Merit from NAHRO. The Stable Families program also received a NAHRO Award of Merit. This program has been fully operational for nearly two years. HACB is hoping to create 15 units of grandparent housing for grandparents who have court appointed custody of their grandchildren. HACB is also hoping to establish a Building Blocks program, 15 units of housing with Supportive Services. HACB is doing some demolition and disposition of property. It is anticipated that HACB will have a disposition application to HUD for Wayne Street sometime this year for an exchange of properties with the City of Bridgeport. Hopefully during this year, HACB

will do an application for re-development for Marina Village either through Choice Neighborhoods, HOPE VI or an over-all re-development RFP.

Ms. Ford stated that HACB will dispose of 361 Bird Street during the coming year in accordance with the Albion Street project to obtain additional parking for that site. Hopefully, HACB will create a transitional housing program for domestic violence victims in the property on Crescent Avenue/Hallet Street/Church Street, a collaboration with local agencies

Ms. Ford stated that there will hopefully be some management improvements for the Central Office. There is some funding for vacancy reduction and fire-suppression devices at P.T. Barnum Apartments, non-dwelling equipment and relocation of tenants for 504/VCA Compliance work that has to be done. There will be heating pipe replacement and front entrance lighting and security that have to be done at Charles F. Greene Homes. Gutters, down sprouts, roofs, and site improvements, including a sewer, will be done at Fireside Apartments. All of the sites have relocation for VCA compliance if required. Building exterior improvements, heating pipe replacement and parking renovations will be done at Harborview Towers. HACB is planning to do roof and drain replacement, ground improvements, parking, drainage, fencing, electric meter replacement, heating pipe replacement and some unit boilers, and elevators at Buildings 10 and 11 in Trumbull Gardens. Building improvements, roofs, sodding, façades, gutters and down sprouts, storm doors, intercom, windows and structural are planned at Stratford Avenue. Building improvements, roofs, sodding, façades, gutters and down sprouts, storm doors, intercoms and windows are planned for Scattered Sites II. Dwelling improvements, roofs, façades, heating, storm doors, boiler replacements if need be, and 504 compliance are planned for Marina Village.

Ms. Ford stated that the total capital budget is \$3,947,122.00. The needs are \$3,947,122.00. The HACB received notification after the public hearing that the Capital Fund allocation for 2011 is \$3,418,124.

### **PUBLIC COMMENT**

No one made a comment at this time.

The hearing was adjourned at 6:03 p.m.

ATTEST:



Secretary

**RESOLUTION OF  
THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT  
RESOLUTION NO. 07-18-11-56**

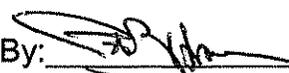
**Special Board Meeting Date: July 18, 2011**

**RESOLUTION IN SUPPORT OF AND TAKING CERTAIN ACTIONS IN CONNECTION  
WITH THE AUTHORITY'S UPDATED FIVE YEAR AND ANNUAL PLAN**

Factual Content Certified

Approved:

Resolution Reviewed  
Berchem, Moses & Devlin, P.C.  
General Counsel

By:   
Peter Hance  
Deputy Executive Director  
for Administration

By:   
Nicholas Calace  
Secretary/  
Executive Director

By: \_\_\_\_\_  
Rolan Joni Young, Esq.  
A Senior Partner

Commissioner Stack submitted the following resolution:

WHEREAS, the Board of Commissioners reviewed and approved the proposed Five Year Plan and Annual Plan for the fiscal year beginning October 1, 2011 (the "Plan"); and

WHEREAS, the Authority has complied with all statutory requirements regarding the presentation and review of the proposed Plan; and

WHEREAS, the Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the Authority is located; and

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Authority to adopt the proposed Five Year Plan and Annual Plan as presented; and

WHEREAS, 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 Authority's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan; and

WHEREAS, the Authority has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the Authority, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13.) The Authority 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; and

WHEREAS, the Authority 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; and

WHEREAS, the Authority 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; and

WHEREAS, the Authority 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 Authority's involvement and maintain records reflecting these analyses and actions; and

WHEREAS, the Authority will comply with (i) the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975, (ii) 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, (iii) 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 regulations at 24 CFR Part 135, and (iv) 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; and

WHEREAS, the Authority submitted with the Plan certifications with regard to (i) a drug free workplace required by 24 CFR Part 24, Subpart F, (ii) compliance and restrictions on lobbying required by 24 CFR Part 87, along with (a) required disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24; and

WHEREAS, the Authority 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; and

WHEREAS, the Authority will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a); and

WHEREAS, the Authority will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National

Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58; and

WHEREAS, the Authority will (i) keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements, (ii) comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35; (iii) comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments); (iv) 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; and

WHEREAS, all attachments to the Plan have been and will continue to be available at all times and at all locations that the 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 Authority and at all other times and locations identified by the Authority in its Plan and will continue to be made available at least at the primary business office of the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT THAT:

1. The submission of the final version of the Five Year Plan to the U. S. Department of Housing and Urban Development is hereby authorized; and
2. The Plan is hereby approved and the Chairperson be and hereby is authorized, empowered and directed to submit the standard Annual and standard 5 Year Plans for the Authority's fiscal year beginning October 1, 2011; and
3. The adoption of the Plan is subject to HUD approval; and
4. This resolution shall take effect immediately.

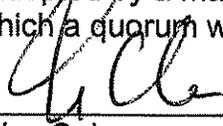
Commissioner Brown seconded the motion.

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[RECORD OF VOTE FOLLOWS]

BOARD OF COMMISSIONERS VOTE OF FINAL PASSAGE					
X – INDICATES VOTE					
COMMISSIONERS	AYE	NAY	NOT PRESENT	NOT VOTING	ABSTENTION
Hanks	X				
Nieves			X		
Stack, Jr.	X				
Brown	X				

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present on July 18, 2010.

  
 \_\_\_\_\_  
 Nicholas Calace  
 Secretary/Executive Director  
 \_\_\_\_\_  
 Date 7/18/11

HUD-9011  
(11-68)

## CERTIFICATE

I, Nicholas Calace, the duly appointed, qualified and Secretary of the Housing Authority of the City of Bridgeport, do hereby certify that the attached resolution from the minutes of the Regular Meeting of the Commissioners of said Authority, held on July 18, 2011 is a true and correct copy of the original minutes of such meeting on file. I do further certify that each resolution is a true and correct copy of a resolution adopted at such meeting and on file and of record.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority this <sup>19<sup>th</sup></sup> day of July 2011.



---

Nicholas Calace

(SEAL)



# HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT ADMISSIONS & CONTINUED OCCUPANCY POLICY

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## HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT

### Admissions and Continued Occupancy Policy

**Explanatory Note 1:** This Admissions and Continued Occupancy Policy (ACOP) is the policy of the Board of Commissioners of the Housing Authority of the City of Bridgeport (HACB) governing Public Housing occupancy in property the HACB owns. The ACOP sets forth the Board's mandatory requirements for performing occupancy-related work and can be revised only by Board resolution and, if the revision is significant, by changing the Annual Plan.

The ACOP is designed to be used with a series of Procedures referenced throughout the text in boldface italic type. The procedures are implementing requirements that describe how this policy is to be carried out. Operational details, forms, checklists, methods and systems are contained in procedures, rather than in this policy. The HACB will issue new procedures whenever necessary. All procedures will be dated and numbered.

**APPLICABILITY:** This Admissions and Continued Occupancy Policy applies to all public housing owned and managed by the Bridgeport Housing Authority. This policy does not apply to Bridgeport public housing managed by private entities. A separate Admissions and Continued Occupancy Policy governs public housing managed by private entities.

#### I. Nondiscrimination

##### A. Complying with Civil Rights Laws

1. Civil rights laws protect the rights of applicants and residents to equal treatment by the Housing Authority in operating its programs. It is the policy of HACB to comply with all Civil Rights laws now in effect and subsequently enacted, including but not limited to:
  - a. Title VI of the Civil Rights Act of 1964, which forbids discrimination on the basis of race, color, religion, national origin or sex; **24 CFR §§ 1 and 100**
  - b. Title VIII of the Civil Rights Act of 1968 (as amended by the 1974 HCDA and the Fair Housing Amendments Act of 1988), which extends protection against discrimination based on disability and familial status, and spell out forms of prohibited discrimination; **24 CFR § 100**
  - c. Executive Order 11063,
  - d. Section 504 of the Rehabilitation Act of 1973, which describes specific housing rights of persons with disabilities; **24 CFR § 8**
  - e. Age Discrimination Act of 1975, which establishes certain rights of the elderly; **24 CFR § 146**
  - f. Title II of the Americans with Disabilities Act, otherwise Section 504 and the Fair Housing Amendments govern (Title II deals with common areas and public space, not living units.)
  - g. Any applicable State laws or local ordinances.
1. The HACB shall not discriminate because of race, color, national origin, sex, religion, familial status, or disability in the leasing, rental, occupancy, use, or other disposition of housing or related facilities,



including land which is part of a development under the HACB's jurisdiction covered by a public housing Annual Contributions Contract with HUD. Other rights of applicants and residents are listed in the *Procedure on Civil and Disability Rights*. **24 CFR § 100**

2. HACB shall not deny admission to otherwise qualified applicants because of their membership in some group to which negative behavior may be imputed (e.g., families with children born to unmarried parents or families whose head or spouse is a student). Instead, each applicant who is a member of a particular group will be treated as an individual based on his or her attributes and behavior. **24 CFR § 960.203(a)**
3. HACB shall not permit these policies to be subverted to do personal or political favors. **24 CFR § 206(e)**
4. HACB will offer units only in the order prescribed by this policy, since any other method violates the policy, federal law, and the civil rights of the other families on the waiting list. **24 CFR § 206(e)**

## B. Reasonable Accommodations Policy

1. HACB, as a public agency that provides low rent housing to eligible families, has a legal obligation to provide "reasonable accommodations" to applicants and residents if they or any family members have a disability. **24 CFR § 8.4**
2. A reasonable accommodation is some modification or change HACB can make to its apartments, buildings, or grounds or methods and procedures that will assist an otherwise eligible applicant with a disability to take full advantage of and use HACB's programs, including those that are operated by other agencies in HACB-owned public space. **24 CFR § 8.20**
3. An accommodation is not reasonable if it: **24 CFR § 8.21(b) and 24 CFR § 8.24(a)(2)**
  - a. Causes an undue financial and administrative burden; or
  - b. Represents a fundamental alteration in the nature of HACB's program.
4. Subject to the undue burdens and fundamental alterations tests, HACB will correct physical situations or procedures that create a barrier to equal housing opportunity for all. To permit people with disabilities to take full advantage of the HACB's housing program and non-housing programs, in accordance with Section 504 and the Fair Housing Amendments Act of 1988, HACB shall comply with all requirements and prohibitions in applicable law. Specific actions are described in the *Procedure on Civil Rights and Disability Rights*. **24 CFR § 8.4**
5. Facilities and programs used by applicants and residents shall be accessible to persons in wheelchairs, persons with sensory impairments and other persons with disabilities. Application and management offices, hearing rooms, community centers, day care centers, laundry facilities, craft and game rooms, etc. (to the extent that the HACB has such facilities) will be usable by residents with a full range of disabilities. If HACB offers such facilities, and none is accessible, some<sup>1</sup> will be made so, subject to the undue financial and administrative burden test. **24 CFR § 8.21**
6. Documents and procedures used by applicants and residents will be accessible for those with vision, hearing or other sensory impairments. Also, all documents will be written simply and clearly to enable applicants with learning or cognitive disabilities to understand as much as possible. Methods used to

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<sup>1</sup> It is not required that all public and common areas be made accessible so long as persons with disabilities have full access to all the types of facilities and activities available to persons without disabilities. Thus, not all laundry facilities need to be accessible so long as there are sufficient accessible laundry facilities for use by persons with disabilities at each development that provides laundry facilities.



ensure that communication is understandable by persons with disabilities are described in the *Procedure on Civil Rights and Disability Rights*. **24 CFR § 8.6**

7. Examples of reasonable accommodations include, but are not limited to: **24 CFR § 8.4**
  - a. Making alterations to a HACB apartment to make it fully accessible so it could be used by a family member with a wheelchair;
  - b. Transferring a resident from an apartment or townhome that cannot be made accessible to an apartment that is accessible;
  - c. Widening the door of a community room or public restroom so a person in a wheelchair may use the facility;
  - d. Adding or altering apartment or building features so they may be used by a family member with a disability, including but not limited to:
    - 1) Installing strobe-type flashing light in addition to regular smoke detectors in an apartment for a family with a hearing impaired member;
    - 2) Adding structural grab bars in the bathroom;
    - 3) Changing the doorknobs to lever-type door handles;
    - 4) Changing to a refrigerator with the freezer on the bottom instead of the top;
    - 5) Installing a magnifier over the thermostat;
    - 6) Lowering or adding an additional lower peephole on the door so it may be used by a person in a wheelchair;
  - e. Permitting a family to have a large dog to assist a family member with a disability in a HACB family development where the size of dogs is usually limited; **24 CFR § 8.20** To best manage these reasonable accommodation requests, the PHA has developed an Assistance Animal Policy which details the assistance animal reasonable accommodation process and policy. *Procedure on Reasonable Accommodations*
  - f. Providing a van to take HACB resident children to and from their development, where the childcare facility is on HACB property and is not accessible, to an accessible childcare facility; **24 CFR § 8.21**
  - g. Making sure that HACB processes are understandable to applicants and residents with sensory or cognitive impairments, including but not limited to: **24 CFR § 8.6**
    - 1) Making large type documents, Braille documents, cassettes or a reader available to an applicant or resident with a vision impairment during interviews or meetings with HACB staff;
    - 2) With prior notice, making a sign language interpreter available to an applicant with a hearing impairment during interviews or meetings with HACB staff;
    - 3) Permitting an applicant or resident with a disability to be accompanied or represented by a family member, friend or advocate at all meetings and interviews with HACB if the individual desires such representation;
    - 4) Permitting an outside agency or individual to assist an applicant with a disability to meet the HACB's applicant screening criteria.



8. An applicant family that has a member with a disability must still be able to meet essential obligations of tenancy. They must be able **24 CFR § 8.3**
  - a. to pay rent and other charges (e.g. utility bills) as required by the lease in a timely manner;
  - b. to care for and avoid damaging the apartment and common areas;
  - c. to use facilities and equipment in a reasonable way;
  - d. to create no health, or safety hazards, and to report maintenance needs;
  - e. not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
  - f. not to engage in prohibited criminal activity that threatens the health, safety or right to peaceful enjoyment on or near the premises by other residents or staff; and not to engage in drug-related criminal activity; and
  - g. to comply with necessary and reasonable rules and program requirements of HUD and the HACB.
9. If an applicant or resident family member needs assistance with one of the essential obligations of tenancy, HACB will, as a reasonable accommodation, make a referral to an individual or agency that can provide such assistance. **24 CFR § 8.20**
10. If an applicant or resident receives a referral to an agency or individual who can assist the applicant or resident with complying with the essential obligations of tenancy, the applicant or resident is not obligated to accept the service, but if refusing service results in a lease violation, HACB may terminate the lease. **24 CFR § 8.20**
11. An applicant or resident family with a member who has a disability and needs or wants a reasonable accommodation may request it at any time. **24 CFR § 8.20**
12. If an applicant or resident would prefer not to discuss the situation with the HACB or disclose his/her disability, that is his/her right.
13. Assistance Animals
14. Assistance animals are those that assist persons with disabilities in the activities of independent living. Under equal housing opportunity laws, an assistance animal is one that assists or benefits a person with a disability by affording such person the equal opportunity to use and enjoy his or her dwelling. This includes not only assistance, but also emotional support animals. The assistance animal does not have to be licensed or certified by a state or local government or a training program and since it is not considered a pet; size and pet deposit provisions are waived.

PHA applicants/tenants with disabilities have the right to have an assistance animal as a reasonable accommodation. To best manage these reasonable accommodation requests, the PHA has developed an Assistance Animal Policy which details the assistance animal reasonable accommodation processes and policy.

### C. Providing Information in Languages other than English

1. All forms, written materials and recorded voice-mail messages used to communicate with prospective applicants and residents shall be available in Spanish. This includes the following documents related to registration, intake, marketing, outreach, certification, reexamination and inspections.



