



REGULAR  
BOARD OF COMMISSIONERS  
MEETING

**April 9, 2024**

180 John D. Wardlaw Way

5:30 pm



**HOUSING AUTHORITY OF THE CITY OF HARTFORD  
INTEROFFICE MEMORANDUM**

TO: Board of Commissioners  
FROM: Annette Sanderson, Executive Director  
DATE: April 2, 2024  
SUBJECT: **Board of Commissioners Regular Meeting of April 9, 2024**  
CC: See Distribution

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This is to confirm that a Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Hartford is scheduled for Tuesday, April 9, 2024, at **5:30 pm at the Housing Authority of the City of Hartford, 180 John D. Wardlaw Way, Hartford, CT.**

A handwritten signature in blue ink, which appears to be "Annette Sanderson", is written over a horizontal line.

Annette Sanderson  
Executive Director

AS/mr

DISTRIBUTION:

Noel McGregor Town & City Clerk  
All HACH Department Heads  
All Area Housing Directors/Housing Managers  
All HACH Tenant Groups  
Ben Bare, General Counsel  
Penny Fisher, CHFA

# Agenda

**PRELIMINARY AGENDA  
REGULAR MEETING  
OF THE  
BOARD OF COMMISSIONERS  
OF  
THE HOUSING AUTHORITY OF THE CITY OF HARTFORD**

**April 9, 2024  
5:30 pm**

**180 John D. Wardlaw Way  
Hartford, CT 06106**

- I. Roll Call
- II. Consideration of the Minutes of the Regular Board Meeting of March 12, 2024
- III. Report of the Chairperson
- IV. Report of the Executive Director
- V. Public Comment Period
- VI. New Business
  1. Presentation: Pennrose/Cloud Team – Update regarding the Retail and Commercial Site at Village at Park River (Westbrook Village)
  2. Resolution No. 2024-10: Regarding Approval of the Submission of a Section 18 Application and Associated Documents for 275-293 Bellevue Street
  3. Resolution No. 2024-11: Regarding Award of Contract for Mary Shepard Place Homeownership Architectural and Engineering Services
- VII. Old Business
- VIII. Summary of Staff Reports
  - Development and Capital Improvements - Elisa Hobbs, Development Director
  - HCV/Section 8 - Katrina Ortiz, HCV Program Director
  - Contract and Compliance Registry - Ben Bare, General Counsel
  - Operations Department – John Williams, Director of Asset Management
  - Financial & Information Technology – Joshua Bird, Chief Financial Officer
  - Community Engagement Liaison, Gabriel Garcia

IX. Executive Session to Discuss:

- Personnel Matters
- Litigation Matters

X. Adjournment

Board of  
Commissioners  
Meeting Minutes

**MINUTES OF THE REGULAR MEETING  
Of  
The Board of Commissioners  
Of  
The Housing Authority of the City of Hartford**

**March 12, 2024  
5:30 p.m.**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held a regular Board meeting on Tuesday, March 12, 2024, at 5:30 pm at 180 John D. Wardlaw Way, Hartford, CT 06106. The meeting was called to order at 5:35 pm by Chairperson Jeffrey Stewart.

**I. Roll Call**

Upon roll call, the following members were in attendance: Chair Jeffrey Stewart; Vice-Chairperson James Woulfe; Tenant Commissioner Luz Calderon (via telephone); Commissioner Paddi LeShane; and Commissioner Kevin Henry.

**II. Consideration of the Minutes of the Regular Board Meeting of February 13, 2024, and the Special Meeting of March 4, 2024**

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to approve the minutes of the Regular Board Meeting of February 13, 2024, and the Special Board Meeting of March 4, 2024, separately. The motion passed.

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to approve the minutes of the Regular Board Meeting of February 13, 2024. The motion passed.

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to approve the minutes of the Special Board Meeting of March 4, 2024. Commissioner James Woulfe abstained. The motion passed.

**III. Report of the Chairperson**

Chairperson Jeffrey Stewart welcomed everyone to today’s Board of Commissioners meeting. He thanked everyone for their continued great work.

**IV. Report of the Executive Director**

Ms. Annette Sanderson, the Executive Director, welcomed all the Commissioners, staff, and residents to the meeting.

- This evening's agenda includes only one item under New Business: a presentation of the Capital Funds by Ms. Elisa Hobbs, Development Director. No resolutions will be discussed.
- Highlighted Mr. Joshua Bird, CFO, forecasting and managing the PHAS score.

- Acknowledged the inclusion of the Annual Report’s final draft in the board package and appreciated Gabriel and Maly’s efforts.
- Shared feedback from the HHTO meeting at 4:30 pm before the Board meeting and reminded the Resident Leaders about the importance of officer roles in developments. Bylaws were distributed to all the resident leaders in person and on the telephone via email.
- Reported improved inspection scores for AMP 6 on Elderly developments, from 73 in October 2022 to 84 in February 2024. Commended John Williams, Asset Managers, and Maintenance Teams.
- Announced the State of the Authority event scheduled for April 18th, open to staff and board members.
- Discussed initiating monthly meetings with Mary Shepherd Place residents to address concerns amid significant redevelopment.
- Celebrated a \$5.5 million grant from the Community Investment Fund for Willow Creek development’s phase four and plans for tax credit application.
- Expressed disappointment over the Dutch Point homeownership planning grant’s exclusion from the CIF agenda and plans to investigate.
- Shared positive feedback from state-level discussions regarding funding for the Mary Shepherd project and scheduled a meeting with state officials.
- Surprised by unexpected \$500,000 in federal funding for Village at Park River for homeownership initiatives; detailed to clarify logistics and allocation.
- Emphasized the importance of ongoing training for staff in various areas, including HOTMA, Customer Service, and Fair Housing, with plans for future sessions.

## **V. Public Comment Period**

The public made no comments.

## **VI. New Business**

1. Presentation – Elisa Hobbs, Development Director, presented an overview of Capital Funds.

- Ms. Elisa Hobbs, presented the Capital Fund Life Cycle to the Board of Commissioners.

## **VII. Old Business**

There was no old business to discuss.



## **VIII. Staff Reports**

### **Development and Capital Improvements – Elisa Hobbs, Development Director**

- Seymour Street Project: Continuing with structural improvements. A technical engineer is being brought in to address water filtration issues before further progress.
- Garden Street Project: Nearing completion, with finishing touches being put on the roofing structure for the fire escape.
- CO Detectors Installation: Completed at Putnam Street and Worcester Street locations. Fire marshal inspections have been conducted, with a follow-up inspection planned after requested programming changes are made.
- Kent Apartment Security Camera Installations: Progressing well, now installing monitors or intercom systems within units.
- Abatement Work at Smith Towers: Completing the second stairwell and proceeding to work on door jams for all units. Held multiple meetings with residents to ensure they were informed and understood the process for the lead remediation project.
- Future Projects in A&E: Two projects submitted in anticipation of next year, focusing on mechanical upgrades and copper piping systems at Mary Mahoney.

### **HCV/Section 8 – Katrina Ortiz, HCV Program Director**

- The Connecticut Housing Finance Authority (CHFA) reached out to HACH to discuss the creation of a Homeownership Program. The program aims to make homeownership accessible to community members and help them achieve financial stability and independence.
- HACH is also in talks with Journey Homes to expand efforts to disassemble encampments. The goal is to create a partnership that provides not only immediate housing needs but also connects community resources to provide comprehensive supportive services. This partnership is essential to creating sustainable solutions for those experiencing homelessness.
- In addition, HACH plans to expand its homeless student preference program to encompass all of Connecticut, not just Hartford Public Schools. This expansion aims to provide homeless students across the state with equitable access to educational opportunities and ensure they receive the support they need to succeed academically.

### **Contract and Compliance Registry – Ben Bare, General Counsel**

- Pro-Se will be the new Housing consultant for the Housing Authority.
- The Contract Registry was included in the Board Report.

## **Operations Department** – John Williams, Director of Asset Management

- Inspections were conducted in AMP 6 - Elderly units. No notifications for upcoming inspections; repairs and upgrades pending due to back-ordered materials. Expected resolution by month-end.
- Property received a score of 84/100, marking an 11-point increase from 2022 despite no inspections conducted in 2023.
- Personal inspection walkthrough revealed properties, especially Smith Towers, in good condition with a few pending tasks.
- Ongoing Resident Coordinator meal deliveries to residents. Fall prevention presentation conducted by Public Health at Mary Mahoney Village, including tips and supplies distribution (walkers, raised toilet seats) for fall prevention. Resident Coordinator Plans to extend fall prevention programs to other developments.
- Certification rate at 95.41%; in-person appointments scheduled for noncompliant residents. Noncompliant residents are being addressed directly, with legal actions initiated for those unresponsive.
- Occupancy rate at 96.56%; February statistics show 8 offers, 8 lease-ups, 3 new vacancies, and 1 transfer, resulting in a net gain of 5 units. A total of 31 vacant units, with 10 located on Bellevue St., showing improvement in vacancy rates compared to the previous year.

## **Financial & Information Technology** – Joshua Bird, Chief Financial Officer

- In February, we collected \$433.9k, which is 100.4% of the billed amounts. This is an increase of \$6.8k compared to the previous month and \$62.8k compared to the same month last year. We are ahead of the prior period by \$371.9k in collections over the last 12 months.
- UniteCT has been making regular payments for those who are in the eviction process. In February, we received \$5.8k. So far, residents have received \$694,613 from the program, which has assisted 158 residents.
- The LIPH program had an operating surplus of \$31.2k in January, primarily due to year-end accruals pushing some expenses back as well as drawing down some shortfall grant funds in order to make up for HUD's current 87% proration of operating subsidies.
- The HCV department had a \$66.3k operating surplus in January, also benefiting from expenses accrued into 2023.
- The COCC had an operating surplus of \$33.3k in January, primarily due to year-end accruals moving expenses into the previous year.

**Community Engagement Liaison – Gabriel Garcia,**

- The newsletters for Dutch Point and Nelson Nelton have been mailed out.
- The final draft of the Annual Report is included in the Board packet for your final input and/or comments.
- Currently working on Organizational Charts for the Authority

**IX. Executive Session to Discuss Litigation and Personnel Matters**

A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to enter into Executive Session. The motion was unanimously approved and the Executive Session began at 6:54 pm.

A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to Come out of Executive Session. The Executive Session adjourned at 7:53 p.m. The Regular meeting resumed at 7:53 pm.

**X. Adjournment**

There being no further business, a motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to adjourn the meeting. The motion was approved and the meeting was adjourned at 7:54 pm.

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director

# NEW BUSINESS

**HOUSING AUTHORITY OF THE CITY OF HARTFORD**  
**RESOLUTION NO. 2024-10**  
**Regarding Approval of the Submission of a Section 18 Application and Associated Documents for 275-293 Bellevue Street**

**WHEREAS**, public housing funding continues to decline with insufficient capital funds to adequately meet the Housing Authority of the City of Hartford ("HACH") mounting portfolio capital needs; and

**WHEREAS**, the HUD Section 18 Demolition/Disposition process ("Section 18") allows housing authorities to remove designated public housing from the traditional low income public housing model; and

**WHEREAS**, under certain circumstances, properties removed from the traditional low-income public housing model under Section 18 may be sold or otherwise transferred and completely removed from HACH ownership; and

**WHEREAS**, the vacant property located at 275-293 Bellevue Street (the "Property") is a good candidate for disposition through the Section 18 process because it is severely distressed and cannot be rehabilitated utilizing existing capital funding; and

**WHEREAS**, upon approval of disposition by the United States Department of Housing and Urban Development ("HUD") under Section 18, HACH intends to transfer the Property to the Connecticut Housing and Development Corporation ("CHADCO") or to a single purpose entity created and controlled by CHADCO at below fair market value to be redeveloped as affordable rental housing; and

**WHEREAS**, submission of a Section 18 application is subject to the Connecticut Department of Housing waiver of the requirements of Connecticut General Statutes Section 8-64a as this transaction will not result in a decrease in the availability of affordable housing in the City of Hartford;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Hartford, at its regular meeting held on Tuesday, April 9, 2024, at the offices of the Housing Authority of the City of Hartford, 180 John D. Wardlaw Way, Hartford, Connecticut, does hereby:

1. Authorize and direct the Secretary and/or Executive Director (each an "Authorized Signatory") to execute and deliver a Section 18 application for the Property upon receipt of a waiver of the requirements of Connecticut General Statutes Section 8-64a by the Connecticut Department of Housing; and
2. Authorize and direct the Authorized Signatory to transfer the Property to CHADCO or to a single purpose entity created and controlled by CHADCO at below fair market value to be redeveloped as affordable rental housing upon approval of the Section 18 application by HUD; and
3. That each Authorized Signatory, acting individually, hereby is and shall be authorized, empowered and directed, for and on behalf of HACH, to take or cause to be taken all such

further action and to execute and deliver or cause to be executed and delivered, and, if appropriate, file or record, any and all applications, agreements, contracts, undertakings, commitments, consents, certificates, reports, affidavits, statements, and other documents, instruments or papers, as the Authorized Signatory deems necessary, desirable or appropriate to enter into and consummate the transactions hereinbefore described, and otherwise to carry out and consummate the intent and purposes of the foregoing resolutions and each of them and HACH shall thereupon be bound thereby and any such action heretofore taken by any officers of HACH in connection with the transactions contemplated by the foregoing resolutions are hereby approved, ratified and confirmed in all respects.

**PASSED, ADOPTED, AND APPROVED this 9<sup>th</sup> day of April, 2024.**

***ATTEST:***

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**Jeffrey Stewart**  
**Chairperson**

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**Annette Sanderson**  
**Executive Director**

**Reviewed and Approved as to Legal Sufficiency:**

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**Ben Bare**  
**General Counsel**



**HOUSING AUTHORITY OF THE CITY OF HARTFORD  
RESOLUTION NO. 2024-11**

**REGARDING AWARD OF CONTRACT FOR MARY SHEPARD PLACE  
HOMEOWNERSHIP ARCHITECTURAL AND ENGINEERING  
SERVICES**

**WHEREAS**, on July 21, 2021, the Authority issued a request for qualifications to provide Architectural and Engineering Services (the “Services”) for the new construction of residential units at Mary Shepard Place; and

**WHEREAS**, following evaluation of the responses, a contract was awarded to Amenta Emma Architects; (“Amenta”) and

**WHEREAS**, the procurement was performed in accordance with applicable Federal regulations and the procurement policies and procedures of the Authority; and

**WHEREAS**, the Authority was awarded Community Investment Funds administered by the State Department of Economic and Community Development (“DECD”) for architectural and engineering services related to the design of a new homeownership phase at Mary Shepard Place; and

**WHEREAS**, given that Amenta was competitively procured, is the architect for the adjacent residential phases of development, and will be providing master planning and demolition oversight of the site, the Authority was granted a waiver of the DECD professional services procurement requirements to enter into a contract with Amenta for the design of the homeownership units; and

**WHEREAS**, Authority staff have found Amenta’s fee proposal to be reasonable;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Hartford, at a regular meeting held on Tuesday, April 9, 2024, at the offices of the Housing Authority of the City of Hartford, 180 John D. Wardlaw Way, Hartford, Connecticut do hereby authorize and direct the Executive Director as follows:

**Section 1.** That the Executive Director or her designee enter into a contract with the firm identified above in an amount not to exceed \$605,500 to perform the Services.

**Section 2.** That the amounts due under the contract will be paid and/or reimbursed from the Community Investment Fund.

**Section 3.** That the contract will start on or about April 10, 2024, and end three years after the start date with two one-year extensions at the sole option of the Authority.

**Section 4.** That the contract contain such other terms and conditions that the Executive Director deems to be in the best interests of the Authority.



**PASSED, ADOPTED AND APPROVED this 9th day of April 2024.**

***ATTEST:***

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**Jeffrey Stewart**  
**Chairperson**

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**Annette Sanderson**  
**Executive Director**

**Reviewed and Approved as to Legal Sufficiency:**

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**Ben Bare**  
**General Counsel**

# STAFF REPORTS

**The Housing Authority of the City of Hartford**

**INTEROFFICE MEMORANDUM**

**To:** Annette Sanderson, Executive Director  
**From:** Elisa V. Hobbs, Development Director  
**Subject:** Staff Report for April 9, 2024, Board of Commissioners Meeting  
**Date:** April 2, 2024

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The Development and Capital Improvements Department continues to complete various projects at Housing Authority properties throughout the portfolio. The following is an update on several capital improvement projects and other development efforts:

**I. Development Projects**

*Village at Park River*

Phases I, II, and III are complete and fully leased. The development team is currently appealing the tax assessments, as well as pursuing amendments to the existing tax abatements, to address the taxes on all three phases.

Phase IV construction is 100% complete. The development team completed construction closeout and is now targeting a conversion from construction to permanent financing in April 2024.

Phase V remains under construction. The development team expects to receive certificates of occupancy for the first building in late April and for the remaining three buildings in May.

Phase VIA & B construction is on hold pending MDC approval of a new foundation design. Construction is anticipated to restart on April 8.

Village at Park River received \$500K in federal earmark funding as part of the first federal funding bill supporting local projects. Funds will be used to assist in financing construction costs.

*Willow Creek*

Phases I, II, and III are complete and fully leased.

Financing for Phase IV is underway. There are 50 units planned for Phase IV that will consist primarily of 1- and 2-bedroom units in two three-story buildings. In addition, this phase will

include vital infrastructure improvements, including roadwork, public parking, and sidewalks. The project has been awarded 14 project-based vouchers, and there is contingent approval of a payment in lieu of taxes (PILOT) agreement with the City of Hartford.

The development team, through Overlook Development Corporation (ODC), submitted a Community Investment Fund (CIF) application for \$5.5M in December to assist in funding Phase IV. On March 12, the CIF Board favorably recommended the Phase IV project for an award. The project will then go before the State Bond Commission for approval. The development team also plans to submit a 4% LIHTC application this Spring.