2. Whenever possible and whenever dictated by marketing and outreach efforts, the above materials and messages will be made available in other languages.
3. The HACB will make every effort to make information related to verification of citizenship or eligible immigration status available in the language of the applicant.
4. At all HACB offices a notice will be available that states in multiple languages (and alphabets), "Please make a new appointment and bring someone with you who can interpret for you."
5. Applicants and residents with low English comprehension may furnish an interpreter to assist in communication with HACB. Other than for applicants and residents who speak Spanish, HACB is not required to pay for the costs of foreign language interpretation.
6. Periodically, HACB will review the necessity to address other languages. The following factors will be taken into account:
  - The number or proportion of Limited English Proficiency (LEP) persons eligible to be served or likely to be encountered by the program;
  - The frequency with which LEP persons come into contact with the programs;
  - The nature and importance of the program, activity or serviced provided by the HACB programs to people's lives;
  - The resources available to HACB and the costs.



## II. Eligibility for Admission and Processing of Applications

### A. Affirmative Marketing 24 CFR §960.103

1. HACB will conduct affirmative marketing as needed so the waiting list includes a mix of applicants with races, ethnic backgrounds, ages and disabilities proportionate to the mix of those groups in the eligible population of the area. The marketing plan will take into consideration the number and distribution of vacant units, units that can be expected to become vacant because of move-outs, and characteristics of families on the waiting list. HACB will review these factors regularly to determine the need for and scope of marketing efforts. All marketing efforts will include outreach to those least likely to apply. The method used for Affirmative Marketing is described in *Procedure on Affirmative Marketing*.

### B. Qualifying for Admission

1. It is HACB's policy to admit only applicants who are qualified<sup>2</sup> according to the following criteria:
  - a. Are a family<sup>3</sup>, as defined in Section XII of this policy;
  - b. Meet HUD requirements on citizenship or immigration status; (24 CFR § 5.5 (subpart E))
  - c. Have an Annual Income (as defined in Section XI of this document) at the time of admission that does not exceed the income limits (maximum incomes by family size established by HUD) posted in HACB offices. (24 CFR § 960.102)
  - d. Provide documentation of Social Security numbers for family members age 6 or older, or certify that they do not have Social Security numbers; and (24 CFR § 5.216)
  - e. Meet the Applicant Selection Criteria in Section II. F. of these policies, including completing a HACB-approved pre-occupancy orientation session if required; (24 CFR § 960.202 & 203)
  - f. Meet the eligibility criteria for Supportive/Disabled as defined by Specific Program Guidelines.
2. The HACB will not deny admission to a current or former victim of domestic violence, dating violence or stalking, if otherwise qualified. (42 U.S.C. 13925)

### C. Establishing and Maintaining the Waiting List

1. It is the policy of HACB to administer its waiting list as required by HUD's regulations and its *Procedure on Application Intake and Processing*. Waiting lists will be opened and closed in accordance with HACB's *Procedure on Opening and Closing Waiting Lists*. Applicant names will be removed from the waiting list only in accordance with HACB's *Procedure on Removing Applicants from the Waiting List*. 24 CFR § 960.206
2. HACB will periodically update each waiting list sublist by contacting all applicants in writing<sup>4</sup>.
3. If an applicant's preference status changes while on the waiting list, the applicant's position on the list will be adjusted in accordance with HACB's *Procedure on Application Intake and Processing*.

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<sup>2</sup> The term "qualified" refers to applicants who are eligible and able to meet the applicant selection standards. This term is taken from the 504 regulations: 24 CFR § 8.3 definition of "Qualified Individual with Disability".

<sup>3</sup> A family can be a single person.

<sup>4</sup> Or by the method designated at initial application by applicants with disabilities.



#### D. Processing Applications for Admission

1. HACB will accept and process applications in accordance with applicable HUD Regulations and HACB's *Procedure on Application Intake and Processing*. HACB will assume that the facts certified to by the applicant in the preliminary application are correct, although all those facts will be verified later in the application process.
2. Every application file for admission to public housing shall include the application number; applicant's race and ethnicity; eligibility determination; when eligible, the apartment size(s) for which eligible; preference(s), if any; and the date, location, identification, and circumstances of each vacancy offered and accepted or refused. **24 CFR § 85.42**
3. As applicants approach the top of the waiting list, they will be asked to come to the HACB for an interview to complete their applicant file. Applicants who fail to attend their scheduled interview or who cannot be contacted to schedule an interview will be sent a letter of interest. If applicant is interested for LIPH they will be scheduled a second and final interview. Applicants who fail to attend their second and final interview have their applications withdrawn, subject to reasonable accommodations for people with disabilities. *See Procedure on Removing Applicant from the Waiting List*
4. Each application will be processed only to the extent necessary to determine whether the applicant is apparently eligible.
5. Only one application shall remain open per family for the same program. Applicants will be notified of duplicate applications
6. The application may be filled out by the applicant, designated agent, or by the PHA, but must be signed by the applicant and checked for completeness by the PHA in the presence of the applicant, before the application is submitted.
7. The PHA may request documentation from the applicant needed to verify the information provided at the time the application is taken.
  - a. The following information will be verified according to HACB's *Procedure on Verification*, to determine qualification for admission to HACB's housing: **24 CFR § 960.259**
    - 1) Family composition and type (Elderly/Disabled/Near elderly /Non-elderly)
    - 2) Annual Income
    - 3) Assets and Asset Income
    - 4) Deductions from Income
    - 5) Preferences
    - 6) Social Security Numbers of all Family Members<sup>5</sup>
    - 7) Applicant Screening Information
    - 8) Citizenship or eligible immigration status
    - 9) Photo identification of all adult family and household members
  - b. Third party written, faxed or electronic verification is the required form of documentation. Any other form of verification requires a note to the file explaining its use. **24 CFR § 960.259**

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<sup>5</sup> Or certification that they do not have a social security number, if the individual doesn't have a social security number.



## E. The Preference System

1. Preferences establish the order of applicants on the waiting list. An admission preference does not guarantee admission. Every applicant must still meet HACB's Selection Criteria before being offered an apartment. Preferences will be granted to applicants who are otherwise qualified and who, at the time of the offer (immediately prior to execution of a lease), are verified to meet the definitions of the preferences described below. **24 CFR § 960.206**
2. Notwithstanding any applicant's application number, HACB will select applicants from the waiting list in such a way as to ensure that at least 40 percent of the applicants admitted to the public housing program during any fiscal year are at or below the Extremely Low Income (ELI) limit – 30 percent of the median income for the MSA-- at the time of admission. HACB will not implement income tiers, since analysis of the waiting list demographics indicates that reaching the 40 percent goal will be easily reached.

If necessary to meet the statutory requirement that 40 percent of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is agreed to by HUD), the HACB retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes on a monthly basis of newly admitted families and the income of the families on the waiting list. If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement

3. Ranking Preferences-General Population Developments **24 CFR § 960.206**

Ranking preferences are used to sort among applicants. HACB has established two hierarchic ranking preferences. In order, they are:

- a. **FIRST: Disaster Preference,**
- b. **SECOND: Working Preference**

Families that qualify for no Ranking preferences will be categorized as No-preference families.

4. Definition of Ranking Preferences

- a. HACB defines Disaster to include major catastrophic events that could neither be foreseen nor prevented by the applicant. Examples would include declared natural disasters (hurricanes, tornadoes, earthquakes, etc.) and events such as airplane crashes that destroy the applicant's housing. Disaster preferences would not normally be awarded to applicants whose homes are destroyed by fire unless the fire destroys more than one building and the applicant could in no way be implicated in the fire (as verified by the Fire Marshall). For example, arson fires and fires caused by carelessness would not qualify an applicant for this preference
- b. HACB defines Working preference to include all applicants with adult members who have been employed for at least 28 hours per week for at least six months. Additionally, persons who cannot work because of age or disability qualify for this ranking preference.

5. Ranking Preferences - Mixed Population Buildings

- a. HACB has no ranking preference for the Mixed Population Buildings, other than those listed in the Tenant Selection and Assignment Plan for Fireside Apartments and 25one-bedroom scattered sites.



## 6. Ranking Preferences – Elderly Designated Buildings

- a. HACB has no ranking preference for the Elderly Designated Buildings.
7. Programmatic Preferences-If the low income public housing waiting lists are used to lease properties that have required programs applicants/transfers meeting those requirements will have preference. The following list: Homeless, Veterans, Congregate, HIV positive, domestic violence, incentive housing, (*See Transfer Procedure*, etc.) The authority reserves the right to establish new programmatic preferences and create sub waiting lists through formal notification of existing eligible applicant/transfers.

## F. Screening Applicants for Admission

1. All applicants shall be screened in accordance with HUD's regulations and sound management practices. During screening, HACB requires applicants to demonstrate ability to comply with the essential provisions of the lease: **24 CFR§ 960.202 – 205**
  - a. to pay rent and other charges (e.g. utility bills) as required by the lease in a timely manner;
  - b. to care for and avoid damaging the apartment and common areas;
  - c. to use facilities and equipment in a reasonable way;
  - d. to create no health, or safety hazards, and to report maintenance needs;
  - e. not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
  - f. not to engage in prohibited criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or staff; and not to engage in drug-related criminal activity; and
  - g. to comply with necessary and reasonable rules and program requirements of HUD and the HACB.
2. HACB will determine each applicant family's ability to comply with the essential lease requirements in accordance with HACB's *Procedure on Applicant Screening*.
  - a. Any costs incurred to complete the application process and screening will be paid by HACB.
  - b. Applicants who owe money to HACB or any other housing authority will be rejected. **24 CFR §203**
  - c. The HACB is **required** to reject the applications of certain applicants for criminal activity or drug abuse by family members<sup>6</sup>:
    - 1) The HACB is required to reject any applicant for three years from the date of eviction if any household member has been evicted from any federally assisted housing for drug-related criminal activity. However, the HACB may admit the household if the HACB determines that:  
**24 CFR § 204(a):**
      - a) The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the HACB, or
      - b) The circumstances leading to the eviction no longer exist (for example, the criminal household member has died or is imprisoned).

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<sup>6</sup> Criminal history on children under age 18 who are charged as adults will be used.



- c) The applicant household will not include the member involved in drug-related criminal activity
- 2) The HACB is **required** to reject the application of a household if the HACB determines that:
  - a) Any household member is currently engaging in illegal use of a drug; or **24 CFR § 960.204 (a) (2)**<sup>7</sup>
  - b) The HACB has reasonable cause to believe that a household member's illegal use or pattern of illegal use of a drug may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or **24 CFR § 960.204 (a) (2)**
  - c) Any household member has ever been convicted of manufacture or production of methamphetamine on the premises of any federally assisted housing; or **24 CFR § 960.204 (a) (3)**
  - d) Any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; or **24 CFR § 960.204(a) (4)**
  - e) Any member of the household's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. **24 CFR § 960.204. (a)(4)**<sup>8</sup>
- d. In addition to the HUD-required rejections for criminal activity, HACB will reject applicants if HACB determines that
  - 1) Any household member has ever been convicted of arson or child molestation; or **24 CFR § 960. 203. (c)(3)**
  - 2) Any household member has a criminal history in the past three years that involves crimes of violence to persons or property; **24 CFR § 960.203.(c)**
  - 3) Crimes of violence to persons or property would include but not be limited to homicide or murder, destruction of property or vandalism, burglary, robbery or theft, drug trafficking, drug manufacture, drug use or drug possession, threats or harassment, assault or fighting, domestic violence, weapons offenses, criminal sexual assault, home invasion. **24 CFR § 960.203**
  - 4) The HACB has reasonable cause to believe that a household member's involvement in gang activity in the past three years may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- e. An applicant's intentional misrepresentation of information related to eligibility, preference for admission, housing history, allowances, family composition or rent will result in rejection. Unintentional mistakes that do not confer any advantage to the applicant will not be considered misrepresentations.
- f. Applicants must be able to demonstrate the ability and willingness to comply with the terms of HACB's lease, either alone or with assistance that they can demonstrate they will have at the time of admission.<sup>9</sup> Availability of assistance is subject to verification by HACB. **24 CFR § 8.2, Definition, Qualified Individual with Handicaps)**

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<sup>7</sup> For purposes of this section a household member is "currently engaged in" the criminal activity if the person has engaged in the behavior recently enough to justify a belief that the behavior is current

<sup>8</sup> HACB must be able to show a relationship between the applicant household member's abuse of alcohol and behavior that threatens the health, safety, or right to peaceful enjoyment of other residents.

<sup>9</sup> Applicants whose landlord, financial, criminal and other references demonstrate that they are already willing and able to comply with lease terms in their existing housing will be considered to have met this



- g. The HACB will not deny admission to a current or former victim of domestic violence, dating violence or stalking, if otherwise qualified. (42 U.S.C. 13925)
- 3. Screening applicants who claim mitigating circumstances
  - a. If negative information is received about an applicant, HACB shall consider the time, nature, and extent of the applicant's conduct and mitigating circumstances that might indicate a reasonable probability of favorable future conduct. **24 CFR § 960.203(d)**.
  - b. Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, which, when verified, indicate both: (1) the reason for the unsuitable rental history and/or behavior; and (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, **AND** applicant's prospect for lease compliance is an acceptable one, justifying admission. Mitigating circumstances would overcome or outweigh information already gathered in the screening process.
  - c. HACB will consider whether individuals with negative behavior in their recent past can document that they have been rehabilitated. See II.F.2.c of this ACOP.
- 4. Qualified and Unqualified Applicants
  - a. Qualified families will be notified by HACB of the approximate date of admission insofar as that date can be determined, however the date stated is an estimate and does not guarantee that applicants will be housed by that date. **24 CFR § 960.208**
  - b. Unqualified applicants will be promptly notified by a Notice of Rejection from HACB, stating the basis for such determination and offering an opportunity for informal hearing (see *Procedure for Informal Hearing for Rejected Applicants*). At the Informal Hearing the applicant can offer information about mitigating circumstances or mistakes in fact upon which HACB's decision was based. Informal hearings for applicants are different from the resident grievance process. Applicants are not entitled to use of the resident grievance process (**24 CFR § 960.208(a)**).
  - c. Applicants known to have a disability who are eligible but fail to meet the Selection Criteria will be offered an opportunity for a second meeting to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the Screening Procedures.

**G. Occupancy Guidelines: (HUD Notice of Policy, Dec. 18, 1998 Federal Register)**

- 1. Apartments shall be occupied by families of the appropriate size. This policy maintains the usefulness of the apartments, while preserving them from excessive wear and tear and underutilization.

**Minimum and Maximum-Number-of-Persons-Per Unit Standard**

<u>Number of Bedrooms</u>	<u>Min Persons/Unit</u> <u>(Largest Unit Size)</u>	<u>Max Persons/Unit</u> <u>(Smallest Unit Size)</u>
0BR	1	1
1BR	1	2

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criterion, whether or not they are disabled. Applicants whose housing situations make it difficult for HACB to determine whether or not they are able and willing to comply with lease terms (e.g. because they are homeless, are living with friends or relatives, or have other non-traditional housing circumstances) will have to demonstrate ability and willingness to comply with lease terms whether or not they are disabled.



2BR	2	4
3BR	3	6
4BR	4	8
5BR	5	10

2. The following principles govern the size of apartment for which a family will qualify. Generally two people are expected to share a bedroom. Units will be so assigned that:
  - a. Children age two and under will share a bedroom with any other child or a parent, regardless of age or sex;
  - b. Two children between the ages of three and seventeen of the same sex share a bedroom;
  - c. Two children between the ages of three and seventeen of the opposite sex will not be assigned to share a bedroom, although they may do so at the request of the family.
  - d. Adults (over age eighteen) of the same sex share a bedroom;
  - e. Adults (over age eighteen) of opposite sexes who are spouses or co-heads share a bedroom;
  - f. Adults (over age eighteen) of opposite sexes who are not spouses or co-heads of household do not share a bedroom although they may do so at the request of the family.
  - g. Exceptions to the largest permissible apartment size may be made in case of reasonable accommodations for a person with disabilities.
  - h. An unborn child will not be counted as a person in determining apartment size. A single pregnant woman may be assigned to a one-bedroom apartment, although HACB may place a pregnant woman in a larger bedroom size unit if the unit currently occupied is considered to be small.
  - i. In determining apartment size, HACB will count for unit size determination a child who is temporarily away from the home because the child has been placed in foster care, kinship care, or is away at school, so long as the family can document that the child will be living with the family.
  - j. A live-in aide may be assigned a bedroom. Single elderly or disabled residents with live-in attendants will be assigned one or two bedroom units.
  - k. The Housing Authority will not discriminate to single persons with live-in aides.
3. The Local Housing Code of two persons per bedroom is the standard for the smallest apartment a family may be offered<sup>10</sup>.
4. The largest apartment size that a family may be offered would be one bedroom per family member, considering family size and composition.
5. When a family applies for housing and when the waiting list is updated, some families will qualify for more than one apartment size. These applicants will choose the waiting sublist from which they will receive an offer, and will be placed on the appropriate waiting sublist by apartment size.
  - a. If a family chooses a smaller apartment than would normally be assigned (e.g. because they will receive an offer sooner), the family shall agree in writing to occupy that apartment until their family size or circumstances change.

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<sup>10</sup> Individual apartments with very small or very large bedrooms or other specific situations that inhibit or encourage lower or higher levels of occupancy may be permitted to establish lower or higher occupancy levels so long as the occupancy levels will not discriminate on the basis of familial status.



- b. When a family is actually offered an apartment, if they no longer qualify for the apartment size where they were sublisted, they will be moved to the appropriate sublist, retaining their preferences and computer generated application number. However, their application date will change to the date and time they became qualified for the apartment size. This may mean that they may have to wait longer for an offer.
- c. The HACB shall change the family's sublist at any time at the family's request. An applicant may remove him/herself from any sub-list and it will not affect their original pre-application date, as long as one of the original sub-lists is retained. An applicant may add him/herself to a new sub-list not depicted on the original pre-application and the date and time of the requested change will be used.



## H. Record of Applications and Waiting Lists

The following are policies for documenting actions taken by PHA employees in processing applications for dwelling units.

### A. Organizing the Applicant Waiting List

1. In order to achieve the PHA's goal of income targeting and income mixing, incentives such as waiver of pet or security deposits, assignment of units based on one person per bedroom, etc. may be adopted by the Board of Commissioners of the PHA. If so, that policy will be incorporated into this document by reference. **24 CFR § 1.4(2) (ii)**

HACB has received HUD approval for site-based waiting lists at certain properties.

- a. All current applicants for apartments of the size and type offered at developments with Site-based Waiting Lists will be given an opportunity to list up to three developments where they would accept an offer or to opt for the "first available" apartment offer<sup>11</sup>.
- b. Thereafter, new applicants would have the same opportunity to select up to three developments or first available unit.
- c. During the purging of the waiting list, applicants will have an opportunity to change their site selection when their application is updated. This is the only time that it will not affect their original pre-application date. *See Procedure on Application Placement*

Although applicants will have an opportunity to select the sites where they wish to receive offers, the senior/disabled designated waiting list and offers will continue to be administered centrally for the designated mixed population senior/disabled properties.

Each applicant for family housing shall be assigned his/her appropriate place on the site based waiting list(s) in sequence based upon:

- d. Type and size of apartment needed and selected by the family (e.g. general occupancy building, accessible or non-accessible apartment, number of bedrooms);
- e. Applicant preference, if any; and
- f. Date and time application was received or application number.

HACB will maintain its waiting list in the forms of a computer report (capable of being tracked back to original paper applications) that records the type and size of apartment needed, each applicant's priority/preference status, the date and time of application or application number, and the race and ethnicity of the family head.

2. Waiting Lists for Mixed Population Buildings **24 CFR § 903.7(b) (2)**

Each applicant for mixed population housing shall be assigned his/her appropriate place on a single community-wide waiting list in sequence based upon:

- a. type and size of apartment needed and selected by the family (e.g., accessible or non-accessible apartment, number of bedrooms); and
- b. date and time application was received or application number.

HACB will maintain its waiting list in the form of a computer report (capable of being tracked back to original paper applications) that records the type and size of apartment needed, each applicant's

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<sup>11</sup> Selecting the "First Available Unit" option would put the applicant on all the site-based units of the type for which the applicant qualifies.



priority/preference status, the date and time of application or application number, and the race and ethnicity of the family head.

### 3. Waiting Lists for Elderly Designated Buildings **24 CFR § 903.7(b) (2)**

Each applicant for elderly designated housing shall be assigned his/her appropriate place on a single community-wide waiting list in sequence based upon:

- c. type and size of apartment needed and selected by the family (e.g., accessible or non-accessible apartment, number of bedrooms); and
- d. date and time application was received or application number.

HACB will maintain its waiting list in the form of a computer report (capable of being tracked back to original paper applications) that records the type and size of apartment needed, each applicant's priority/preference status, the date and time of application or application number, and the race and ethnicity of the family head.

### B. Updating the Waiting Lists

1. The PHA requires applicants to report, in writing or in person, any changes in family composition or circumstances, and any significant changes in income or assets that would affect the family's eligibility, the type of development, the size and type of unit needed, or the family's preference category for admission. A verified change in preference status may result in the applicant being moved up or down on the waiting list.
2. An applicant must report immediately, in writing or in person, any change in address and/or telephone number. Any correspondence returned postmarked by the United States Postal Service as undeliverable or any unsuccessful attempt by the PHA to contact the applicant shall be grounds for withdrawal of the pre-application.

### C. Application Rejection and Removal from the Waiting List

1. The PHA will remove an applicant's name from the waiting list under the following conditions:
  - a) The applicant requests that their name be removed; or
  - b) The applicant has been advised in writing to inform the PHA of the applicant's continued interest by a particular time, and the applicant failed to do so; or
  - c) The PHA has made reasonable efforts to contact the applicant to determine if there is continued interest, but the PHA has been unsuccessful in locating the applicant; or
  - d) The PHA has made reasonable efforts to contact the applicant to schedule interviews as necessary.



## I. Re-Entry Program

This Re-Entry Program was recently approved by the Board of Commissioners as a Pilot Program to be administered by the Housing Choice Voucher (HCV) & Low Income Public Housing (LIPH) Program. The Board of Commissioners unanimously approved the implementation of this program in March 2008.

The purpose of this program is to promote family re-unification and provide assistance for eligible applicants who have been incarcerated and who are currently active participants in a Re-Entry Program.

- A. Qualified applicants will be processed by a referral, only from the Re-Entry program or an equivalent, to be eligible to participate in the Family Re-Unification Pilot Program, in the Section 8 HCV Program, the LIPH Program or the Project-Based Voucher Program. Each applicant must complete the following eligibility screening criteria in accordance with the application selection process.

Qualified applicants must submit three references<sup>12</sup> from:

- a program supervisor
- probation officer; or
- a social service agency

Applicants must be gainfully employed or complete a training program to obtain employment.

1. If applicants have a history of drug abuse or alcohol abuse, they must obtain a Certificate of Completion from a reputable Rehabilitation Program.
- B. No one will be admitted to the program if he/she is a Lifetime Registered Sex Offender or if they have had any experience with the use and manufacturing of methamphetamines.
- C. All applicants are subject to all of the HUD regulations, statutes and guidelines that regulate the Section 8 HCV, LIPH and Project-Based Voucher Programs. All applicants are also subject to the Administrative Plan, guidelines, policies and procedures of the Section 8 HCV, LIPH and Project-Based Voucher Programs.
- D. Applicants for the Re-Entry Program must be on the existing waiting list. If a family member is re-unifying with an existing family, the member can be added to the family composition upon final eligibility screening.
- E. Applicants on the waiting list must be processed in accordance with existing screening criteria and eligibility determination.
- F. Applicants determined ineligible will be given an opportunity to request an Informal Hearing, in writing, to the HACB.

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<sup>12</sup> any exceptions or waivers to the screening criteria will be determined case by case. The Housing Authority of the City of Bridgeport (HACB) will have the last right of refusal.



## J. One Strike Policy

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the Housing Authority of the City of Bridgeport to fully endorse and implement a policy that is designed to:

- Help create and maintain a safe and drug-free community
- Keep our program participants free from threats to their personal and family safety
- Support parental efforts to instill values of personal responsibility and hard work
- Help maintain an environment where children can live safely, learn and grow up to be productive citizens
- Assist families in their vocational/educational goals in the pursuit of self-sufficiency.

### A. Administration

1. All screening procedures shall be administered fairly and in such a way as not to discriminate on the basis of race, color, nationally, religion, sex, familial status, disability, or against other legally protected groups, and not to violate right to privacy. To the maximum extent possible, HACB will involve other community and governmental entities in the promotion and the enforcement of this policy. This policy will be posted on HACB's bulletin board and copies made readily available to applicants and residents upon request.

### HUD Definitions

Drug-related criminal activity is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)). Drug-related criminal activity means on or off, not just near the premises. Criminal activity includes any criminal activity that threatens the health, safety or right to peaceful enjoyment of the resident's public housing premises by other residents or employees of HACB.

### B. Screening for One Strike

1. In an effort to prevent drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or the right to peaceful enjoyment of the premises by other residents. HACB will endeavor to screen applicants at the time of the initial application is made, as thoroughly and fairly as possible.
2. If in the past HACB initiated a lease termination, which may or may not have resulted in eviction for any reason cited under the One Strike Notice, for a family, as a prior resident of public housing. HACB shall have the discretion to consider all circumstances of the case regarding the extent of participation by non-involved family members.
3. HACB will ferret out information concerning a family's criminal activities as part of the processing of an application for assistance. Initial screening will include routine inquiries of the family and any other information provided to HACB regarding this matter; and complete criminal checks. The inquiries will be standardized and directed to all applicants by inclusion in application form.



4. If as a result of the standardized inquiry and/or criminal check, or the receipt of a verifiable referral, there is indication that the family or any family member is engaged in drug-related criminal or violent criminal activity, HACB will conduct closer inquiry to determine whether the family should be denied admission.

### C. FBI and Law Enforcement Records

1. HACB will check criminal history for all applicants and adults/family members in the household to determine whether any member of the family has engaged in violent or drug-related criminal activity. Verification of any past activity will be done prior to final eligibility and will include a check of conviction records.
2. HACB has applied to the Federal Bureau of investigation (FBI) and obtained a unique Originating Agency Identifier (ORI) number in order to maximize its efforts in obtaining applicant criminal record history. HACB through the HACB Chief of Security processes and funnels requests in order to obtain National Crime Information Center (NCIC) data for the purpose of accessing FBI criminal records. HACB will do a name check only through its local law enforcement agency to access limited information from the NCIC. The Housing Authority also checks criminal histories of applicants.
3. If the channeling agency indicates to HACB that there is a criminal history record indexed in the Interstate Identification Index which might belong to the applicant, HACB must submit an applicant fingerprint card to the FBI through the appropriate channel in order to verify whether the criminal record is in fact the applicant's. Should the applicant instead elect to withdraw their application, no further action will be necessary.

### D. Standard for Violation

1. Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to Public Housing for a five (5) year period beginning on the date of such eviction. The HACB will waive this requirement if: The person demonstrates successful completion of a rehabilitation program approved by the HACB, or the circumstances leading to the eviction no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated. *See Procedure on Applicant Screening*
2. HACB will permanently deny admission to public housing persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.
3. HACB will deny participation in the program to applicants where HACB determines there is reasonable cause to believe that the person is illegally using a controlled substance or engages in drug-related or other criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where HACB determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.



4. Engaged in or engaging in or recent history of drug related criminal activity means any act within the past five (5) years by applicant or participants, household members, or guests which involved criminal activity that would threaten the health, safety or right to peaceful enjoyment of the public housing premises by other residents or employees of the Housing Authority, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

#### **E. Other Criminal Activity**

1. "Other criminal activity" means a history of criminal activity involving crimes of actual or threatened violence to persons or property, or a history of other criminal acts, conducts or behavior which would adversely affect the health, safety or welfare of other residents.
  - a) For the purposes of this policy, this is construed to mean that a member of the current family has been convicted of any criminal or drug-related criminal activity within the past five (5) years.
2. HUD defines violent criminal activity as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, and the activity is being engaged in by any family member.
3. No family member may have engaged in or threatened abusive or violent behavior toward HACB personnel at any time. No family member may have committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program in the last five (5) years.

#### **F. Evidence**

The Housing Authority must have evidence of the violation.

1. Preponderance of evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred.
  - a) Preponderance of evidence is not to be determined by the number of witnesses, but by the greater weight of all evidence.
2. Credible evidence may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence, can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants, evidence gathered by HACB inspectors and/or investigators and evidence gathered from the HACB Hotline (203-576-7983). Residents may call this number to report problems in the site. Caller identities are not required and shall remain private.
3. The HACB may pursue fact-finding efforts as needed to obtain credible evidence, including obtaining information from drug abuse treatment centers. HACB will inquire of all applicants whether they are currently using or in the past have ever engaged in the illegal use of a controlled substance. HACB will inquire of all applicants who respond in the affirmative whether they are currently receiving treatment or have ever received treatment at a drug abuse treatment facility. All participants who respond in the affirmative will be required to sign a written consent authorizing the



Housing Authority to receive information from the drug abuse treatment facility stating only whether the facility has reasonable cause to believe that the applicant is currently engaging in the illegal use of a controlled substance. The authorization will be sent to the drug abuse treatment facility with a Housing Authority postage paid return addressed envelope addressed to the attention of the Resident Selection office.

#### **G. Confidentiality of Criminal Records**

1. HACB will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated and destroyed once the purpose for which it was requested is accomplished. All criminal reports, while needed by the Resident Selection Department for screening for criminal behavior, will be housed in a locked file with access restricted to individuals responsible for such screening.
  - a) Misuse of the above information by any employee will be grounds for termination of employment. Penalties for misuse are contained in the Personnel Policy.
2. If the family is determined eligible for initial or continued assistance, the HACB's copy of the criminal report shall be shredded as soon as the information is no longer needed for eligibility or continued assistance determination.
3. If the family's assistance is denied or terminated, the criminal record information shall be shredded immediately upon completion of the review or hearing procedures and a final decision has been made.
4. HACB will document in the family's file that the family was denied admission or the tenancy was terminated due to findings in the Criminal History Report.

#### **H. Disclosure of Criminal Records to Family**

1. Before HACB takes any adverse action based on a criminal conviction record, the applicant will be provided with a copy of the criminal record and an opportunity to dispute the record. Applicants will be provided an opportunity to dispute the record at an Informal Hearing. Residents may contest such records at the court hearing in the case of evictions.

#### **I. Hearings**

1. If information is revealed that would cause HACB to deny admission to the household and the person disputes the information, they shall be given an opportunity for an Informal Hearing according to HACB's hearing procedures outlined in the Chapter on Complaints, Grievances and Appeals.



### III. Tenant Selection and Assignment Plan

#### A. Making Unit Offers – General Population Developments and Elderly Designated Developments (including Forest Green)

1. Certain types of transferees will receive offers of housing before applicants from the waiting list.
2. In all offers HACB shall not discriminate on grounds of race, color, sex, religion, national origin, disability or familial status. Also, see the *HACB Procedure on Transfers*.
3. Specifically, the following order of offers applies:
  - a. Emergency transfers; **24 CFR § 966.4 (h)**
  - b. Administrative transfers in the following category order:
    - 1) Category 1: Problems of a life-threatening nature
    - 2) Category 2: Reasonable accommodations for residents with disabilities **24 CFR § 8.4**
    - 3) Category 3: Four sub priorities below:
      - Modernization transfers
      - Revitalization transfers
      - Problems of violence that are less than life-threatening
      - Overcrowding, over-housing, and split families **24 CFR § 966.4(c)**
  - c. Designated housing transfers;
  - d. Incentive Transfers;
  - e. New Admissions from the waiting list;
  - f. Resident-initiated transfers
4. To assure equal opportunity and nondiscrimination on grounds of race, color, sex, religion, national origin, disability or familial status the one-offer plan will be used to make apartment offers to applicants from waiting lists. **24 CFR § 1.4(2)(ii)**
5. The first qualified applicant in sequence on the waiting list is made one offer of an apartment of appropriate size and type.
  - a. An applicant on the community-wide list must accept the vacancy offered or be withdrawn from the waiting list unless the applicant refuses the offer with Good Cause. The family cannot reapply for a period of 12 months from the withdrawal date.
  - b. Applicants for site-based waiting lists will be dropped from all the site-based lists they chose and must re-apply to get back on the waiting list unless they refuse the offer with Good Cause. The family cannot reapply for a period of 12 months from the withdrawal date. (see *Procedure on Good Cause for Refusal of Unit Offers*)
6. HACB will first match the apartment available to the highest-ranking applicant for an apartment of that size, type and special features (if any), taking into account designated housing. Preferences will then be used to determine the order of selection from the waiting list. If two applicants need the same type



and size of apartment and have the same preference status, the applicant with the earlier date and time of application or lower application number will receive the earliest offer. **24 CFR § 960.206(c)**

7. The applicant must accept any apartment offered within 3 working days of the later of
  - a. the date the offer is communicated (by phone, mail, or the method of communication designated by an applicant with disabilities); or
  - b. the date they are shown the apartment.
8. If the applicant does not accept the unit offer within the time frame in number 7 above, they will be withdrawn from the waiting list and cannot reapply for 12 months from the date of withdrawal.
9. All offers made over the phone will be confirmed by letter<sup>12</sup>. If unable to contact an applicant by phone or first class mail, HACB will send a certified letter, return receipt requested.
10. If more than one apartment of the appropriate size and type is available, the first apartment to be offered will be the apartment that is or will be ready for move-in first. If two units are ready for move-in on the same day, the first apartment to be offered will be the apartment that became vacant first.
  - a. Names will be removed from the waiting list in accordance with *Procedure on Removing Applications from the Waiting List*.