The Development Agreement (DA) between the Authority and Overlook Village Redevelopment Associates LP (Overlook ) states that if the financing closing for any phase of the project has not occurred within ten years of the date of the execution of the DA, the Authority may terminate Overlook's appointment as developer. To date, the above stipulation has not been met, and therefore, on March 26, 2024, the Authority delivered written notice as required by the DA to Overlook, preserving its right to terminate the DA upon expiration of the initial term, being November 24, 2024.

### Mary Shepard Place

The Authority is continuing to make progress toward the redevelopment of Mary Shepard Place (MSP). The proposed master site plan includes 159 new residential units (80% affordable/20% market rate), a new community building, and up to 24 homeownership units. It is anticipated that the construction of the rental units would occur over three phases post demolition, with the homeownership construction occurring as a separate phase.

A Planning and Zoning Commission meeting was held on October 24<sup>th</sup>. A zone map change to apply a campus overlay designation to the property and a special permit for the master plan was approved.

The first phase of the project, which includes 63 units of rental housing and a new community building, is projected to cost approximately \$42.7M. Our developer partner will continue to fine tune these numbers as the construction drawings progress beyond 50%.

The Authority has had productive conversations with the Department of Housing (DOH) regarding the financing for the project, and we will be participating in the DOH/CHFA development engagement process this Spring.

Identified sources of funding include DOH subordinate financing and 9% low-income housing tax credits (LIHTC). The development team plans on submitting two LIHTC applications in the 2024-2025 funding round for Phases I and II of the project.

Other anticipated funding includes Federal Home Loan Bank of Boston Affordable Housing Program Funds, State Housing Tax Credits and energy rebates. In addition, HACH has received Community Investment Funds and will be utilizing its project-based housing choice voucher allocation for the new affordable units.

Lastly, the team will be conducting further environmental investigations and soliciting a general contractor, as well as hosting a Mary Shepard Place Community meeting later this month.

### Dutch Point Homeownership Project

Over two decades ago, new public housing units were built at Dutch Point to replace the aged public housing development that existed. A total of 127 rental units were successfully constructed, and although the planned development included 58 homeownership units, the decline in the housing market resulted in only 27 homes being built. The Authority plans to complete the final phase of the Dutch Point Homeownership project by creating up to 30 additional new homes on seven vacant parcels.

In December, the Authority submitted a planning grant application for \$250K to the Community Investment Fund (CIF) through the City of Hartford to fund community engagement activities, conceptual plans, environmental studies, financial analysis, and other plans and ancillary documents to kick-start the development process. The requested funding was not recommended by the CIF Board for an award. We will continue to explore other opportunities for predevelopment funding.

## **II. Capital Improvement Projects**

### 182-184 Seymour Street Structural Improvements

Witham Construction Services, L.L.C. of Vernon, CT (Witham), began performing structural improvements to the property on October 24, 2023. Witham submitted dimensions for new columns to the fabricator and they were approved on November 21. The columns arrived and the two closest to the basement door were installed on December 18. At that time, there was a significant amount of water in the remaining excavated areas and the contractor elected to wait until the water dissipated before installing the remaining columns. The Authority installed a new sump pump. A job meeting was held at the site on January 11, and it was determined that the new sump pump had failed to adequately address the persistent standing water in the basement.

The architect contacted a geotechnical engineer to evaluate the cause of the water and design a potential solution. The geotechnical engineer visited the site on February 9 and concluded that the standing groundwater did not rise to the level of necessitating a geotechnically engineered solution. The Authority then contacted a waterproofing contractor to explore installing an additional sump

pump system. The contractor visited the site on March 26 and the Authority is awaiting their findings.

#### 598-600 Garden Street Fire Escape

A job meeting was held at the site on February 28. At that meeting, the architect determined that most of the work items previously identified had been resolved and only a few remained. The new roof structure was completed on March 6 and the gutters were installed on March 12. New lighting at each floor was installed on March 27. The contractor has completed all work items, and the architect is scheduled to visit the site to conduct a punch list inspection on March 28.

#### Smith Tower, Betty Knox Apartments, and Kent Apartments CO Cartridge Replacement / 34-36 Putnam Street, 38-40 Putnam Street, and 128-134 Wooster Street CO Detector Upgrades

##### Smith Tower, Betty Knox and Kent

Johnson Controls began installation of the replacement CO cartridges at Kent Apartments, followed by Betty Knox, and Smith Towers. Work began on July 31 and was completed by August 11.

##### 34-36 and 38-40 Putnam Street

A fire marshal inspection at 34-36 and 38-40 Putnam Street was held on February 2. The fire marshal asked the Authority to add additional fire-proof dry wall to the basement stairwell. Additional fire-proof drywall was installed by Operations and a reinspection of both sites was held on February 26. The fire marshal requested that the drywall extend under the basement stairs but indicated that no further on-site inspections were needed. This work was completed, and photos were provided to the fire marshal on March 1. The Authority expects to receive fire marshal approval of both Putnam Street buildings by early April.

##### 128-134 Wooster Street

Johnson Controls received the permit for 128-134 Wooster Street and began installing the new devices on November 2. The installation of the devices was completed on November 15. Johnson Controls programmed and tested the devices on November 17. They determined that a single sounder device in the basement required replacement. Johnson Controls replaced the sounder base on February 1. A fire marshal inspection of 128-134 Wooster Street was held on February 8. The fire marshal determined that the sounder bases on the first floor were not functioning. JCI will be repairing these bases, and a reinspection will be scheduled for early April.

##### Smith Tower & Kent Apartments Security Cameras

On March 21, the intercom installation was completed, and a final job meeting/ punch list inspection was held at the site. No deficiencies were noted, and the intercom system is now fully functional. The Authority will be installing outlets behind the new network cabinet, as well as

behind the existing server cabinet to provide battery backup to the intercom system. A City inspection will be scheduled after the new outlets are installed.

#### 180 John D. Wardlaw Way Condenser Replacement

A contract signing with Sav-Mor Cooling & Heating Inc. of Southington, CT, was held on November 8. Sav-Mor provided a submittal for the new condenser, which was approved by the engineer on November 20. Sav-Mor ordered the new condenser, and it is tentatively scheduled to ship in late April of 2024, with installation anticipated to commence shortly thereafter. Sav-Mor also applied for their permit, and it was received on December 13.

#### AMP-006 Miscellaneous Mechanical Upgrades

The Authority issued a solicitation to its on-call architectural and engineering firms for the assessment and preparation of plans and specifications for mechanical upgrades at three of its AMP-006 properties on December 8. The proposed work includes the replacement of air compressors and exhaust fans at Smith Tower; the assessment and potential replacement of water heaters, as well as the replacement of exhaust fans and make-up air units, at Betty Knox Apartments; and the replacement of the heat pump at Kent Apartments.

A pre-proposal conference was held at the site on December 19. Two potential proposers attended. Proposals were due on January 4, with two received. The Authority awarded the project to Capital Studio Architects, the lowest responsible proposer. A task order was executed on February 6.

The Authority asked the architect to expediate their analysis & design of a solution for the water heaters at Betty Knox, as they were reported to be failing prematurely by Operations. A representative from Progressive Engineering, working as a subconsultant to Capital Studio Architects, visited the site on February 20. They visited the site again on March 6. The Authority is awaiting the results of their site visits. The MOD Department solicited proposals for and purchased a backup water heater as a precautionary measure. The water heater was delivered to Betty Knox on March 22.

#### Mary Mahoney Village Call-For-Aid Replacement

The Authority issued a solicitation to its on-call architectural and engineering firms for the preparation of plans and specifications for the replacement of the call-for-aid system at Mary Mahoney Village on January 22. A pre-proposal conference was held at the site on January 30, with one prospective proposer attending. Proposals were due on February 15, with one received. The Authority awarded the project to Silver/ Petrucelli + Associates, the lowest responsible proposer. A task order was executed on March 12.

### Smith Tower Lead Remediation

The contractor, Imperial Abatement (Imperial), painted the window lintel outside of the sunroom on March 15. This was the only work required on the exterior of the building. Imperial completed all work on the unit entrance door jambs on March 20, with the exception of one unit. Eagle Environmental conducted dust wipe sampling and all samples passed. Imperial is scheduling a date to return to the site to complete the last remaining unit, at which point all work will be complete.

### AMP-001, 015, & 024 Smoke Detector Upgrades

The Authority issued a solicitation to its on-call architectural and engineering firms for the preparation of plans and specifications for the installation of hardwired combination smoke/ CO detectors, as well as smoke only detectors, at its AMP-001, 015, & 024 properties on February 5. The Authority extended the deadline for proposals from February 22 to March 1 to provide more time for responses. One proposal was received. The Authority held a scope review call with Silver/ Petrucelli + Associates, the sole proposer, on March 8. The Authority awaits a revised proposal from Silver/ Petrucelli + Associates and, once received, anticipates awarding the project to them.