## **B. Accessible/Adaptable Units – General Population Developments**

1. Before offering accessible/adaptable apartments to non-disabled applicants, HACB will offer such units:
  - a. First, to a current public housing resident having a disability that requires the special features of the vacant apartment. **24 CFR § 8.27(1) (a)**
  - b. Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant apartment. **24 CFR § 8.27(1) (b)**
2. When offering an accessible/adaptable apartment to a non-disabled applicant, HACB will require the applicant to agree to move to an available non-accessible apartment within 30 days when a current resident or an applicant with a disability needs the apartment. This requirement is also reflected in the lease signed with the applicant. **24 CFR § 8.27 (2)**

## **C. Making Unit Offers – Fireside Apartments**

1. Available units at Fireside Apartments will be offered as follows to ensure that the ratio of Disabled Families to Elderly Families reaches 2:1:
  - a. First, to the next elderly family on the Mixed Population waiting list or on the Over Housed Transfer Waiting list
  - b. Second, to the next elderly family on the Mixed Population waiting list or on the Over Housed Transfer Waiting list
  - c. Third, to the next disabled family on the Mixed Population waiting list, whose head of household is under 50 years of age on the date the offer is made. If there is no such disabled family on the Mixed Population waiting list whose file is ready to be assigned, then to the next disabled family on the Fireside Disabled Transfer List, whose head of household is under 50 years of age on the date the offer is made. If there are no disabled families whose head of household is less than 50 years

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<sup>12</sup> Or by the communication method requested by an applicant with disabilities



of age on either the Mixed Population waiting list or on the Fireside Disabled Transfer List, then to the next disabled family on the Mixed Population waiting list whose head of household is under 62 years of age on the date the offer is made.

- d. Fourth, to the next disabled family on the Mixed Population waiting list, whose head of household is under 50 years of age on the date the offer is made. If there is no such disabled family on the Mixed Population waiting list whose file is ready to be assigned, then to the next disabled family on the Fireside Disabled Transfer List, whose head of household is under 50 years of age on the date the offer is made. If there are no disabled families whose head of household is less than 50 years of age on either the Mixed Population waiting list or on the Fireside Disabled Transfer List, then to the next disabled family on the Mixed Population waiting list whose head of household is under 62 years of age on the date the offer is made.
- e. Fifth, to the next disabled family on the Mixed Population waiting list whose head of household is under 62 years of age on the date the offer is made.
- f. Sixth, to the next disabled family on the Fireside Disabled Transfer List. If there is no disabled family on the Fireside Disabled Transfer List, then to the next disabled family on the Mixed Population waiting list whose head of household is less than 62 years of age on the date the offer is made.
- g. Seventh, to the next elderly family on the Mixed Population waiting list or on the Overhoused transfer waiting list.
- h. Eighth, to the next disabled family on the Mixed Population waiting list whose head of household is under 50 years of age on the date the offer is made. If there is no such disabled family on the Mixed Population waiting list whose file is ready to be assigned, then to the next disabled family on the Fireside Disabled Transfer List, whose head of household is under 50 years of age on the date the offer is made. If there are no disabled families whose head of household is less than 50 years of age on either the Mixed Population waiting list or on the Fireside Disabled Transfer List, then to the next disabled family on the Mixed Population waiting list whose head of household is under 62 years of age on the date the offer is made.
- i. Ninth, to the next disabled family on the Mixed Population waiting list whose head of household is under 50 years of age on the date the offer is made. If there is no such disabled family on the Mixed Population waiting list whose file is ready to be assigned, then to the next disabled family on the Fireside Disabled Transfer List, whose head of household is under 50 years of age on the date the offer is made. If there are no disabled families whose head of household is less than 50 years of age on either the Mixed Population waiting list or on the Fireside Disabled Transfer List, then to the next disabled family on the Mixed Population waiting list whose head of household is under 62 years of age on the date the offer is made.
- j. Tenth, to the next disabled family on the Mixed Population waiting list whose head of household is under 62 years of age on the date the offer is made.
- k. Eleventh, to the next disabled family on the Fireside Disabled Transfer List. If there is no Disabled Family on the Fireside Disabled Transfer List, then to the next disabled family on the Mixed Population waiting list whose head of household is less than 62 years of age on the date the offer is made.
- l. Twelfth, to the next elderly family on the Mixed Population family on the Mixed Population Waiting List or on the Overhoused transfer list.



- m. If there is an elderly family on the Overhoused transfer list willing to accept a one-bedroom unit at Fireside Apartments, then the unit may be assigned by HACB at any time. If HACB assigns a Fireside unit to an elderly family on the Overhoused transfer list outside of the order set above, then HACB will skip the next assignment to an elderly family.

#### D. Making Unit Offers – Scattered Site One-Bedroom Units

One bedroom scattered site units will be offered to eligible non-elderly disabled families on the Mixed Population Waiting list (as an alternative to a unit at Fireside Apartments). The scattered site units will be offered to disabled families until 25 scattered site one-bedroom units are assigned to disabled families. The assignment of the scattered site units does not impact HACB's obligation to meet the above-described ratio of disabled families to elderly families at Fireside Apartments. Once 25 scattered site one-bedroom units have been leased to non-elderly disabled families, this program will be ended.

#### E. Administering the Applicant and Transfer Waiting Lists

Applications for admission and transfer will be processed centrally by the Resident Selection Department. Initial intake, waiting list management, screening, and assigning of housing (including transfers) will be made from the Resident Selection Department<sup>13</sup>. Offers may be made in person, in writing or by phone from the central office or the development

#### F. Transfers – General Population Developments and Mixed Population (other than Fireside Apartments)

HACB has six types of transfers: Emergency, Administrative - Category 1, 2 and 3, and Incentive transfers. The definition of each type of transfer is found in the Transfer section of the Admissions and Occupancy Policy.

1. Emergency, Categories 1 and 2 Administrative, and Incentive transfers take precedence over admissions.
3. Category 3 administrative transfers will be processed at the rate of four admissions to each transfer.
4. The specific definitions of each type of transfer are covered in Section V, Transfers, below.
5. Tenants on the transfer list may refuse transfer offers for the “good cause” reasons cited in Section C above without losing their position on the transfer list.
6. Tenants receiving an offer of transfer must move within five working days of the date of the offer or from the date when the unit is ready for occupancy.
7. Tenants who refuse a transfer offer without good cause may be removed from the transfer list, and tenants whose transfers are mandatory are subject to lease termination. **24 CFR § 955.4(c)**
8. Tenants may use the HACB Grievance Procedure if they are refused the right to transfer or if HACB is requiring them to transfer and they do not want to do so. **24 CFR § 966.50**

#### G. Transfers – Fireside Apartments

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<sup>13</sup> The exception to this policy is that Mixed Finance properties are administered by the property managers at those sites.



HACB has established a Fireside Disabled Transfer list to allow HACB tenants who were disabled when they moved into public housing or became disabled afterward, to be considered for a transfer to Fireside Apartments. Only tenants who are disabled<sup>14</sup> and under the age of 62 at the time they were initially assigned a unit of public housing and are a resident in good standing will be placed on the Fireside Disabled Transfer list. For purposes of the Fireside Disabled Transfer list a resident in good standing means a tenant who:

1. is current in his or her rent payments;
2. does not engage in conduct that constitutes a serious threat to the health, safety, or right to peaceful enjoyment of the premises by other residents and/or HACB employees, including, but not limited to:
  - a. criminal activity, which includes violent crimes, any drug related criminal activity occurring on or off, not just on or near, the HACB premises, and any other crime that poses a threat to the life, health, safety or peaceful enjoyment of the premises by other residents;
  - b. the illegal use of any controlled substance or the abuse of alcohol or the use of any controlled substance in such a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents; and
  - c. any other conduct that constitutes a serious threat to the health, safety, or right to peaceful enjoyment of the premises by residents or HACB employees; and
3. meet the housekeeping standards of HACB.

For purposes of being transferred to a Fireside unit, tenants who are placed on the Fireside Disabled Transfer list who are more than 30 days behind on their rent or who owe any administrative charges pursuant to the terms of their lease with the HACB shall be placed on the Fireside Disabled Transfer list, but shall not be transferred until their rent is brought current and all administrative charges are paid. If a tenant reaches the top of the Fireside Disabled Transfer list, and is more than 30 days behind on their rent or owes administrative charges, the tenant shall not be transferred to the Fireside Apartments until the rent is brought current and all administrative charges are paid.

Families will be placed on the Fireside Disabled Transfer list based on the date and time the tenant filed his/her last pre-application.

Selection from the Fireside Disabled Transfer list will be in accordance with the Tenant Selection and Assignment Plan.

## I. IV. Leasing Policies

### A. General Leasing Policy

1. Apartments will be leased without regard to race, religion, sex, age, national origin, disability and family status. **24 CFR §§ 1.4 and 100**
2. All public housing units must be occupied by families whose sole residence is the public housing apartment. **24 CFR § 966.4(f)**
3. All units must be occupied pursuant to a signed HACB lease that complies with HUD's regulations **24 CFR § 966.4.**

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<sup>14</sup> Either disabled at the time they were initially assigned or who thereafter became disabled



4. HACB will not offer nor move a family into an apartment that does not meet basic standards of habitability, including HUD occupancy standards. **24 CFR § 966.4(e)**
5. The lease shall be signed by the head, spouse, and all other adult members of the family and by the Executive Director or other authorized representative of HACB, prior to actual admission **24 CFR § 966.4 (p)**
6. The manager shall provide an explanation of the lease provisions either prior to move-in or at the time of move-in.
7. Changes in family composition, income or family status between the eligibility interview and leasing will be processed by the Occupancy Department. Changes after leasing will be processed by the Manager.
8. The resident shall pay a security deposit at the time of leasing. The security deposit shall be an amount set forth in the Lease. Pet deposits are in addition to the security deposit, in accordance with the *Pet Procedure*. **24 CFR § 966.4(b)(5)**
9. If a resident transfers from one HACB apartment to another, a new lease will be executed for the dwelling into which the family moves. **24 CFR § 966.4 (a)(ii)**
10. If at any time during the life of the lease agreement, a change in the resident's status results in the need for changing or amending any provision of the lease, either: **24 CFR § 966.4(c)**
  - a. A new lease agreement will be executed, or
  - b. A Notice of Rent Adjustment will be executed, or
  - c. An appropriate rider will be prepared and made a part of the existing lease.All copies of such riders or insertions are to be dated and signed by the Resident and by the Executive Director or other authorized representative of HACB. **24 CFR § 966.4 (o)**
11. At the time of leasing the new resident will receive a copy of the HACB Lease and the following attachments:
  - a. Pet Policy (**See Procedure on Pet Policy**)
  - b. Grievance Procedure
12. If, at any time, the head of household dies or leaves the unit for any reason (institutionalization, incarceration, forming a new household elsewhere), HACB will permit the remaining members of the family to remain in the unit so long as:
  - a. The remaining family member(s) report the death or departure of the head within ten days of the occurrence;
  - b. There is still at least one family member who was listed on the lease for the apartment;
  - c. There is at least one family member who is either an adult or an emancipated minor capable of executing a lease;
13. Residents are not permitted to allow roomers or boarders to occupy their apartment. Violation of this provision is grounds for lease termination;
14. Residents are not permitted to allow a former resident of HACB who has been evicted to occupy their unit. Violation of this provision is grounds for lease termination.
15. Residents must advise HACB if they will be absent from the apartment for more than 7 days. Residents shall notify the manager, secure the apartment and provide a means for HACB to contact the resident in an emergency. Failure to advise HACB of an extended absence is grounds for termination of the



lease. The Executive Director or his designee may determine if a family may remain following incarceration of the only adult family member. See *HACB's Procedure on Incarceration & HACB's Procedure on Family Absences*

#### **B. Showing Units Prior to Leasing**

1. Applicants shall have an opportunity to see the unit being offered before they accept the offer and lease the apartment in accordance with *HACB's Procedure on Showing Units Prior to Leasing*.
2. HACB will not show nor move a family into a unit that does not meet basic habitability standards,

#### **C. Additions to and Deletions from the Resident Family and Household**

1. Only persons listed on the most recent certification form and lease, or added in accordance with law or HACB's *Procedure on Additions to Resident Families/Households*, shall be permitted to occupy a dwelling unit (24 CFR § 966.4(a)(v)).
2. Family members added as a result of birth, adoption or court awarded custody do not require approval of HACB, although the family must notify HACB of the additional member. Generally HACB will approve the addition of other family or household member when that individual passes screening and does not overcrowd the family.
3. Residents who permit unauthorized individuals to occupy their units are subject to lease termination and eviction.

#### **D. Visitors**

1. Visitors are permitted in a dwelling unit in accordance with HACB's *Procedure on Visitors* so long as they have no previous history of behavior on HACB premises that would be a lease violation.
2. A guest may visit for a total of 14 days in any twelve-month period. Visits of more than three days and less than 14 days are permitted, provided they are reported to the Manager within three days. Requests for guest visits that exceed 14 days in any twelve-month period must be approved by the Executive Director or his designated representative.

### **V. Transfer Policy**

#### **A. General Transfer Policy**

1. Transfers are made without regard to race, color, national origin, sex, religion, or familial status. Residents can be transferred to accommodate a disability. Transfers will be made in accordance with HACB's *Transfer Procedure*. **24 CFR § 100.5**
2. Transfers to Fireside Apartments and to 25 one-bedroom scattered site units are governed by the Tenant Selection and Assignment Plan. Once the ratio is reach for Fireside Apartments and 25 one-bedroom scattered site units have been leased in accordance with the Tenant Selection and Assignment Plan, all transfers to and from Fireside and the one-bedroom scattered site units will be processed in accordance with this Chapter.
3. Residents will not be transferred to a dwelling unit of equal size except to alleviate hardship of the resident or other undesirable conditions as determined by the Executive Director or designee.



4. Residents will receive one offer of a transfer. Refusal of that offer without good cause will result in lease termination for mandatory transfers or the removal of the household from the transfer list for voluntary transfers. **24 CFR § 1.4(2)(ii)**
5. A notice requirement for emergency transfers is not required, since, by definition, these involve danger to residents. A notice requirement for administrative transfers in which the resident is in danger from criminal elements or domestic violence is not required, but all other categories of transfers require at least 30 days written notice<sup>15</sup>. **24 CFR § 966.4(h)**
6. When possible, HACB will allow a resident in good standing to choose the property to which to transfer for rehabilitation or redevelopment units.
7. HACB may, from time to time, revise the *Transfer Procedures* to expand the categories of transfers to create and implement special programs and/or incentives for the benefit of public housing residents.
8. If a family is transferred to another HACB public housing unit while under a court stipulation, the terms of the court stipulation will continue to apply to the family during its tenancy in the new unit.

## B. Types of Transfers

1. The order in which families are transferred shall be hierarchic by category set forth below.
  - a. Emergency Transfers are mandatory when HACB determines that unit or building conditions pose an immediate threat to resident life, health or safety. In addition, mandatory transfers are made to resolve problems of a life-threatening nature that are not related to building or unit conditions. Such conditions could involve crime, domestic violence, hate crimes, medical or disability issues, or other situations that put a resident's life in danger from something other than the condition of the unit or building. A family that is verified to be subject to domestic violence at another PHA may be transferred as an Emergency Transfer under this policy, following completion of all screening requirements. Approval for such a transfer may be made by the Executive Director or his designee. **24 CFR § 966.4(h)**
    - 1) HACB is not required to give prior notice of an Emergency Transfer;
    - 2) Emergency conditions that occur due to resident abuse or neglect will be grounds for emergency transfers, however resident will be charged for the damages caused to the apartment<sup>16</sup>. **24 CFR § 966.4(h)**
    - 3) Refusal to make an emergency transfer is grounds for lease termination and eviction.
  - b. Administrative Transfers: These transfers shall take priority over new admissions.
    - 1) Category 1 Voluntary administrative transfers to move residents with disabilities to accessible units or units with features that accommodate their disabilities better than those in their current apartments. Also included in this category are transfers of families living in accessible units who are required to move to accommodate a family requiring the accessibility features of the unit. **24 CFR § 8.27(1)**
    - 2) Category 2 This category of administrative transfers includes those due to modernization, revitalization, victim assistance, and severe over and under housing. It is set up in 3 sub priorities – A through C as described below

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<sup>15</sup> Transfers under the Relocation Rights Contract require 120 to 180 days notice.

<sup>16</sup> Resident may challenge any charges for damages by using the HACB Grievance Procedure



- i. Sub priority A: Transfers to permit unit modernization and the revitalization of communities;
- ii. Sub priority B: Transfers to alleviate threats from criminal elements and domestic violence;
- iii. Sub priority C: Transfers for split families and severely over- or under-housed families; **24 CFR § 966.4(c)**

3) Category 3 This category of administrative transfers includes mandatory transfers within sites or between sites may be made to: correct and avoid concentration of the most economically and socially deprived families; correct occupancy standards (Voluntary if the family is between the minimum and maximum occupancy standard but the family requests a transfer, e.g. to permit older children of opposite sexes to have separate bedrooms); or address situations such as neighbor disputes that are not criminal but interfere with the peaceful enjoyment of the unit or common areas.

- c. Incentive Transfers: Voluntary transfers to Mixed Income and scattered site properties available to residents who are both lease compliant and either working 30 hours per week or in full compliance with Community Service requirements and Voluntary transfers available to lease compliant residents of senior buildings (both elderly and non-elderly families) who wish to transfer from a designated elderly building and who were residents at the date of designation.

Requests for these transfers will be made to the manager with necessary documentation to substantiate the need for such transfers. Transfers may also be initiated by HACB (e.g. moving a person with mobility problems to an apartment with accessible features).

2. Whenever feasible, transfers will be made within a resident's area or other location of the resident's choice.

### C. Priorities for Transfers

b. The priorities detailed in this section are for all developments except Fireside and the 25 townhouses that will be leased to disabled families.

c. Transfers will be sorted into their appropriate categories by the Occupancy staff. Offers of apartments will be made in the following order:

- a. Emergency transfers;
- b. Administrative transfers in the following category order:
  - 1) Category 1: Reasonable accommodations for residents with disabilities
  - 2) Category 2: Three sub priorities below:
    - Modernization and Revitalization transfers
    - Problems of violence that are less than life-threatening
    - Serious overcrowding, over-housing, and split families
- c. Incentive transfers;
- d. New Admissions from the waiting list;
- e. Category 3 Administrative transfers

### D. Processing Transfers



1. Residents request transfers from managers and managers prepare the paperwork justifying transfers, which is submitted to Occupancy. Occupancy maintains transfer waiting lists and processes transfers for all properties except the Mixed Finance properties. For details on processing, see HACB *Procedure on Transfers*.
2. Within each category, transfer applications will be sorted by the date the completed file (including any verification needed) is received from the manager.
3. When a head of a household, originally housed in a bedroom by him/herself, has or adopts a child, the family will not be approved for an Administrative transfer until the child is three (3) years of age. Exceptions: spouse or partner returns to the apartment, marriage takes place, or family decides to remain in the apartment and the apartment is large enough (using the smallest-unit standard) to accommodate the number of persons now in the household.
4. Split-family transfers will be processed as Category 2 administrative transfers.

#### **E. Residents in Good Standing**

1. In general, and in all cases of all incentive transfers, residents will be considered for transfers only if the head of household and other family members and guests under the resident's control:
  - a. Are current on rent without unpaid balance at any time in the past year and must have completed a repayment agreement twelve months from the date of reinstatement;
  - b. Are current on utility payments to HACB or to utility supplier or are current with any repayment agreement with the HACB or utility supplier;
  - c. Are in compliance with the terms of the lease and any additional terms required to be added to that lease by Federal law;
  - d. Meet reasonable housekeeping standards and have no housekeeping lease violations as documented by housekeeping inspection reports or work orders reflecting a pattern of damage caused by poor housekeeping; and
  - e. Have not destroyed, defaced, damaged or removed any part of an apartment or the development as documented by housekeeping inspection reports or work orders reflecting a pattern of damage or abuse.
2. Exceptions to the good record requirements may be made for emergency transfers or when it is to HACB's advantage<sup>17</sup> to make the transfer. The exception to the good record requirement will be made by the central transfer administrator taking into account the recommendation by the Manager.
3. Absent a determination of exception, the following policy applies to transfers:
  - a. If back rent is owed, the resident will not be transferred until a payment plan is established or, if prior payment plans have failed; back rent is paid in full.
  - b. A resident with housekeeping standards violations will not be transferred until he/she passes a follow-up housekeeping inspection.

#### **F. Cost of Transfers**

1. HACB will pay the moving costs of all transfers except incentive transfers and those due to changes in family size;

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<sup>17</sup> e.g. a single person is living alone in a three bedroom unit and does not want to move



2. Transfers in connection with accessibility, modernization, or revitalization will include moving expenses.

#### **G. Split Family Transfers**

1. Certain families will qualify for split family transfers in accordance with HACB's *Transfer Procedure*.
2. Families may qualify for split family transfers through regular annual reexaminations of income and family composition.
3. Generally the following must be true:
  - a. The original family must be both lease compliant and overcrowded; and
  - b. The splitting family must be able to pass applicant screening.
4. The presence of an additional adult family member, with or without children, does not automatically qualify a family for a split family transfer if there is no overcrowding.
5. If a family requests a split and the original family later violates the lease and the family requested a split before the implementation of this procedure or before the lease violation occurred, and the splitting family was not involved in the lease violation and meets all other requirements to split, the split will still be granted.



## VI. Annual Reexaminations of Income and Family Circumstances

### A. Eligibility for Continued Occupancy

Residents who meet the following criteria will be eligible for continued occupancy:

1. Qualify as a family as defined in Section XII of this policy.<sup>18</sup>
2. Are in full compliance with the resident obligations and responsibilities as described in the dwelling lease. **24 CFR § 966.4(f)**
3. Whose family members, age 6 and older, each have Social Security numbers or have certifications on file indicating they have no Social Security number. **24 CFR § 5.216**
4. Who meet HUD standards on citizenship or immigration status or are paying a pro-rated rent **24 CFR § 5.5**
5. Who are in compliance with the HACB's 8 hour per month Community service requirements.<sup>19</sup>
6. Who successfully pass an annual criminal history check, in accordance with Section II of this policy.
7. Attend a one time, mandatory Fire Safety Training class.

### B. Remaining Family Members and Prior Debt

1. If the head of household dies or leaves the unit, continued occupancy by remaining family members is permitted only if:
  - a. The family reports the departure (or death) of the head of household within 10 days of the occurrence; and
  - b. The family includes a member who can pass screening and is either of legal age to execute a lease or is a Court recognized emancipated minor; and
  - c. The new head signs a new lease within 30 days of the departure of the former head.
2. Remaining family members age 18 years or older will be held responsible for arrearages incurred by the former head or spouse.
3. HACB will not hold remaining family members (other than the head or spouse) responsible for any portion of the arrearage incurred before the remaining member attained age 18.
4. HACB will not hold remaining family members under age 18 for rent arrearages incurred by the former head of household.
5. Household members (i.e., foster children, live-in aides) have no rights as a remaining family member.

### C. Reexaminations

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<sup>18</sup> For purpose of continued occupancy, remaining family members qualify as a family so long as at least one of them is of legal age to execute a lease. Remaining family members can also include court recognized emancipated minors under age 18

<sup>19</sup> Applicable to certain adults who are neither elderly, disabled, working nor participating in qualifying educational or job training programs



1. Regular reexaminations: HACB shall, at least once a year, re-examine the family composition and incomes of all resident families in accordance with the *Procedure on Annual Reexamination*, except that families paying Flat Rent shall have their incomes reexamined only every three years **24 CFR § 960.257**
2. Special Reexaminations: When it is not possible to estimate family income accurately, a temporary determination will be made with respect to income and a special reexamination will be scheduled at least every 60 days until a reasonably accurate estimate of income can be made. **24 CFR § 5.609(d)**
3. A special reexamination shall be conducted when there is a change in the head of household that requires a remaining family member to take on the responsibilities of a leaseholder. **24 CFR § 960.257**
4. Zero Income Families: Unless the family has income that is excluded for rent computation, families reporting zero income will have their circumstances examined at least every 60 days until they have a stable income. Monetary or non-monetary contributions from persons not residing in the dwelling unit for any purpose other than the payment or reimbursement of medical expenses shall be considered income. **24 CFR § 5.609**
5. If HACB is terminating the lease of a resident when the resident is scheduled for reexamination, the reexamination will be completed but a new lease will not be executed.
  - a. If HACB prevails in the lease termination action, a new lease will not be executed, and the resident will be evicted;
  - b. If the resident prevails in the lease termination action, a new lease will be executed.
6. If HACB discovers criminal activity by an adult family member when they perform the criminal history check for reexamination, they will begin lease termination action.
7. Action Following Reexamination: If there is any change in rent, the lease will be amended, a new lease will be executed, or a Notice of Rent Adjustment will be issued. **24 CFR § 966.4(a)(3)**
  - a. If any change in the apartment size is required, the resident will be placed on a transfer list in accordance with the transfer criteria described above in this policy and moved to an appropriate apartment when one becomes available. **24 CFR § 966.4(c)(3)**
  - b. The Notice of rent adjustment will include the current rent, the new rent, the date when the new rent takes effect, the reason for the rent adjustment, and the fact that the resident has the right to request a Grievance hearing if he/she disagrees with the new rent.
8. Effective Date of Adjustments
  - a. Residents will be notified in writing of any rent adjustment including the effective date of the adjustment.
  - b. Rent decreases go into effect the first of the month following the report of a change. Income decreases reported or verified after the tenant accounting cut-off date will be effective the first of the second month with a credit retroactive to the first month.
  - c. Rent increases (except those due to misrepresentation) require 30 days notice and become effective the first of the second month.
  - d. Rent increases due to misrepresentation are retroactive to the first of the month following the event that was misrepresented or not reported.



## VII. Interim Rent Adjustments: Fixed Rent System

### A. Adjusting Rent between Regular Reexaminations

1. Residents are required to report all changes in family composition or status to the housing manager within 10 calendar days of the occurrence. Failure to report within the 10 calendar days may result in a retroactive rent increase, but not a retroactive credit or rent reduction. In order to qualify for rent reductions, residents must report income decreases promptly. **Residents are also required to report interim increases in income.**
2. HACB wishes to encourage families to improve their economic circumstances, so most changes in family income between reexaminations will not result in a rent change. HACB will process interim changes in rent in accordance with the chart below:

<u>INCOME CHANGE</u>	<u>HACB ACTION</u>
(a) Decrease in income for any reason, <u>except</u> for decrease that is subject to Imputed Welfare Income rules <sup>20</sup> .	• HACB will process an interim reduction in rent if the income decrease will last more than 30 days. <b>24 CFR § 5.609</b>
(b) Increase in income following HACB granting of interim rent decrease.	• HACB will process an interim increase for income increases that follow interim rent reductions.
(c) Increase in earned income from the employment of a current household member.	• HACB will either defer the increase to the next regular reexamination or, if the individual is eligible for an earned income disallowance, grant the disallowance. <b>24 CFR § 960.255</b>
(d) Increase in unearned income (e.g. COLA adjustment for social security).	• HACB will defer the increase to the next regular reexamination.
(e) Increase in income because a person with income (from any source) joins the household.	• HACB will process an interim rent increase.
(f) Increase in monetary or non-monetary income after Resident claimed zero income	• HACB will process an interim rent increase.

3. HACB will process an interim increase in rent only if
  - a. the resident's income increases after the resident was granted an interim decrease in rent; or
  - b. the resident reported zero income and has a verified increase in income (which may be a non-monetary contribution); or
  - c. the resident has misrepresented or failed to report facts upon which rent is based, so the rent the Resident is paying is less than it should have been.
  - d. HACB will apply any increase in rent retroactive to the month following the month in which the misrepresentation occurred.

<sup>20</sup> Decreases in welfare income resulting from welfare fraud or from cuts for failure to comply with economic self-sufficiency requirements are not eligible for rent reductions (**24 CFR § 5.615**).



4. Complete verification of the circumstances applicable to rent adjustments must be documented and approved by according to HACB *Procedure on Verification 24 CFR § 960.259(c)*
5. HACB will process interim decreases in rent as follows:
  - a. When a decrease in income is reported, and HACB verifies that the decrease will last less than 30 days, an interim adjustment will not be processed.
  - b. Residents reporting decreases in income that are expected to last more than 30 days will have an interim adjustment processed.
6. Residents granted reductions in rent are required to report for special reexaminations at intervals determined by the Manager. Reporting is required until income increases or it is time for the next regularly scheduled reexamination, whichever occurs first.
7. If residents experience a decrease in income from public assistance because their grant is cut for one of the two following reasons, their rent will not be reduced:
  - a. Welfare department has reduced the grant because of welfare fraud; or
  - b. Welfare department has reduced the grant because the family failed to comply with economic self-sufficiency requirements.
8. If a resident challenges the welfare department's reduction of their grant, an interim reduction in rent will be processed until the matter is settled by the welfare department.
9. If the welfare department upholds the grant reduction, the resident shall owe a retroactive rent on the interim rent reduction granted in "c" above.
10. If the welfare department overturns the grant reduction, no retroactive balance is owed.

#### **B. Interim Changes in Family Composition**

1. All changes in family composition must be reported within ten days of occurrence. These changes would include:
  - a. Someone listed on the lease leaving the unit;
  - b. Birth, adoption or court-awarded custody of a child;
2. Additions of the following persons must be requested in writing and require written permission from HACB or the manager before the persons may move into the apartment:
  - a. Adult family member (including a new spouse);
  - b. Foster child or children;
  - c. Foster adult;
  - d. Live-in Aide;
  - e. Child in kinship care.
3. All adults who are proposed for addition to a family or household must be screened by the occupancy department, and, with the exception of Live-in Aides, must not overcrowd the unit.

#### **C. Effective Date of Rent Adjustments**



Residents will be notified in writing of any rent adjustment including the effective date of the adjustment.

1. Rent decreases go into effect the first of the month following the report of a change. Income decreases reported or verified after the tenant accounting cut-off date will be effective the first of the second month with a credit retroactive to the first month.
2. Rent increases (except those due to misrepresentation) require 30 days notice and become effective the first of the second month.

#### **D. Earned Income Disallowances**

1. If a resident goes to work or has new or additional earned income and qualifies under one of the following three criteria, that individual will receive an Earned Income Disallowance (EID) as described below:
  - a. Goes to work after having been unemployed for at least twelve months, or goes to work after having earned less than would be earned working ten hours per week for a fifty week year earning minimum wage; or
  - b. Receives new or increased earned income during participation in an education, job training, or other economic self sufficiency activity; or
  - c. Receives new or increased earned income within six months of having received a cash benefit or in-kind services funded through the program of Temporary Assistance to Needy Families (TANF). If an in-kind benefit (child care, clothing or transportation subsidies for example<sup>21</sup>) was received it must be worth at least \$500 in the past six months.
2. During the first 12 months after the date when the resident qualified for the EID, the resident's rent will not be increased because of the new earned income. Rent during this period will be based on the resident's income before qualifying for the EID plus any increases in unearned income that may occur after qualifying for the EID.
3. During the second 12 months after the date the resident qualified for the EID, the resident's rent will be increased by an amount equal to fifty percent of what the increase would be if not for the EID.
4. The disallowance periods described in number 3 and 4 above only occur while the resident is employed. If the resident stops working for any reason the disallowance stops and resumes again when the resident goes back to work.
5. Even if the full 24 months of disallowance (12 months of full disallowance plus 12 months of 50% disallowance) have not been used, the EID will terminate 48 months from the date when the resident first qualified for the EID.
6. An EID is awarded to a person, not an entire family. More than one adult family member can receive an EID at the same time if they qualify as described under number 1 above.
7. No one receives more than one EID in a lifetime.
8. Residents may qualify for a retroactive EID if all the following are true:
  - a. The residents had new or increased earned income and qualified for an EID after 10/1/99; and
  - b. The resident reported the increased income; and

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<sup>21</sup> Food stamps, Medicaid and social security are NOT considered TANF benefits.