### Kent Apartments & AMP-001 – Exterior Repairs

The Authority issued a solicitation to its on-call architectural and engineering firms for the preparation of plans and specifications for brick repointing and window replacements at Kent Apartments, as well as brick repointing only at its AMP-001 properties, on February 7. A pre-proposal conference was held at the site on February 15. Three potential proposers attended. A fourth potential proposer visited the site on February 21. Proposals were due on March 1, with four received. The Authority awarded the project to Capital Studio Architects, the lowest responsible proposer, and a task order was sent on March 20.

## **III. Assessments / Investigations**

### Smith Tower Structural Assessment

The installation of crack monitors on the retaining wall was performed by H&A on January 3, 2023. These monitors remained to track any movement in the wall for one full year. H&A performed the first reading of the crack monitors on February 7 and found minimal movement. Subsequent readings occurred on March 7, April 4, May 2, June 13, July 25, August 29, September 26, October 24, and November 28. The final reading occurred on January 3. The results of this reading were received on February 1. H&A's final report summarizing their findings and recommendations was received on February 9.



H&A attributed any movement in the retaining wall to temperature (thermal expansion and contraction of concrete, as well as soil frost action) and determined that the wall has moved very little, if any, over the last year. They recommended that the Authority continue to read the crack gauges twice a year to confirm no additional movement is occurring. H&A will be submitting a proposal to the Authority which will include two site visits and training for Authority staff to read the crack gauges independently after this year.

#### **IV. Environmental Reviews**

*AMP-001, 015, & 024 Smoke Detector Upgrades; Mary Mahoney Village Call-For-Aid Replacement; AMP-006 Miscellaneous Mechanical Upgrades; and Kent Apartments & AMP-001 – Exterior Repairs – Environmental Review Records*

The Authority issued a solicitation to its on-call environmental consultants for proposals to prepare Environmental Review Records (ERRs) for the following projects: 1) AMP-001, 015, & 024 Smoke Detector Upgrades; 2) Mary Mahoney Village Call-For-Aid Replacement; 3) AMP-006 Miscellaneous Mechanical Upgrades; and 4) Kent Apartments & AMP-001 – Exterior Repairs. Proposals are due on March 28.

#### **Attachments:**

- Current Modernization Project List as of April 1, 2024.

# HACH PROJECTS

(as of 4.1.24)

Project #	Project Name	Contractor	Funding	Budget
2023-22	<b>182-184 Seymour Street Structural Improvements</b> <ul style="list-style-type: none"> <li>• Repairs to/ reinforcement of structure.</li> </ul>	<b>Architect – Capital Studio Architects</b> <b>Contractor – Witham Construction Services</b>	CFP	\$46K +/-
2028-22	<b>598-600 Garden Street Fire Escape</b> <ul style="list-style-type: none"> <li>• Replacement of fire escape.</li> </ul>	<b>Architect – Antinozzi Associates</b> <b>Contractor – ACORE Builders, LLC</b>	CFP	\$288K +/-
2048-22	<b>Smith Tower, Betty Knox, and Kent - CO Detectors</b> <ul style="list-style-type: none"> <li>• Upgrades to existing CO Detectors.</li> </ul>	<b>Contractor – Johnson Controls</b>	CFP	\$260K +/-
2049-22	<b>36 &amp; 40 Putnam Street and 128-134 Wooster Street - CO Detectors</b> <ul style="list-style-type: none"> <li>• Replacement of the CO detectors.</li> </ul>	<b>Contractor – Johnson Controls</b>	CFP	\$154K +/-
2063-23	<b>Smith Tower Security Cameras &amp; Kent Apartments Intercom System</b> <ul style="list-style-type: none"> <li>• Upgrades to camera system at Smith Tower and new intercom system at Kent Apartments.</li> </ul>	<b>Consultant - Fernando A Flores Security Networks Designs</b>  <b>Contractor - Advanced Video Security LLC</b>	CFP	\$90K +/-
2073-23	<b>180 John D. Wardlaw Way Condenser Replacement</b> <ul style="list-style-type: none"> <li>• Replacement of 50-ton chiller.</li> </ul>	<b>Architect – Capital Studio Architects</b>  <b>Contractor – Sav-Mor Cooling &amp; Heating Inc.</b>	CFP HCV COCC	\$240 +/-



**The Housing Authority of the City of Hartford**  
**HACH INTEROFFICE MEMORANDUM**

**To:** Annette Sanderson, Executive Director  
**From:** Katrina Ortiz, HCV Program Director  
**CC:** **Board of Commissioners**  
**Subject:** April 2024 HCV BOC Report  
**Date:** 4/4/2024

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## **Background**

The Housing Authority of the City of Hartford (HACH) has been allocated a total of 2,869 vouchers for its Housing Choice Voucher Program (HCV). In addition to the main HCV program, we administer various specialized programs tailored to specific populations or developments.

Our dedicated HCV department team comprises an HCV Director, one (1) HCV Coordinator, six (7) HCV Occupancy Specialists, and two (2) Administrative Assistants.

These assistants are responsible for managing waitlists, providing administrative support to the department, and handling file management and special projects, ensuring the smooth operation of our programs.

Our HCV Management Assistant continuously reaches out to families and individuals who have moved to the top of our waitlist. In the month of March **80** vouchers were issued for various programs.

### **Waitlist Administration:**

#### **Issued Vouchers: 18**

- 2 – VASH
- 9 – SERP
- 2- Mainstream
- 2- Homeless Student
- 1- Fair Share
- 2- PBV's

#### **Denials:**

- 2 – 2 over income

#### **Withdrawals:**

- 6 – PBV – No response
- 1 – HCV – No response
- 1 – Letter/Pkg returned
- 3 – PBV – Voluntary
- 1 – HCV – Voluntary

## March 2024 Certification Breakdown

The HCV department completed **423** certifications during the month of **March**. The breakdown is as follows:

Type of Certification	Completed Certification
Annual Reexamination	149
End Participation	5
Expiration of Voucher	8
Interim Reexamination	135
Issuance of Voucher	59
New Admission	23
Other Change of Unit	26
Portability Move-in	8
Portability Move-out	4
Void	6
<b>Grand Total</b>	<b>423</b>

## Inspections

Gilson Inspection Services, our contracted inspection provider, conducted the following inspections for **March**.

### March 2024 Inspections Breakdown

Type of Inspection/Result	Number of Inspections
<b>Annual</b>	<b>352</b>
Fail	78
Moved	7
No Access	79
Pass	166
Second Fail	22
<b>Initial</b>	<b>44</b>
Fail	4
No Access	5
Pass	35
<b>Special</b>	<b>15</b>
Fail	5
No Access	4
Pass	2
Second Fail	4
<b>Grand Total</b>	<b>411</b>

A discussion took place with our inspection contractor regarding the increased number of no-show inspections this month. Gilson noted that they provide inspection services to 19 housing authorities, and all of them have

reported a similar trend for the month of December and our department will keep a close eye on this in the upcoming months.

In order to reduce the number of no-shows, HACH and its contractor Gilson have been actively updating their contact information. As of February, the no-show rate was 14%, prompting Gilson to send emails and SMS to landlords and participants. Gilson is also preparing to launch their iResident Services and iLandlord Services apps which will provide real-time updates on inspector location and allow users to view inspection results upon completion. HACH is pleased that Gilson is responsive to the needs of the community they serve and committed to providing the best possible experience. If you would like to watch the iResident Services App video, please follow [iResident Services App - Gilson Housing Partners - YouTube](#)

## Programs

**Family Unification Program:** The Family Unification Program (FUP) is a program under which Housing Choice Vouchers (HCVs) are provided to two different populations:

1. Families for whom the lack of adequate housing is a primary factor in:
  - a. The imminent placement of the family's child or children in out-of-home care, or
  - b. The delay in the discharge of the child or children to the family from out-of-home care.

There is no time limitation on FUP family vouchers.

2. For a period not to exceed 36 months, otherwise eligible youths who have attained at least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and is homeless or is at risk of becoming homeless at age 16 or older. The **83** vouchers are allocated for the FUP program. We currently have **75** vouchers utilized, and **6** families looking for units and **0** referrals were made to HACH.

**HUD-VASH** The HUD-VASH program is administered to assist homeless veterans. We were allocated initially 50 vouchers in 2008 and has increased almost every year. Currently, HACH is allocated **168** of HUD-VASH. To date, we have **129** housed and **19** families looking for units. This program is a referral-based program and partners with the Department of Veterans Affairs ("DVA"), They are responsible for referring families to HACH. HACH then proceeds with the necessary steps to determine eligibility. In **February**, the VA made **5** referrals to HACH.

## MAINSTREAM VOUCHERS

HACH was awarded **45** Mainstream vouchers in May 2019 and an additional **14** in 2020. These vouchers are specific to those families that are non-elderly disabled, homeless, at risk of homelessness, at risk of becoming institutionalized, or leaving an institution to date we have **40** families housed with **9** families looking for units.