- c. HACB increased the resident's rent; and
  - d. The resident paid the increased rent.
9. Before the amount potentially owed to a resident for a retroactive rent credit is determined, any amounts owed to HACB by the resident shall be deducted.
10. If a resident qualifies for a retroactive EID as described in "8" above, he/she shall be entitled to the choice of a payment of the retroactive amount due as calculated above, or a prospective rent credit.



## VIII. Lease Termination Procedures

### A. General Policy: Lease Termination

1. Either HACB or the Resident may terminate tenancy at any time in accordance with all applicable Federal, State and local laws and the lease terms **24 CFR § 966.4(I)**
2. Criminal activity directly relating to domestic violence, dating violence, or stalking shall not be considered cause for eviction of tenant or immediate member of a tenant's family who is a victim of the domestic violence, dating violence, or stalking. Nothing limits HACB from pursuing eviction for other good cause unrelated to the incident or incidents of domestic violence, provided that the victim is not subject to a more demanding standard than non-victims. (42 U.S.C. 13925)

### B. Resident-initiated Lease Terminations

1. Resident may terminate tenancy by providing 30 days written notice to HACB or the Manager.

### C. HACB-initiated Lease Terminations

1. HACB or its manager terminates the lease only for serious or repeated violations of the material provisions of the lease. **24 CFR § 966.4(I)**
2. Manager shall give written notice of proposed lease termination in the form required by the lease and applicable regulations in English or Spanish, or, in the case of a resident with disability, in the format requested by the resident **24 CFR § 966.4(I)**
3. Notices of lease termination can be served personally, and if posted on the apartment door, shall also be sent to the resident by Certified Mail. Return of the Certified Mail receipt, whether signed or unsigned, shall be considered to be proof that the resident received proper notification.
4. In accordance with the lease and grievance procedure, HACB shall notify Resident in the lease termination notice of Resident's grievance rights if the lease termination is subject to the Grievance Procedure.

### D. Tenant Complaints of Harassment

1. If a tenant comes into any of the management offices complaining about any type of incident with another tenant, the first thing to do is to have the tenant fill out a formal complaint form
2. Second, after the form is filled out completely, the Site Manager or Certified Occupancy Specialist must ask the tenant if the police were called in regards to this incident and if so, so they have the police report?
3. If the answer is YES, retrieve the police report from the tenant or have the Chief of Security retrieve the report from the police department. Retrieving the report should be done within a 48 hour time frame.

Once the report is received by the site office, that information must be forwarded to the In-Counsel Attorney to determine the validity of the claims and what will be the next step in either a mediation session between the tenants or eviction proceedings.



If the answer is NO, the tenant did not call the police in regards to this incident the Site Manager or Certified Occupancy Specialist must contact the Director of Asset Management. The Director of Asset Management must then take the tenant information from the site and forward that information to the Chief of Security. The Chief of Security must then contact the tenant who made the complaint and transport the tenant if necessary to the police department to make a formal report.

4. In the event the tenant refuses to file a police report after being contacted by the Chief of Security, the Chief of Security must create a report documenting the date and time he spoke to the tenant and that the tenant has refused to file a police report regarding their original complaint. A copy of said report must be submitted to the Site Manager and the Director of Asset Management.

#### **D. Eviction Actions**

1. HACB may evict a resident from the apartment only by bringing a Court action.
2. The Sheriff's office or another legally authorized department is the only entity authorized to execute an eviction.
3. If HACB files an eviction action against a resident, the resident will be liable for Court costs, excluding attorney's fees, unless the resident prevails in the action;
4. HACB is not required to prove that the resident knew or should have known that a family member, household member, guest, or other person under the resident's control was engaged in the action that violated the lease.
  - a. The resident may raise as a defense that the resident did not know nor should have known about the action that violated the lease.
  - b. The resident must prove this defense by the preponderance of the evidence.
5. In deciding whether or not to evict for criminal activity HACB may consider all the circumstances of the case, including the seriousness of the offense, the extent of participation by family members and the effect that the eviction would have on family members not involved in the proscribed activity.
6. In appropriate cases, HACB may permit continued occupancy by remaining family members and may impose a condition that the family members who engaged in the proscribed activity will neither reside in nor visit the dwelling unit.
7. HACB may require a resident who has engaged in the illegal use of drugs to present evidence of successful completion of a treatment program as a condition to be allowed to visit and/or reside in the dwelling unit.
8. HACB may require that the remaining family members live in strict compliance with the lease and that the family be placed on probation for an appropriate period of time.

#### **E. Record keeping Requirements**

1. A written record of every termination and/or eviction shall be maintained by HACB, and shall contain the following information:



- a. Name of resident, race and ethnicity, number and identification of apartment occupied;
- b. Date of the Notice of Lease Termination and any other state or local notices required, which may be on the same form and run concurrently;
- c. For lease terminations for criminal activity, a note in the file with the date, case number and source of information relating to the Notice of Arrest or Notice of the Incident
- d. For "for cause" lease terminations, copies of any occurrence reports, lease violation notices, or other appropriate documentation of the underlying facts surrounding the incident that is the subject of the eviction;
- e. Specific reason(s) for the Notice(s), with section of the lease violated, and other facts pertinent to the issuing of the Notice(s) described in detail;
- f. Date and method of notifying resident; and
- g. Summaries of any conferences held with resident including dates, names of conference participants and conclusions;
- h. Copy of the served Termination Notice;
- i. Copy of any agreed settlement orders;
- j. Copy of any post-judgment agreements.

#### **F. Family Debts Owed to HACB**

1. This procedure describes the HACB's policies for the recovery of monies that have been underpaid by families. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. It is the HACB's policy to meet the informational needs of families, and to communicate the program rules in order to avoid family debts. Before a debt is assessed against a family, the file must contain documentation to support the HACB's claim that the debt is owed. The file must further contain written documentation of the method of calculation, in a clear format for review by the family or other interested parties.

When families owe money to the HACB will make every effort to collect it. The HACB will use a variety of collection tools to recover, debts including, but not limited to:

- Requests for lump sum payments
  - Civil suits
  - Payment agreements
  - Collection agencies
  - Credit Bureaus
2. A payment agreement as used in this ACOP is a document entered into between the HACB and the Head of Household and spouse, if any, who owes a debt to the HACB in connection with the tenancy. The payment agreement contains details regarding the nature of the debts, the terms of



payment, and special provisions of the agreement and the remedies available to the HACB upon default of the agreement.

The maximum amount for which the HACB will enter into a payment agreement with a family is \$2,500.00, except as provided in Section C of this Procedure.

The maximum length of time the HACB will enter into a payment agreement with a family is eighteen (18) months.

3. A payment will be considered to be in arrears if the payment has not been received by the close of the business day on which the payment was due. If the due date is on a weekend or holiday, the due date will be at the close of the next business day.

If the family's payment agreement is in arrears, the HACB will:

- Require the family to pay the balance in full
- Pursue civil collection of the balance due
- Terminate the tenancy

If the family requests a transfer to another unit and has a payment agreement in place and the payment agreement is not in arrears, the family will be permitted to move.

4. Payment Schedule for Monies Owed to the HACB

Initial Payment Due:

<u>(% of Total Amount)</u>	<u>Amount Owed</u>	<u>Maximum Term</u>
25% to 50%	0-\$500	3-6 months
25% to 50%	\$501-\$1,000	6-10 months
25% to 50%	\$1,001-\$2,500	12-18 months

The circumstances in which the HACB will not enter into a payment agreement are as follows:

- a. If the family already has a payment agreement in place; or
  - b. If the HACB determines that the debt, due to fraud or failure to report income, is so large that it would take more than in months to repay.
5. Payment agreements will be executed between the HACB and the Head of Household and spouse, if there is one.

Monthly payments may be decreased in cases of hardship with the prior notice of the family verification of the hardship, and the approval of the Site Manager.

No transfer will be approved until the debt is paid in full unless the payment agreement is current and the transfer is the result of the following causes:

- a. Family size exceeds the maximum occupancy guidelines; or
- b. A natural disaster



6. If the family has a payment agreement in place and incurs an additional debt to the HACB, the payment agreement should be amended so that the additional amounts owed by the family will be added to the existing payment agreement.

#### **G. Debts Due to Fraud/Non-Reporting of Information**

The definition of “program fraud and abuse” is a single act or pattern of actions that constitutes false statement, omission or concealment of a substantive fact, made with intent to deceive or mislead.

Families, who owe money to the HACB due to the family’s failure to report increases in income due to fraud, will be required to repay in accordance with the guidelines for program fraud set forth below.

1. Families who owe money to the HACB due to program fraud will be required to repay the amount in full within ninety (90) days. Failure of the family to report accurate information for rent determination or eligibility to HACB is grounds for eviction.

If a family owes an amount, which equals or exceeds \$2,500.00 as a result of program fraud, the case will be referred to the Inspector General, except as otherwise provided below in Section C of this Procedure. Where appropriate, the HACB will refer the case for criminal prosecution.

2. Families who commit program fraud will be subject to the following procedures except as provided in Section C of this Procedure.
  - a. The maximum time period for payment agreement will be ninety (90) days.
  - b. The family will be required to pre-pay ½ of the amount owed prior to or upon execution of the payment agreement.
  - c. To the extent possible, the amount of the monthly payment will be determined in accordance with the family’s current income.

If the family’s payment agreement is in arrears, the HACB will make any or all of the following actions:

- a) Require the family to pay the balance in full immediately
  - b) Pursue civil collection of the balance due; or
  - c) Terminate the tenancy
3. In the event of an initiative by HACB or HUD to identify and resolve income discrepancies due to failure or residents to report income, HACB reserves the right to implement a procedure to allow residents to repay the debt without penalty for a limited time. In such case, HACB may enter into repayment agreements for terms longer than 90 days.
4. Debts will be written off if:



- a. A determination is made that the debtor is judgment proof;
- b. The debtor is deceased; or
- c. The debtor is confined to an institution indefinitely or for more than three (3) years.



## IX. Utilities

### A. Resident-Paid Utilities **24 CFR § 965 & 966.4(b)(2)**

The following requirements apply to residents living in developments with resident-paid utilities:

1. In units with Resident-paid utilities, paying the utility bill in a timely manner is an obligation under the lease and failure to pay in a timely manner is a serious violation of the lease, subject to lease termination. **24 CFR § 960.253(c)(3) and 966.4(b)**
2. If a resident or applicant is unable to get utilities connected because of bad credit or a previous balance owed to the utility company at a prior address, the resident or applicant will not be permitted to move into a unit with resident-paid utilities. **24 CFR § 960.203**
3. When a resident makes an application for utility service in his/her own name, he or she **must** sign a third-party notification agreement for each utility service so that HACB will be notified if the resident fails to pay the utility bill.
4. Each resident will receive a monthly Utility Allowance that reflects a reasonable amount of utilities for the specific size and type of apartment occupied. **24 CFR § 5.609**
5. Residents who pay their utility bills directly and are paying an income-based rent have the amount of rent owed to HACB reduced by the amount of the Utility Allowance. In other words, the resident's Total Tenant Payment, less the Utility Allowance equals the Tenant Rent owed to HACB.
6. When a resident's Total Tenant Payment is less than the utility allowance, HACB will pay a utility reimbursement, equal to the difference between one month's total tenant payment and the utility allowance, to the utility company on the resident's behalf. **24 CFR § 5.632**
7. Residents who have Utility Reimbursements paid directly to the utility company are required to pay the utility supplier for any excess use not covered by the Utility Allowance;
8. If the resident's actual utility bill is less than the Utility Allowance, the resident receives the saving.
9. When the utility supplier offers a "Budget" payment plan, Manager shall suggest that Resident use this plan to protect the resident from seasonal fluctuations in utility bills.
10. HACB may elect to pay the utility reimbursement directly to the utility company.
11. During the annual reexamination, residents with tenant paid utilities must be able to demonstrate that each utility service bill is fully paid.

### B. Excess Utility Charges

1. Check-metered developments or buildings: In buildings that are check-metered, residents shall have consumption-based utility allowances that reflect the size and type of units and actual equipment provided by HACB. Check meters are read by HACB and each tenant charged for consumption in excess of the utility allowance at the rate paid by HACB.
2. In buildings where utilities are not individually metered and there are no check meters, HACB may make excess utility charges for the use of certain resident-supplied appliances in excess of those supplied by HACB. Examples include:
  - a. Second refrigerator;



- b. Air conditioner;
- c. Freezer

**C. Reasonable Accommodations 24 CFR § 8.4 and 966.7**

- 1. Residents with disabilities may be entitled to higher than normal utility allowances or may not be charged for the use of certain resident-supplied appliances if there is a verified need for special equipment because of the disability.



## X. Flat Rents

### **A. Flat Rents**

1. Flat rents are market-based rents.
2. Flat rents vary by apartment size and type and also by development location.
3. Flat rents do not have a utility allowance. An apartment with resident-paid utilities should have a lower flat rent than the same apartment with project-paid utilities.
4. HACB will take the following information into account in developing its Flat rent Schedule:
  - a. Rents of non-assisted rental units in the immediate neighborhood
  - b. Whether utilities are resident-paid or project-paid
  - c. Size of HACB's units compared to non-assisted rental units from the neighborhood
  - d. Age, type of apartment and condition of HACB's units compared to non-assisted rental units from the neighborhood
  - e. Land use in the surrounding neighborhood
  - f. Amenities (childcare, laundry facilities, playgrounds, community rooms, social services, education/ job training programs, etc.) at HACB's properties and in the surrounding neighborhood
  - g. Crime in HACB's developments and the surrounding neighborhood
  - h. Quality of local schools serving each HACB development
  - i. Availability of public transportation at each HACB development
  - j. Availability of accessible units for persons with mobility impairments.

### **B Update of Flat Rents**

1. HACB shall review the Flat Rent structure periodically and adjust the rents as needed.
2. Flat rents may either be increased or decreased based on the market rents as described above.
3. When a resident chooses Flat rent, his/her rent shall be adjusted only at the next regular reexamination/ recertification rather than at the point the Flat rent may change.

### **C Choice of Rent**

1. Once each year, beginning with admission, each family is offered a choice between paying the income-based rent and the Flat rent applicable to the unit they will be occupying.
2. Because of the way the Federal law is written, choice of Flat rent may only be offered at admission and annual reexamination.

### **D. Recertification of Families on Flat Rents**

Families paying flat rents are required to recertify income only every three years, rather than annually, although they are still required to participate in an Annual Reexamination in order to ensure that apartment



size is still appropriate, Community Service requirements (if applicable) are met and a Release of Information (Form HUD 9886) is signed by all adult household members. **24 CFR § 960.257 (a)(2)**

**E. Hardship Reduction in Flat Rents**

1. If a resident who opted for Flat Rent experiences a decrease in income, the Manager will perform an Interim Reexamination of Income.
2. If the reduction in income will last more than 30 days, and the income based rent is lower than the flat rent, the Manager will reduce rent to the income-based rent based on verified income information. **24 CFR § 960.253 (f)**



## XI. Determining Income and Rent

### A. Annual Income 24 CFR § 5.609

HACB shall use HUD's definition of Annual Income. Should this definition be revised, HUD's definition, rather than that presented below shall be used.

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional family member including all net income from assets for the 12-month period following the effective date of initial determination or reexamination of income, exclusive of income that is temporary, non-recurring, or sporadic as defined below, or is specifically excluded from income by other federal statute. Annual income includes but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight-line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straight-line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property;
4. If the Family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD;
5. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts [See B. 14. below for treatment of delayed or deferred periodic payment of social security or supplemental security income benefits.];
6. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (But see paragraph B. 3. below concerning treatment of lump-sum additions as Family assets.);
7. All welfare assistance payments (Temporary Assistance to Needy Families, General Assistance) received by or on behalf of any family member;
8. Periodic and determinable allowances, such as alimony and child support payments, and regular cash and non-cash contributions or gifts received from agencies or persons not residing in the dwelling made to or on behalf of family members; and
9. All regular pay, special pay, and allowances of a family member in the Armed Forces. (See paragraph B. 7. below concerning pay for exposure to hostile fire.)