## PORTABILITY

Portability is an option that eligible HCV holders may utilize to move throughout the United States.

Currently HACH absorbs all incoming portable vouchers onto our program and does not administer any families from other agencies.

To date we have **76** families ported to other housing authorities all over the United States.

## RAD

Rental Assistants Demonstration was created in order to give public housing authorities (PHAs) a powerful tool to preserve and improve public housing properties and address the \$26 billion-dollar nationwide backlog of deferred maintenance.

HACH has converted two developments Dutch Point Phase I & II totaling 90 units and 88 at Nelton and Nelson Apartments totaling 178 units. A total of **165** units are occupied to date.

**PBV**

Project-based vouchers (PBVs) are a component of a public housing agency’s (PHA’s) Housing Choice Voucher (HCV) program. PHAs are not allocated additional funding for PBV units; the PHA uses its tenant-based voucher funding to allocate project-based units to a project. Projects are typically selected for PBVs through a competitive process managed by the PHA, although in certain cases projects may be selected non-competitively.

A PHA can use up to 20 percent of its authorized voucher units to project-base units in a specific project if the owner agrees to either rehabilitate or construct the units, or the owner agrees to set-aside a portion of the units in an existing development. In certain cases, the PHA may use an additional 10 percent of its authorized voucher units for PBV assistance.

Developments where HACH has entered into a PBV HAP Contract:

	Bedroom Size						
<b>RAD/PBV Development</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Occupied</b>	<b>Vacant</b>	<b>Grand Total</b>
Nelton and Nelson Apartments	14	27	38	9	85	3	88
New Dutch Point, Phase I	10	17	12	4	41	0	43
New Dutch Point, Phase II	14	22	10	1	42	8	47
SREP I Martin			1			1	1
SREP II Main		1	2		1	2	3
SREP III Westland		3	2	1	4	2	6
SREP IV Chestnut Edwards		3	3	2	4	4	8
Village at Park River	10	12	2		24	0	24
Willow Creek Apartments, Phase I	4	19	3	1	23	4	27
Willow Creek Apartments, Phase II	2	12	5		17	2	19
<b>Grand Total</b>	<b>54</b>	<b>116</b>	<b>78</b>	<b>18</b>	<b>242</b>	<b>24</b>	<b>266</b>

**Developments under AHAP**

My Sisters Place- 102 Pliny St. 19 Units- We have started to receive referrals- last stages to HAP  
 Village at Park River Phase IV 12 Units

**Program Terminations:**

In the HCV Programs, **4** families have left the program: **2** families voluntarily left program, **1** family abandoned unit, and **1** committed serious or repeated violations of their lease.

## **Highlights**

In the upcoming months, we will be distributing notifications and educational materials to Owners and Participants of the HCV Program to introduce HUD's new inspection protocol, NSPIRE. This protocol is scheduled to be implemented for the HCV Program in October 2024.







The Housing Authority  
of the  
City of Hartford

# Memo

To: Annette Sanderson, Executive Director  
From: Ben Bare, General Counsel  
Date: 4/1/2024  
Subject: Compliance Report for the April BOC Meeting

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Annette-

Procurement is working on integration of the new procurement system with the HACH enterprise management software to eliminate the manual entry Contract Register and the metrics report I provide to the Board. If a solution can be reached, the Contract Registry will no longer be maintained and the system will generate reports on spend, contracts nearing renewal, etc. The system even includes a closed world AI component which generates concise summaries of individual procurements based upon what is entered into workflows and what documents are placed in the system. UPDATE – by the Board Meeting I hope to be able to report that a solution has been reached and system testing has begun with a wider group of Authority staff.

The due date for Managed IT Services (external IT support) is today. By the time the Board meets the Authority should have a new vendor on board to provide external IT support. Procurement and IT continue to work through the solicitation process for a new enterprise software system. Also, after many months, the new laundry machines are in the process of being rolled out in our developments and have already been installed at Nelton Court.

On the legal side, litigation and many smaller matters are keeping things very busy. One of the PBV placements I have reported on in the past has closed, the second is very close and the third appears to remain on track for May or June. Section 18 activity has picked up with Bellevue Street and the South Branch of the Park River as well.

I understand that the Board of Commissioners would like a more detailed report on litigation matters. What follows is a list of ongoing non-slip and fall matters where the Authority is a defendant, a short description of the complaint, and what venue each matter has been filed in.

HACH slip and fall/personal injury matters are tracked and generally handled by insurance.

I did not include foreclosures where the Authority has a mortgage interest being foreclosed out (very few – from the old homeownership program), summary process matters the Authority is pursuing

or summary process matters where the Authority is named or noticed when an HCV voucher holder is in the process of being evicted.

Happy to discuss the format of the Board's request if this is not exactly what they are looking for.

1. Wright et al v HACH et al – Alleged Miscalculation of Rent and Other Claims – United States Federal Court – District of Connecticut
2. Melvina Keaton v GREF Hartford LLC, HACH, et al – Unclear Claim Against HACH, Wrongful Termination of Voucher Assistance? – State of Connecticut Superior Court
3. 2895 Main Street, LLC; Star Hardware Corp. and 2995 Main Street, LLC v HACH, City of Hartford and the MDC – Alleged Damages from Alleged Failure of HACH Owned Retaining Pond
4. Mendez v HACH – Alleged Housing Discrimination – HUD Fair Housing and Equal Opportunity Office
5. Brian Ortiz v HACH and Authority Staff in their Official Capacity – Alleged Housing Discrimination – Joint Filed Connecticut Commission on Human Rights and Opportunities as well as the Fair Housing and Equal Opportunity Office of HUD
6. Juan Cuevas Soto v HACH – Alleged Debt Owed by HACH to Plaintiff – State of Connecticut Superior Court Small Claims Session

The current Procurement Metrics are attached for reference.

DEPT METRIC	DATA REPORTED	CURRENT	LAST REPORT	% CHANGE FROM LAST	NOTES
PROCUREMENT	Active Contracts (Registry Only)	90	91	-1.1%	Only "contract" not included is for laundry (no cost only tracking)
PROCUREMENT	Contracts within 20-25% Remaining of Total Spend Authority	8	8	0.0%	<b>Remaining Contract Value Close to Exceeding Ending Contract Value by 20-25%</b> 1.Pinnacle maintenance (2071-23)- 20.29% (\$30,437.08 Left) contract going until end of term. John, if additional funds are needed, please contact Kim 2.Johnson Controls (2048-22)- 10.00% (\$26,061.50 Left) Daniel stated there is enough funds for the remainder of contract, but he extended until 4/17/24 3.Acure Builders (2028-22)- 21.85% (\$57,056.18 Left) Daniel monitoring for potential increase \$ 4.Imperial Abatement (2020-22)- 24.61% (\$24,241.00)-No action needed per Daniel 5.Blusky (2002-21)- 3.71% (\$10,048.91 Left) John, will you need additional funds? 6.General Builders (1977-21)- 10.00% (\$18,700.00 left) No action needed-not planning on extending per Daniel- Currently processing final payment 7.Project Logic (1971-21)- 23.71% (\$28,449.55 Left)- Replaced by Pro Se Mediation contract #2078-23 8.All Waste (1921-20)- 22.18% (43,371.40 Left)- John, is there enough funds to last until 5/1/24
PROCUREMENT	Contracts Expiring in 90 Days	10	19	-47.4%	<b>The Following are Expiring Within the Next 90 Days</b> A.New Haven Rev/CSG (1972-21)- 5/26/24- Kim working on year 4 extension B.Project Logic (1971-21)- 5/18/24- Ok to expire/replacing with new contract/Pro Se Mediation C.Advanced Video Security (2063-23)- 3/14/24- Daniel extended until 4/28/24 D.Acure Builders (2028-22)- 3/28/24- Annette approved change order. Daniel will be updating registry E.Johnson Controls (2049-22)- 1/3/2024- Extended until 4/17/24 F.Johnson Controls (2048-22)- 1/3/2024- Extended until 4/17/24 G.Witham Construction (2023-22)- 7/13/23- Extended until 3/29/24- Daniel extended again until 5/28/24 H.Imperial Abatement (2020-22)- 1/14/24- Extended until 4/28/24 I.General Builders (1977-21)- 12/28/23- Extended until 3/12/24- Work is complete- Daniel currently processing final payment. J.MMFC/JDA (1918-19)- 3/20/23- Extended until 3/20/25
PROCUREMENT	Solicitations in Development	2	2	0.0%	<b>2086-23 (Fire Extinguisher Inspection)- Kim to follow up with John</b> <b>2079-23 (Financial &amp; Housing Management Software)- Kim to update scope based on convo with Gina Vadney from procurement dept at WHA</b>
PROCUREMENT	Solicitations Advertised	1	1	0.0%	<b>1189- Managed Support Services (Due tomorrow)</b>
PROCUREMENT	Solicitations in Evaluation	0	0	N/A	
PROCUREMENT	Solicitations to be Awarded in next 90 Days	0	0	N/A	
PROCUREMENT	Solicitations to be considered for award at the next Board of Commissioners Meeting	0	0	N/A	





# The Housing Authority of the City of Hartford

To: Annette Sanderson, Executive Director  
From: John Williams, Director of Asset Management  
Vanessa D'Alessandro, LIPH Occupancy Manager  
Date: Friday, March 29, 2024  
Re: Asset Management Report for March of 2024

**HOUSING AUTHORITY PORTFOLIO BY AMP (Asset Management Project)**

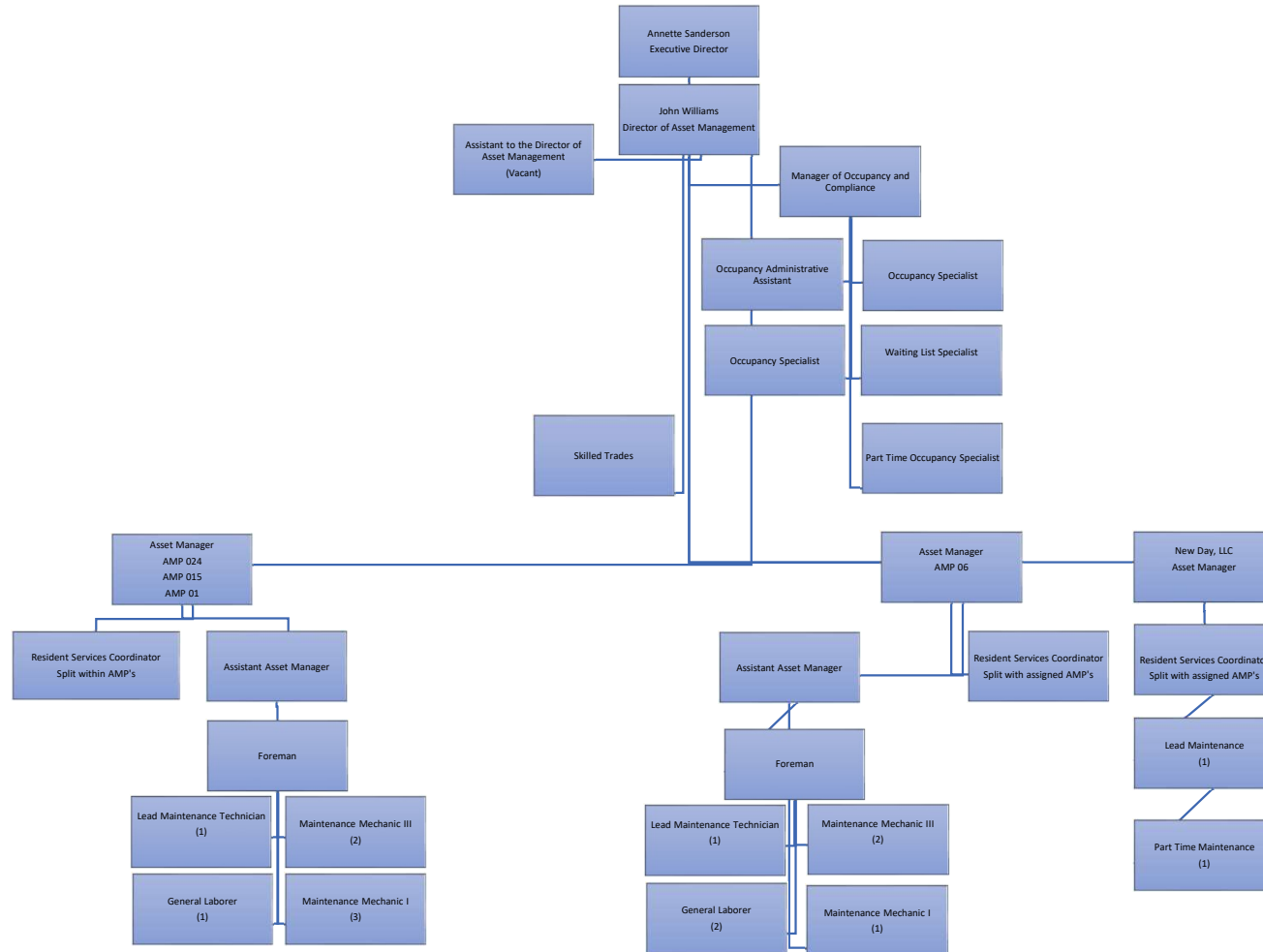
The Housing Authority of The City of Hartford has a total of four (4) AMP's (Asset Management Project) the four AMP's are 001 Scattered Sites/Nelton Court, AMP 015 Scattered Sites I, II and III, AMP 006 Elderly Disabled and AMP 024 New Communities. The building and unit count along with the physical address are broken down below.

AMP	Development	Studio	1	2	3	4	Non-ACC	Total
			BDRM	BDRM	BDRM	BDRM		
01,15	Scattered Sites I, II and III	0	19	118	74	13	0	224
6	Percival Smith Tower	0	200	0	0	0	0	200
6	Betty Knox Apartments	108	84	1	0	0	0	193
6	Mary Mahoney Village	0	50	0	0	0	0	50
6	Kent Apartments	0	35	4	0	0	0	39
24	Mary Shepard Place	0	13	77	33	4	0	127
24	The New Community	0	0	4	4	0	0	8
24	Stowe Village	0	0	21	83	3	0	107
							<b>Total</b>	<b>948</b>

<b>Scattered Sites I</b>	<b>Scattered Sites II</b>	<b>Percival Smith Tower</b>
49-51 Cabot Street	275-293 Bellevue Street	80 Charter Oak Avenue
	107-11 Benton Street	<b>Betty Knox Apartments</b>
58-60 Edgewood Street	115-117 Benton Street	141 Woodland Street
29-31 Enfield Street	114 Brook Street	<b>Mary Mahoney Village</b>
19-21 Orange Street	81-83 Cabot Street	73-81 Vine Street
31-33 Orange Street	3-21 Sanford Street	<b>Kent Apartments</b>
1532-1534 Park Street	188-192 Seymour Street	188 Sigourney Street
68-70 Pliny Street	6-8 Winter Street	<b>Mary Shepard Place</b>
32 Sanford Street	9-17 Winter Street	Buildings 1-9
182-184 Seymour Street	165-181 Wooster Street	<b>New Communities</b>
113-115 Westland Street	<b>Scattered Sites III</b>	Nilan Street
124-126 Wooster Street	459-469 Garden Street	Sequin Street
140-142 Wooster Street	590-592 Garden Street	Margarita Drive
146-148 Wooster Street	598-600 Garden Street	Dart Street
	452-456 Hudson Street	<b>Stowe Village</b>
	726 New Britain Avenue	Theodore Napper Lane
		Kensington Street
		Hampton Street



Organizational chart for the Asset Management Department.



## ASSET MANAGEMENT REPORT

### ASSET MANAGERS CONTINUE TO:

- Inspect properties for hazardous conditions and curb appeal.
- Inspect units.
- Show and lease units.
- Complete transfers and move outs of residents.
- Monitor vacancies.
- Generate work orders.
- Procure material for staff.
- Assist residents when needed.
- Enforce lease violations.
- Send out notices for informational purpose to residents (pest control, changes, repairs).

Asset Managers continue to work closely with the Occupancy department to keep the department up to date on vacancies, turnovers, and move outs. We work together on getting perspective residents housed in a timely manner. We also work closely with the legal department and rent collection to enforce lease violations and retrieve past due rent.

### UNIT TURN OVER STATUS

- AMP 006- 5
- AMP 024- 0
- AMP 001- 1
- AMP 015- 2

### PEST CONTROL SERVICES- QUARTERLY SERVICE

- Stowe Village
- Scattered Sites AMP 15

### INSPECTIONS

- UPCS inspections were conducted at Scattered Sites.
- Follow up inspections conducted from lease violations.

### WORK ORDERS

- Total Open Work Orders for the month – 144
- Total Pest Control Work Orders for the month - 47
- Total Closed Work Orders for the Month – 340
- Total Work Orders for the month – 484

## UPGRADES TO COMMON AREAS AT THE ELDERLY SITES

- Laundry rooms continue to be cleaned and painted in preparation for new machines.

## REPAIRS

- BETTY KNOX
  - Roof replacement above the community room is complete.
  - Trash chutes were replaced.
- KENT APARTMENTS
  - Brick repointing has been referred over to the Modernization Department due to the cost associated with the repairs.
  - Capital Improvements finished the intercom project.
  - Washing machines and dryers have been replaced.
- MAHONEY VILLAGE
  - The rear porches will be power washed and painted.
  - All exterior doors are going to be re painted.
  - Washing machines and dryers have been replaced.
- SMITH TOWERS
  - Trash chute doors have been replaced.

- SCATTERED SITES
  - UPCS repairs are being conducted.
  - 140-148 Wooster gutters and downspouts are being replaced due to age.
- MARY SHEPARD/NEW COMMUNITIES
  - Asset Management walks the grounds twice a week to take note of any items that may be of threat or harm to anyone's well being as well as note any lease violations that need to be addressed.
  - Resident meetings will be held on a 4-6 week schedule for Residents to be updated on progress and to voice any concerns.
  - UPCS repairs are being conducted.