## B. Excluded Income 24 CFR § 5.609

Annual Income does not include the following:

1. Income from the employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);
3. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance, and worker's compensation), capital gains, one-time lottery winnings, and settlement for personal property losses (but see paragraphs 4 and 5 above if the payments are or will be periodic in nature);  
(See paragraph 14. below for treatment of delayed or deferred periodic payments of social security or supplemental security income benefits.)
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide, provided the person meets the definition of a live-in aide (See Section 12 of these policies);
6. The full amount of student financial assistance paid directly to the student or the educational institution;
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. Certain amounts received that are related to participation in the following programs:
  - a. Amounts received under HUD funded training programs (e.g. Step-up program: excludes stipends, wages, transportation payments, child care vouchers, etc. for the duration of the training);
  - b. Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  - c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program;
  - d. A resident services stipend. A resident services stipend is a modest amount (not to exceed \$200/month) received by a public housing resident for performing a service for the HACB, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time; and
  - e. Incremental earnings and/or benefits resulting to any family member from participation in qualifying state or local employment training program (including training programs not affiliated with the local government), and training of family members as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the HACB;
9. Temporary, non-recurring, or sporadic income (including gifts);



10. Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
11. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of the household and spouse);
12. Adoption assistance payments in excess of \$480 per adopted child;
13. The incremental earnings and benefits to any resident 1) whose annual income increases due to employment of a family member who was unemployed for one or more years previous to employment; or 2) whose annual income increases as the result of increased earnings by a family member during participation in any economic self sufficiency or other job training program; or 3) whose annual income increases due to new employment or increased earnings of a family member during or within six months of receiving state-funded assistance, benefits or services, will not be increased during the exclusion period. For purposes of this paragraph, the following definitions apply:
  - a. State-funded assistance, benefits or services means any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the HACB in consultation with the local agencies administering temporary assistance for needy families (TANF) and Welfare-to-Work programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance – provided that the total amount over a six-month period is at least \$500.
  - b. During the 12-month period beginning when the member first qualifies for a disallowance, the HACB must exclude from Annual Income any increase in income as a result of employment. For the 12 months following the exclusion period, 50% of the income increase shall be excluded.
  - c. Regardless of how long it takes a resident to work for 12 months (to complete the first exclusion) or the second 12 months (to qualify for the second exclusion), the maximum period for the disallowance (exclusion) is 48 months.
  - d. The disallowance of increased income under this section is only applicable to current residents and will not apply to applicants who have begun working prior to admission (unless their earnings are less than would be earned working ten hours per week at minimum wage, under which they qualify as unemployed).
14. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment;
15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
16. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
17. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. (A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.)



The following is a list of benefits excluded by other Federal Statute:

- a. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977; **7 USC 2017 (h)**
- b. Payments to volunteers under the Domestic Volunteer Service Act of 1973; **42 USC 5044 (g), 5088**
- c. Examples of programs under this Act include but are not limited to:
  - the Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the Older American Committee Service Program;
  - National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs;
  - Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE).
- d. Payments received under the Alaska Native Claims Settlement Act; **43 USC.1626 (a)**
- e. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; **25 USC. 459e**
- f. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program; **42 USC 8624 (f)**
- g. Payments received under programs funded in whole or in part under the Job Training Partnership Act; **29 USC 1552 (b)**
- h. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians; **P. L. 94-540, 90 State 2503-04**
- i. The first \$2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims **25 USC 1407-08**, or from funds held in trust for an Indian Tribe by the Secretary of Interior; and **25 USC 117b, 1407**
- j. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs. **20 USC 1087 uu**
  - Examples of Title IV programs include but are not limited to: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships.
- k. Payments received from programs funded under Title V of the Older Americans Act of 1965: **42 USC 3056 (f)**
  - Examples of programs under this act include but are not limited to: Senior Community Services Employment Program (CSEP), National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayores, National Council on Aging, American Association of Retired Persons, National Council on Senior Citizens, and Green Thumb.
- l. Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the In Re Agent Orange product liability litigation;
- m. Payments received under Maine Indian Claims Settlement Act of 1980; **P.L. 96-420,94 Stat. 1785**



- n. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990; **42 USC 9858q**
- o. Earned income tax credit refund payments received on or after January 1, 1991 **26 USC 32 (j)**
- p. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
- q. Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990;
- r. Any allowance paid under the provisions of **38 U.S.C. 1805** to a child suffering from spina bifida who is the child of a Vietnam veteran;
- s. Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and
- t. Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

#### **C. Anticipating Annual Income 24 CFR § 5.609(d)**

If it is not feasible to anticipate income for a 12-month period, the Authority may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at the end of the shorter period. For residents that work seasonally (for example, school bus drivers or school cafeteria workers), income received over the seasonal period will be annualized, so that interim adjustments will not be necessary during the summer months.

#### **D. Adjusted Income (24 CFR § 5.611)**

Adjusted Income (the income upon which income-based rent is based) means Annual Income less the following deductions and exemptions:

#### **For All Families**

1. **Child Care Expenses** — A deduction of amounts anticipated to be paid by the family for the care of children under 13 years of age for the period for which Annual Income is computed, BUT ONLY when such care is necessary to enable a family member to be gainfully employed, to seek employment or to further his/her education. Amounts deducted must be unreimbursed expenses and shall not exceed: (a) the amount of income earned by the family member released to work; or (b) an amount determined to be reasonable by HACB when the expense is incurred to permit education or to seek employment.
2. **Dependent Deduction** — An exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-in Aide, foster adult or foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, or a full-time student.



3. **Work-related Disability Expenses** — a deduction of unreimbursed amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member(s), including the disabled member, to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.

Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually impaired, and equipment added to cars and vans to permit their use by the disabled family member. Also included would be the annualized cost differential between a car and the cost of a van required by the family member with disabilities.

- a. For non-elderly families and elderly or disabled families without medical expenses: the amount of the deduction equals the cost of all unreimbursed expenses for work-related disability expense less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.
- b. For elderly or disabled families with medical expenses: the amount of the deduction equals the cost of all unreimbursed expenses for work-related disability expense less three percent of Annual Income (provided the amount so calculated does not exceed the employment income earned) PLUS medical expenses as defined below.

**For elderly and disabled families only:**

4. **Medical Expense Deduction** — A deduction of unreimbursed Medical Expenses, including insurance premiums, anticipated for the period for which Annual Income is computed.

Medical expenses include but are not limited to: services of physicians and other health care professionals, services of health care facilities, health insurance premiums (including the cost of Medicare), prescription and non-prescription medicines, transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by HACB for the purpose of determining a deduction from income, the expenses claimed must be verifiable.

- a. For elderly or disabled families without work-related disability expenses: The amount of the deduction shall equal total medical expenses less three percent of annual income.
  - b. For elderly or disabled families with both work-related disability expenses and medical expenses: the amount of the deduction is calculated as described in paragraph 3 (b) above.
5. **Elderly/Disabled Household Exemption** — An exemption of \$400 per household. See Definitions in the next section.
  6. **Optional Deductions/Exemptions:** HACB may amend this policy and grant further deductions. Any such deduction would be noted here. HUD does not increase operating subsidy to offset additional deductions.

**E. Computing Income-based Rent and Choice of Rent 24 CFR § 5.628**

1. **Total Tenant Payment (TTP)**



- a. The first step in computing income-based rent is to determine each family's Total Tenant Payment.
  - b. Then, if the family is occupying an apartment that has tenant-paid utilities, the Utility Allowance is subtracted from the Total Tenant Payment.
  - c. The result of this computation, if a positive number, is the Tenant Rent.
  - d. If the Total Tenant Payment less the Utility Allowance is a negative number, the result is the utility reimbursement, which is paid directly to the utility company by the HACB.
2. **Total Tenant Payment (income-based rent) is the higher of:**
- 30% of adjusted monthly income;
  - or
  - 10% of monthly income;
  - but never less than the
  - **Minimum Rent of \$50**
3. **Tenant rent**
- a. Tenant rent is computed by subtracting the utility allowance for tenant-supplied utilities (if applicable) from the Total Tenant Payment.
  - b. In developments where the HACB pays all utility bills directly to the utility supplier, Tenant Rent equals Total Tenant Payment. **24 CFR § 5.634**
4. **Minimum Rent**
- The Minimum Rent shall be \$50 per month.
5. **Minimum rent hardship exemption**
- A hardship exemption shall be granted to residents who can document that they are unable to pay the \$50 because of a long-term hardship (over 90 days). Examples of situations under which residents would qualify for the hardship exemption to the minimum rent are limited to the following: **24 CFR § 5.630**
- a. The family has lost eligibility for or is applying for an eligibility determination for a Federal, State or local assistance program;
  - b. The family would be evicted as result of the imposition of the minimum rent requirements;
  - c. The income of the family has decreased because of changed circumstances, including loss of employment;
  - d. A death in the family has occurred;
6. Being exempted from paying minimum rent does not mean the family automatically pays nothing. Instead, the family is required to pay the greater of 30% of Adjusted Monthly Income or 10 percent of monthly income.
7. **Choice of Rent**



At initial certification and at each subsequent annual reexamination the resident shall be offered a choice of paying either the income-based rent or the Flat Rent applicable to the apartment they will be occupying.



## XII. Definitions of Terms Used in This Statement of Policies

1. Accessible dwelling units—when used with respect to the design, construction or alteration of an individual dwelling unit, means that the apartment is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical disabilities. An apartment that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in **24 CFR § 8.32 & § 40** (the Uniform Federal Accessibility Standards) is “accessible” within the meaning of this paragraph.  
  
When an individual dwelling unit in an existing facility is being modified for use by a specific individual, the apartment will not be deemed accessible, even though it meets the standards that address the impairment of that individual, unless it also meets the UFAS standards.
2. Accessible Facility - means all or any portion of a facility other than an individual dwelling unit used by individuals with physical disabilities. **24 CFR § 8.21**
3. Accessible Route - For persons with mobility impairments, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility. **24 CFR § 8.3 & § 40.3.5**
4. Adaptability - Ability to change certain elements in a dwelling unit to accommodate the needs of disabled and non-disabled persons; or ability to meet the needs of persons with different types & degrees of disability. **24CFR § 8.3 & § 40.3.5**
5. Alteration - any change in a facility or its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to mechanical systems. **24 CFR § 8.3 & § 8.23 (b)**
6. Applicant – an individual or a family that has applied for admission to housing.
7. Area of Operation - Jurisdiction of HACB as described in state law and HACB’s Articles of Incorporation.
8. Assets - Assets means “cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets do not include the value of personal property such as furniture, automobiles and household effects or the value of business assets.” See the definition of Net Family Assets, for assets used to compute annual income. **24 CFR § 5.603**
9. Auxiliary Aids - means services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities. **24 CFR § 8.3**
10. Care attendant - a person that regularly visits the apartment of a HACB resident to provide supportive or medical services. Care attendants are not live-in aides, since they have their own place of residence (and if requested by HACB must demonstrate separate residence) and do not live in the public housing apartment. Care attendants have no rights of tenancy.
11. Citizen – Citizen (by birth or naturalization) or national of the United States. **24CFR § 5.504**
12. Co-head of household – One of two persons held responsible and accountable for the family.
13. Community Service Requirements – The performance of voluntary work or duties that benefit the public and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-



responsibility in the community. Community service is not employment and may not include political activities. See HACB *Procedure on Community Service*.

14. Covered Families for Welfare Benefits – Families who receive welfare assistance or other public assistance benefits (welfare benefits) from a state or other public agency (welfare agency) under a program for which federal, state or local law requires that a member of the family participate in an economic self sufficiency program as a condition for such assistance.
15. Covered Person – For the purposes of lease enforcement, covered person means a tenant, any member of the tenant’s household, a guest or another person under the tenant’s control. **24 CFR § 5.A**
16. Dependent - A member of the household, other than head, spouse, sole member, foster child, or Live-in Aide, who is under 18 years of age, or 18 years of age or older and disabled, or a full-time student. **24 CFR § 5.603**
17. Designated Family - means the category of family for whom HACB elects (subject to HUD approval) to designate a project (e.g. elderly family in a project designated for elderly families) in accordance with the 1992 Housing Act. **PL 96-120**
18. Designated housing (or designated project) - a project(s), or portion of a project(s) designated for elderly only or for disabled families only in accordance with **PL 96-106**.
19. Development – The whole of one or more residential structures and appurtenant structures, equipment, roads, walks, and parking lots that are covered by a single contract for federal financial assistance, or are treated as a whole for processing purposes, whether or not located on a common site. **24 CFR § 5.603**
20. Disability Assistance Expenses – Reasonable expenses that are anticipated during the period for which annual income is computed for attendant care or auxiliary apparatus for a disabled family member that are incurred to permit an adult family member (including the person with disability) to be employed, provided that the expenses are not paid to a family member, reimbursed by an outside source, and exceed 3 percent of Annual Income.
21. Disabled Family - A family whose head, spouse or sole member is a person with disabilities. (Person with disabilities is defined later in this section.) The term includes two or more persons with disabilities living together, and one or more such persons living with one or more persons including live-in aides determined to be essential to the care and well being of the person or persons with disabilities. A disabled family may include persons with disabilities who are elderly. **24 CFR § 5.403**
22. Displaced Person – A person who is displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or formally recognized pursuant to federal disaster relief laws **24 CFR § 5.403(b)** For purposes of redevelopment activities, a family may also be displaced as defined in the Uniform Relocation Act. Such families have been displaced if they have been required to permanently move from real property for the rehabilitation or demolition of such property. These families may be entitled to specified benefits under the Uniform Relocation Act. **49 CFR § 24.2**
23. Divestiture Income - Imputed income from assets, including business assets, disposed of by applicant or resident in the last two years at less than fair market value. (See the definition of Net Family Assets **24 CFR § 5.603** in this section.)



24. Drug-Related Criminal Activity – The illegal manufacture, sale, distribution, use or possession of a controlled substance with intent to manufacture, sell, distribute, or use the drug. **24 CFR § 5.A**
25. Economic Self-Sufficiency Program – Any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment, counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including substance abuse or mental health treatment) or other work activities. **24 CFR § 5.603**
26. Elderly Family - A family whose head or spouse (or sole member) is at least 62 years of age. It may include two or more elderly persons living together, and one or more such persons living with one or more persons, including live-in aides, determined to be essential to the care and well-being of the elderly person or persons. An elderly family may include elderly persons with disabilities and other family members who are not elderly. **24 CFR § 5.403**
27. Elderly Person - A person who is at least 62 years of age. **42 USC 1437a(b)(3)**
28. Eligible Immigration Status – For a non-citizen, verification of immigration status eligible for assisted housing consisting of a signed certification and the original copy of an acceptable INS document. **24 CFR § 50508**
29. Emancipated Minor – A person under age 18 who does not live or intend to live with his/her parents, and who has been declared “emancipated” by a court of competent jurisdiction. An emancipated minor is eligible to be a head of household and sign a HACB lease.
30. Extremely Low Income Family – A Family whose Annual Income is equal to or less than 30% of Area Median Income, as published by HUD adjusted for family size.
31. Family - Two or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of law who will live together in HACB housing; **OR** two or more persons who are not so related, but are regularly living together, can verify shared income or resources who will live together in HACB housing.

The term family also includes: Elderly family (Definition #18), Near elderly family (Definition #32) disabled family (Definition #15), displaced person (Definition #16), single person (Definition #41), the remaining member of a tenant family, or a kinship care arrangement (Definition #25). Other persons, including members temporarily absent (e.g. a child temporarily placed in foster care or a student temporarily away at college), may be considered a part of the applicant family's household if they are living or will live regularly with the family. **24 CFR §§ 5 and 960**

Live-in Aides (Definition #26) may also be considered part of the applicant family's household. However, live-in aides are not family members and have no rights as “remaining family members”.

Foster Care Arrangements include situations in which the family is caring for a foster adult, child or children in their home who have been placed there by a public child placement agency, or a foster adult or adults placed in the home by a public adult placement agency. These individuals are household members but are not family members and have no rights as “remaining family members”.

For purposes of continued occupancy: the term family also includes the remaining member of a resident family with the capacity to execute a lease.