#### VACANCY PREP

- 8 units made available for the month of March.

#### GENERAL MAINTENANCE ISSUES/CONCERNS

- NSPIRE Inspections have been scheduled for AMP 1 for April 17<sup>th</sup> and 18<sup>th</sup>. This inspection is being performed by a Quality Assurance Inspector from HUD.
- Preparations for the other AMP's are ongoing.

#### DUTCH POINT PROPERTY TRANSITION

- The Physical Needs Assessment is under review
- Brick repointing is needed throughout the property, quotes are being received. Emergency repairs due to immediate needs are being conducted by Blu Sky restoration.

## OPERATIONS AND OCCUPANCY

- Operations and Occupancy communicate daily on upcoming offers and vacancies throughout the portfolio.
- A shared spreadsheet has been implemented and is updated in real time to avoid any delays.

## OTHER ACTIVITIES

- Ms. Rodriguez met with Officer Palmieri to discuss safety concerns at Betty Knox and Kent Apartments. We have also reached out and are currently awaiting a response from the CSO for Mary Mahoney Village and Smith Towers.
- Coffee with the Manager for AMP 6 has been scheduled for the month of April, the CSO's have been invited to participate.
- Ms. Williams conducted another meeting/training to discuss NSPIRE, lease and property rules updates with a Q/A.
- Several basements at Stowe Village have been affected by the heavy rainfall over the past few months, Blu Sky restoration is in the process of making those repairs.
- There is an ongoing investigation being conducted by HPD for a shooting incident that occurred at 140-142 Wooster on March 19, 2024. One resident has been transferred due to security concerns. We will continue to work with HPD on the matter.
- KAPA notices are being mailed to all residents that have lease violations from the month's inspections.
- HOTMA training was conducted in March.

## RESIDENT SERVICES COORDINATOR REPORT

### REFFERALS

- Resident Services continue to work with John Williams and the Asset Managers regarding referrals due to housing violations and other issues.

### FOOD SERVICES

- Delivered food from the St. Francis Food Bank to the residents of Mary Mahoney Village. 47 households participated.
- Delivered food from the St. Francis Food Bank to the residents of Smith Towers. 120 households participated.
- Delivered food from the St. Francis Food Bank to the residents of Betty Knox Apartments. 118 households participated.
- Delivered food from the St. Francis Food Bank to the residents of Mary Shepard Place. 27 households participated.
- Delivered food from the St. Francis Food Bank to residents of Kent Apartments. 33 households participated. Food was delivered to each apartment. It was decided that we would continue delivering directly to each of the apartments.
- Resident Services organized food deliveries from House of Bread:
  - Smith Towers – March 20, 2024
  - Betty Knox Apt. – March 6, 2024
  - Mary Shepard Place – March 22, 2024
  - Mary Mahoney Village – March 1 & 8, 2024
- The Community Renewal Team (CRT) delivered grab & go lunches to 55 residents at Smith Towers for a total of 1,100 meals for the month of March. CRT just notified participants that due to budget restraints, they will not be able to continue daily lunches, they will deliver lunches 3 days a week to a total of 35 residents at Smith Tower.
- Resident Services met with Melissa Crawford, of the Joan C. Dauber Food Bank, the Manager of Community Health & Well Being at Trinity Health Care regarding the food delivery schedule for March.
- Resident Services distributed flyers regarding participation in the Joan C. Dauber Food Bank at St. Francis Hospital. Flyers were distributed to each door and common areas at Smith Tower, Betty Knox, Mary Mahoney Village, Kent Apt. & Mary Shepard Place. Also, Resident Leaders are assisting Resident Services in getting the information out. The deadline for signing up is Monday, April 1, 2024. Resident Services is in the process of compiling the information and presenting it to the Joan C. Dauber Food Bank.

## OTHER INFORMATION

- Hartford Public Library & Resident Services scheduled Health & Wellness presentations at the following:
  - March 13, 2024 – Betty Knox
  - March 19, 2024 – Smith Towers
  - March 21, 2024 – Kent Apt.
  - March 27, 2024 – Mary Mahoney Village
  
- Resident Services met with Dion Watts, Client Executive with Verizon Communications. He works with the Affordable Connectivity Program (ACP) where residents that qualify can get internet services free, no commitment, no deposit or credit checks. We scheduled presentations for residents of Betty Knox and quite a few residents came to the presentation. We are in the process of scheduling a presentation at Smith Tower.
- Resident Services met with Nereida Ortiz and the new Project Manager for Renters Rebate, In-Jee Lee of the City of Hartford, Health and Human Services regarding Renters Rebate schedule for the Housing Authority of the City of Hartford. Below please find the schedule for Renters Rebate:
  - Percival Smith Tower    Tuesday, April 2 & Wednesday, April 3, 2024
  - Betty Knox Apt.            Tuesday, April 9 & Wednesday, April 10, 2024
  - Mary Mahoney Village    Thursday, April 4, 2024
  - Kent Apt.                    Thursday, April 11, 2024
  - Mary Shepard Place        Tuesday, April 16, 2024
  
- Resident Services organized a meeting and residents of Mary Mahoney Village met with Gardener Errol McLean regarding the Greenhouse and upcoming planting season. Over a dozen residents participated in the meeting. Residents discussed planting a variety of vegetables.
- Resident Services participated in the Zoom meeting of Bank on CT Coalition through the CT Association Human Services & Advancing CT Together (CAHS & ACT).



## **LIPH ADMISSIONS AND OCCUPANCY DEPT. REPORT**

### **RECERTIFICATION**

As of 2/29/2024, the current annual recertification reporting rate is 93.43%. There were a total of 70 recertifications due effective 4/1/2024; 20 remain incomplete due to residents being non-compliant. In-person appointments are being scheduled in an attempt to complete annual reexaminations past due and increase the annual recertification rate. Proper legal steps will be taken for residents not responding .

## STAFF CASELOAD AND RESPONSIBILITIES THROUGH THE REEXAMINATION PROCESS

The reexamination process requires a lot of monitoring and attention to detail from both the Occupancy Administrative Assistant and the Occupancy Specialists, along with extensive communication between the Occupancy Specialist and residents. The Occupancy Specialists and Occupancy Administrative Assistant work closely throughout this course. Below is a detailed explanation of how the caseload is assigned and the responsibilities of Occupancy Staff during the reexamination process.

### Occupancy Administrative Assistant:

Elizabeth Gutierrez

### Occupancy Specialist:

Ashley Montante: Last name A-K (plus R, minus C)

Yanira Agudo: Last Name L-Z (plus C, minus R)

Ramon Planas Vega (TBD)

The Occupancy Department has promoted Ramon Planas Vega as Occupancy Specialist effective 4/1/2024.

## Occupancy Administrative Assistant

- Produces *Next Reexamination Report* to determine which residents are due for their annual reexamination 120 day in advance of their due date.
- Letters are generated along with forms that require the resident's completion and signature. HACH also provides residents with a guide referencing contact information of entities they may need to retrieve documents to complete this process such as:
  - Social Security Administration
  - Department of Social Services
  - DOL/ Unemployment
  - IRS
- Occupancy Administrative Assistant also closely monitors status of reexaminations to determine if 2<sup>nd</sup> notices need to be mailed to residents. This occurs ten days after the initial notices and the resident is given an additional ten days to provide documents.
- After the 2<sup>nd</sup> notice has passed its due date, the Occupancy Administrative Assistant determines which residents are noncompliant and produces and mails a pre-termination notice allowing the residents 15 days to cure the lease violation.
- Once the pretermination expires a Notice to Quit (NTQ) is served if necessary.

## Occupancy Specialist

- Occupancy Specialists closely monitors the documents received from residents after reexamination notices are mailed. Documents received are required to be reviewed within 14 days.
- If documents are incomplete the Occupancy Specialist provides a notice to the residents requesting the remainder of the required documents. This step requires multiple review of the paperwork received at different times throughout this process until the reexamination is complete or the resident doesn't comply, and we must resort to the summary process.
- An in-person appointment is given to the resident if requested or if the Occupancy Specialist determines it is beneficial for the resident to be seen in person.
- Once the annual reexamination is complete the Occupancy Specialist determines if the resident is to sign a lease depending on their legal status. If the resident must sign a lease the Occupancy Specialist provides the lease for signatures. They also provide the residents with the information reflecting their new rent amount and effective date.
- Throughout the year if a resident has income or household composition change the Occupancy Specialist is responsible for requesting supporting documents and making changes reflective of what has been reported.
- Interims may also be conducted in person if requested by the resident or determined beneficial to the resident by the Occupancy Specialist.
- Occupancy Specialist are required to retrieve and return phone calls between 24-48 hours.
- Keep detailed and accurate notes for each resident.
- Keep a clean and organized file for each resident providing the last 3 years of annual reexaminations



# Public Housing MASS Occupancy Information



Region	State	Field Office	PHA Name	Moving To Work (MTW)
All	▼ Connecticut	▼ All	▼ CT003 : Hartford Housi...	▼ All

\*Occupancy Data as of 3/29/2024

Public Housing Authorities have been working through the pandemic to provide housing while also dealing with unique occupancy challenges, stringent guidance around health, supply chain issues, and other unforeseen events.