32. Foster Adult – An adult (usually a person with disabilities) who is placed in someone’s home by a governmental agency so the family can help with his/her care. Foster adults may be members of HACB households, but they have no rights as remaining family members. The income received by the family for the care of a Foster Adult is excluded from Annual Income.
33. Full-Time Student - A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school or trade school **24 CFR 5.603**
34. Guest – For the purposes of resident selection and lease enforcement, a guest is a person temporarily staying in the unit with the consent of the resident or other member of the household who has express or implied authority to so consent on behalf of the resident. **24CFR § 5.A**
35. Head of the Household - Head of the household means the family member (identified by the family) who is held responsible and accountable for the family.
36. Imputed Welfare Income – The amount of Annual Income by which a resident’s welfare grant has been reduced because of welfare fraud or failure to comply with economic self sufficiency requirements that is, nonetheless, included in Annual Income for determining rent. **24 CFR § 5.615(b)**
37. Individual with Disabilities, Section 504 definition **24 CFR § 8.3**

Section 504 definitions of Individual with Handicaps and Qualified Individual with disabilities are not the definitions used to determine program eligibility. Instead, use the definition of person with disabilities as defined later in this section. Note: the Section 504, Fair Housing, and Americans with Disabilities Act (ADA) definitions are similar. ADA uses the term “individual with a disability”. Individual with disabilities means any person who has:

- a. A physical or mental impairment that:
  - substantially limits one or more major life activities;
  - has a record of such an impairment; or
  - is regarded as having such impairment.
- b. For purposes of housing programs, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

c. Definitional elements:

“physical or mental impairment” means 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

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, learning and working.

"Has a record of such an impairment" means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

"Is regarded as having an impairment" means has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation; or

Has a physical or mental impairment that substantially limits one or more major life activities only as result of the attitudes of others toward such impairment; or

Has none of the impairments defined in this section but is treated by a recipient as having such an impairment.

NOTE: A person would be covered under the first item if HACB refused to serve the person because of a perceived impairment and thus "treats" the person in accordance with this perception. The last two items cover persons who are denied the services or benefits of HACB's housing program because of myths, fears, and stereotypes associated with the disability or perceived disability.

- d. The 504 definition of disability does not include homosexuality, bisexuality, or transvestitism. Note: These characteristics do not disqualify an otherwise disabled applicant/resident from being covered.

The 504 definition of individual with disabilities is a civil rights definition. To be considered for admission to public housing a person must meet the program definition of person with disabilities found in this section.

38. Kinship care - an arrangement in which a relative or non-relative becomes the primary caregiver for a child or children but is not the biological parent of the child or children. The primary caregiver need not have legal custody of such child or children to be a kinship caregiver under this definition. (Definition provided by the Kinship Care Project, National Association for Public Interest Law) The primary caregiver must be able to document Kinship care, which is usually accomplished through school or medical records.
39. Live-in Aide - A person who resides with an elderly person(s), near elderly person(s) or person(s) with disabilities and who: (a) is determined by HACB to be essential to the care and well being of the person(s); (b) is not obligated to support the family member; and (c) would not be living in the apartment except to provide the necessary supportive services **24 CFR 5.403**
40. Low-Income Household - A family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjusted for smaller family size. **42 USC 1437a(b)**
41. Medical Expense Allowance - For purposes of calculating adjusted income for elderly or disabled families only, medical expenses mean the medical expense not compensated for or covered by insurance in excess of 3% of Annual Income. **24 CFR § 5.603**



42. Minor - A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. (See definition of dependent.) Some minors are permitted to execute contracts, provided a court declares them "emancipated".
43. Mixed Family – a family with both citizen or eligible immigrant members and members that are neither citizens nor eligible immigrants. Such a family will be charged a pro-rated rent. **24 CFR § 5.504**
44. Mixed Population Project - means a public housing project for elderly and disabled families. The HACB is not required to designate this type of project.
45. Multifamily housing project - For purposes of Section 504, means a project containing five or more dwelling units. **24 CFR § 8.3**
46. National – A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. **24 CFR § 5.504**
47. Near-elderly family - means a family whose head, spouse, or sole member is a near-elderly person who may be a person with a disability. The term includes two or more near-elderly persons living together, and one or more such persons living with one or more persons who are determined to be essential to the care or well being of the near-elderly person or persons. A near-elderly family may include other family members who are not near elderly. **24 CFR § 5.403**
48. Near-elderly person - means a person who is at least 50 years of age but below 62, who may be a person with a disability **42 USC 1437a(b)(3)**
49. Net Family Assets - The net cash value, after deducting reasonable costs that would be incurred in disposing of: **24 CFR § 5.603**
  - a. Real property (land, houses, mobile homes)
  - b. Savings (CDs, IRA or KEOGH accounts, checking and savings accounts, precious metals)
  - c. Cash value of whole life insurance policies
  - d. Stocks and bonds (mutual funds, corporate bonds, savings bonds)
  - e. Other forms of capital investments (business equipment)

Net cash value is determined by subtracting the reasonable costs likely to be incurred in selling or disposing of an asset from the market value of the asset. Examples of such costs are: brokerage or legal fees, settlement costs for real property, or penalties for withdrawing saving funds before maturity.

Net Family assets also include the amount in excess of any consideration received for assets disposed of by an applicant or resident for less than fair market value during the two years preceding the date of the initial certification or reexamination. This does not apply to assets transferred as the result of a foreclosure or bankruptcy sale.

In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms

50. Other Person Under the Resident's Control - for the purposes of resident selection and lease enforcement means that the person, although not staying as a guest in the unit is, or was at the time of the activity in question, on the premises because of an invitation from the resident or other member of the household who has express or implied authority to so consent on behalf of the resident. Absent



evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not “under the resident’s control”. **24CFR § 5.A**

51. Person with disabilities<sup>22</sup> **42 USC 1437a(b)(3)** means a person<sup>23</sup> who —
  - a. Has a disability as defined in Section 223 of the Social Security Act **42 USC 423** ; or,
  - b. Has a physical or mental impairment that:
    - Is expected to be of long continued and indefinite duration;
    - Substantially impedes his/her ability to live independently; and,
    - Is of such nature that such disability could be improved by more suitable housing conditions; or,
  - c. Has a developmental disability as defined in Section 102 (5) (b) of the Developmental Disabilities Assistance and Bill of Rights Act 42 USC 6001 (5).
52. Portion of Development - includes, one or more buildings in a multi-building project; one or more floors of a development or developments; a certain number of dwelling units in a development or developments. **24CFR § 945.105**
53. Refusal of Housing – An applicant’s choice not to accept a HACB offer of housing without good cause.
54. Rejection for Housing – HACB’s determination not to accept an applicant either because of ineligibility or failing applicant screening.
55. Qualified Individual with Disabilities, Section 504 - means an individual with disabilities who meets the essential eligibility requirements and who can achieve the purpose of the program or activity without modifications in the program or activity that the HACB can demonstrate would result in a fundamental alteration in its nature.
  - a. Essential eligibility requirements include: ...stated eligibility requirements such as income as well as other explicit or implicit requirements inherent in the nature of the program or activity, such as requirements that an occupant of multifamily housing be capable of meeting the recipient’s selection criteria and be capable of complying with all obligations of occupancy with or without supportive services provided by persons other than the HACB.
  - b. For example, a chronically mentally ill person whose particular condition poses a significant risk of substantial interference with the safety or enjoyment of others or with his or her own health or safety in the absence of necessary supportive services may be “qualified” for occupancy in a project where such supportive services are provided by the HACB as a part of the assisted program. The person may not be ‘qualified’ for a project lacking such services. **24 CFR § 8.3**
56. Service Provider - a person or organization qualified and experienced in the provision of supportive services, that is in compliance with applicable licensing requirements imposed by state or local law for the type of service to be provided. The service provider may be either a for-profit or a non-profit entity.
57. Single Person - A person who is not an elderly person, a person with disabilities, a displaced person, or the remaining member of a resident family.

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<sup>22</sup> NOTE: this is the program definition for public housing. The 504 definition does not supersede this definition for eligibility or admission. **24 CFR 8.4 (c) (2)**

<sup>23</sup> A person with disabilities may be a child



58. Spouse - Spouse means the husband or wife of the head of the household.
59. Tenant Rent - The amount payable monthly by the Family as rent to HACB. If all utilities (except telephone) and other essential housing services are supplied by the HACB, Tenant Rent equals Total Tenant Payment. If some or all utilities (except telephone) and other essential housing services are not supplied by the HACB the cost thereof is not included in the amount paid as rent, and Tenant Rent equals Total Tenant Payment less the Utility Allowance **24 CFR § 5.6**.
60. Total Tenant Payment (TTP) - The TTP is calculated using the following formula:  
The greater of 30% of the monthly Adjusted Income (as defined in these policies) or 10% of the monthly Annual Income (as defined in these policies), but never less than the Minimum Rent. If the Resident pays utilities directly to the utility supplier, the amount of the Utility Allowance is deducted from the TTP. **24 CFR §5.6** See definition for Tenant Rent
61. Uniform Federal Accessibility Standards - Standards for the design, construction, and alteration of publicly owned residential structures to insure that physically disabled persons will have ready access to and use of such structures. The standards are set forth in Appendix A to 24 CFR Part 40. See cross-reference to UFAS in 504 regulations, **24 CFR § 8.32 (a)**.
62. Utilities - Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility **24 CFR § 965.473**
63. Utility Reimbursement - Funds reimbursed to the utility company on the resident's behalf if the utility allowance exceeds the Total Tenant Payment. Families paying Flat rent do not receive Utility Allowances and, consequently, will never qualify for utility reimbursements.
64. Very Low-Income Family – A very low-income family has an Annual Income less than 50 percent of the median Annual Income for the area, adjusted for family size, as determined by HUD.
65. Welfare Assistance– Welfare or other payments to families or individuals based on need, that are made under programs, separately or jointly, by federal, state or local governments.
66. Work Activities – As used in the HUD definitions at **24 CFR § 5.603** the term work activities means:
- a. Unsubsidized employment;
  - b. Subsidized private sector employment;
  - c. Subsidized public sector employment;
  - d. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
  - e. On-the-job training;
  - f. Job search and job readiness programs;
  - g. Community service programs;
  - h. Vocational educational training (< 12 months)
  - i. Job skills training directly related to employment;
  - j. Education directly related to employment, in the case of a recipient who has not received a high school diploma or certificate of high school equivalency;



- k. Satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence;
- l. The provision of child care services to an individual who is participating in a community service program.



### XIII. HACB COMMUNITY SERVICE POLICY

#### A. Background

1. HACB is working to enable its residents to become fully economically independent. In support of this goal, HACB is requiring that all non-exempt members of resident families meet monthly targets for neighborhood service or economic self-sufficiency.
2. The Community Service requirement is 8 hours per month for each non-exempt adult (not for each family with a non-exempt adult).
3. Compliance with Community Service activities is monitored by monthly contact between the non-exempt resident and the Manager.

#### B. Definitions

1. **Community Service** - volunteer work that benefits the property or the local neighborhood includes, but is not limited to:
  - a. Work at a local institution, including but not limited to: school, community center, hospital, hospice, recreation center, senior center, adult day care program, homeless shelter, meals or feeding program, library or bookmobile, before- or after-school education program, or child care center, etc.;
  - b. Work with a non-profit organization that serves HACB residents or their children, including but not limited to: Boy Scouts, Girl Scouts, Boys or Girls Club, 4-H Club, PAL, Garden Center, Neighborhood clean-up programs, Beautification programs, etc.;
  - c. Work with a community arts program involving performing arts, fine arts, visual arts or crafts including but not limited too community theater, dance, music (orchestra, voice, band, small ensemble, etc.) , etc.;
  - d. Work with any program funded under the Older Americans Act, including but not limited to: Green Thumb, Service Corps of Retired Executives, Meals on Wheels, etc.;
  - e. Work with service programs sponsored by churches so long as they do not involve religious education or the practice of religion (e.g. a meals program for the homeless sponsored by a church and provided in the parish hall would be acceptable, teaching Sunday School would not);
  - f. Work with other youth, disability service or advocacy, or senior organizations;
  - g. Work at the property to help improve physical conditions (for example as a grounds or building captain, or on a beautification program for the building or grounds);
  - h. Work at the property to help with children's programs;
  - i. Work at the property to help with senior programs;
  - j. Help neighborhood groups with special projects;
  - k. Work through the Resident Association to help other residents with problems, serving as an officer in an RA, serving on the RA or Resident Advisory Board;
  - l. Care for the children of other residents so they may volunteer.



2. Political activity is excluded.
3. Work activity must not take the place of work performed by paid employees.
4. Self Sufficiency Activities - include, but are not limited to:
  - a. Job readiness programs;
  - b. Job training programs;
  - c. Skills training programs;
  - d. Higher education (Junior college or college);
  - e. Vocational education;
  - f. GED classes;
  - g. Verifiable job search activities;
  - h. Apprenticeships;
  - i. Substance abuse or mental health counseling;
  - j. English proficiency or literacy (reading) classes;
  - k. Parenting classes;
  - l. Budgeting and credit counseling;
  - m. Any kind of class that helps a person toward economic independence;
  - n. Carrying out any activity required by the Department of Public Assistance as part of welfare reform.
5. Exempt Adult - an adult member of the family who
  - a. Is 62 years of age or older
  - b. Has a disability that can be verified to prevent him/her from being gainfully employed
  - c. Is verified to be the fulltime caretaker of a disabled person
  - d. Is working at least 30 hours per week
  - e. Qualifies as a full-time student at a secondary school or an institution of higher learning

### **C. Requirements of the Program**

1. Each non-exempt adult in a family paying at least the minimum rent must contribute and document some combination of 8 hours per month of Community service or self sufficiency activity.
2. The 8 hours per month may be either volunteer work or self-sufficiency program activity or a combination of the two.
3. At least 8 hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. HACB will make the determination of whether to allow or disallow a deviation from the schedule.



4. Activities must be performed within the neighborhood and not outside the jurisdictional area of the HACB. The exception to this rule would be adults who are enrolled in full-time higher education or vocational training. Their hours of education would count toward the requirement.
5. Family obligations
  - a. At lease execution or re-examination after the effective date of this policy, all adult members (18 or older) of a public housing resident family must
    - 1) provide documentation that they are exempt from Community Service requirement if they qualify for an exemption, and
    - 2) sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement will result in termination of their lease.
  - b. Once each month non-exempt family members must present a completed documentation form (provided HACB) of activities performed over the previous month to the Manager.
  - c. At each annual re-examination, non-exempt family members must present a completed documentation form (provided by HACB) of activities performed over the previous twelve months. Both forms will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed each month by month.
6. Change in exempt status:
  - a. If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to HACB and provide documentation of such.
  - b. If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to HACB and the property manager.
  - c. The Manager will provide the person with the Recording/Certification documentation form and a list of agencies in the neighborhood that provide volunteer and/or training opportunities.

#### **D. HACB obligations**

1. To the greatest extent possible and practicable, HACB and its property managers will
  - a. provide names and contacts at agencies that can provide opportunities for residents, including those with disabilities, to fulfill their Community Service/Self Sufficiency obligations;
  - b. include a disabled person who is otherwise able to be gainfully employed, since such an individual is not exempt from the Community Service requirement; and
  - c. provide referrals for volunteer work or self-sufficiency programs.
2. The property manager will provide the family with exemption verification forms and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution.
3. HACB will make the final determination as to whether or not a family member is exempt from the Community Service/Self Sufficiency requirement. Residents may use HACB's Grievance Procedure if they disagree with HACB's determination.



4. Noncompliance of a non-exempt family member
  - a. If a non-exempt adult fails to report to the Manager or fails to complete the required eight hours of neighborhood service or self sufficiency activity, the Manager shall, at the end of the month, report to the district manager.
  - b. When a property manager receives a report of a non-exempt adult's failure to either report or complete the required activity, the property manager shall send a Notice of Lease Violation to the head of household.
  - c. The non-exempt adult will be granted one month to make up any lost hours, properly reported to the Manager.
  - d. If the lost hours are not made up in the subsequent month and verified to the Manager, the Manager shall, at the end of the month, report to the district manager.
  - e. When the district manager receives the report from the Manager of the non-exempt adult's failure to cure, the district manager shall send a Notice of Lease Termination to the head of household;
  - f. If the non-exempt adult who fails to make up the required hours is someone other than the head of household, the remaining family members may retain their tenancy if the noncompliant adult leaves the household;
  - g. The family may use HACB's Grievance Procedure to contest the lease termination.