## Current MASS Occupancy Rate\*



## Unit Status

1 PHAs	4 Developments	951 Total ACC Units
898 Leased Units	32 Unleased Units	2.00 Residents Per Unit

## Distribution of Unit Sizes in Public Housing

**29.75%**

Average % of 0 or 1 Bedroom Units

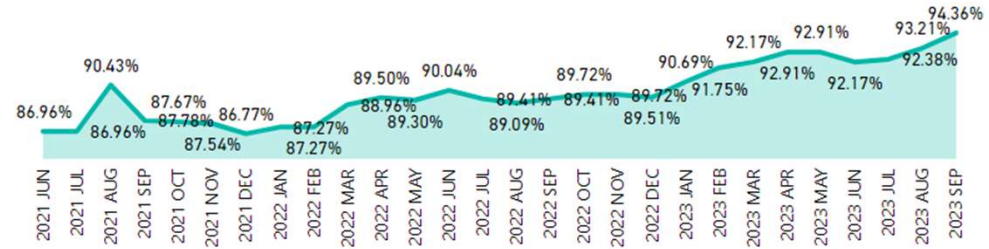
**43.19%**

Average % of 2 Bedroom Units

**27.07%**

Average % of 3 or More Bedroom Units

## MASS Occupancy Rate Over Time Reported as of the 1st of each month



## PHA Count by MASS Occupancy Group\*



Above Goal: ≥ 96%

The following applicants were drawn for the eligibility process as of 3/31/2024:

- 0 Bedroom- 9 applicants
- 1 Bedroom- 32 applicants
- 2 Bedroom- 45 applicants
- 3 Bedroom- 42 applicants
- 4 Bedroom- 8 applicants

Currently we are processing a total of 136 applicants.

The LIPH Occupancy Department produced:

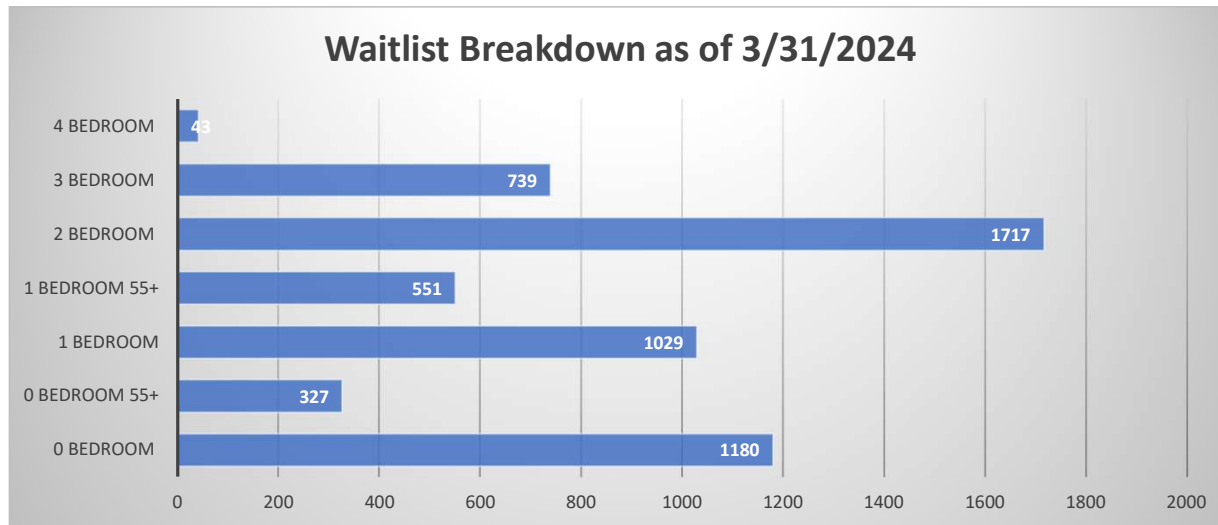
- 10 unit offers
- 5 lease ups
- 8 new vacancies
- 2 transfer
- 4 unit refusals
- 0 pending decision
- 3 net gain

The number of new vacancies are due to:

- 2 transfers within the portfolio
- 1 rented locally/ other
- 1 deceased
- 1 Skip-out
- 1 purchased a home
- 2 other/unknown

CURRENT WAITLIST

Our current waitlist has a total of 4,708 applicants.

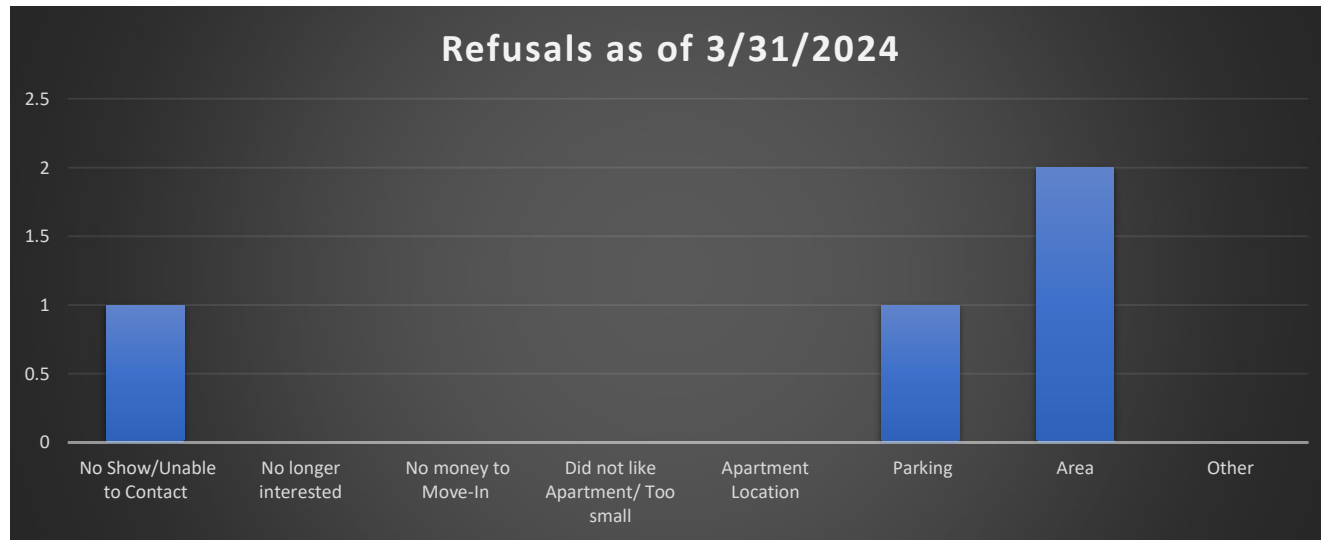


## OPENING OF THE LIPH WAITLIST

We have a total of 4,708 applicants on the waitlist. We continue accepting applications for those near elderly, 55 and older, that qualify for a studio, or one bedroom. The waitlist remain open for Amp-006. Asset property managers maintain communication with the Occupancy Department to advise of upcoming available units in order for the department to promptly make unit offers accordingly.



UNIT REFUSALS



## VACANCY LOG

A copy of our vacancy log is attached to this report on the following pages.

Housing Authority of the City of Hartford  
Low Income Public Housing Vacancy Log

	Unit Number	BLDG ID	Current Unit Status (ELITE)	Effective Date of Vacancy	AMP #	Approved by HUD Offline Date	Floor	BDRM Size	Unit Address	Projected Ready Date	Actual Ready Date	Date Assigned to Crew	Unit offered/ Refused	Initial Offer Date	Applicant Info	Vacancy Days
1	0111784	141	Available	3/18/2024 11:59:59 PM	AMP-006		9	0	141 Woodland St 921 921		3/26/2024					14
2	0080571	80	Available	2/29/2024 11:59:59 PM	AMP-006		6	1	80 Charter Oak Ave 608		3/26/2024					32
3	0080343	80	Available	10/2/2023	AMP-006		4	1	80 Charter Oak Ave 405		3/22/2024					182
4	0110314	141	Available	8/30/2023 11:59:59 PM	AMP-006		2	1	141 Woodland St, 220 220	1/23/2024	1/24/2024		2	2/1/2024	Emergency Transfer pending	215
5	0150017	B_0001	Available	12/1/2023 11:59:59 PM	AMP-001		1	2	124 Wooster St, Apt B1 B1	1/15/2024	2/29/2024		2	3/19/2024		122
6	0160753	29	Available	3/28/2023 11:59:59 PM	AMP-015	ADA	1	2	231 Park Street, A-2 A2		4/11/2023		5	7/26/2023		370
7	0150261	3	Available	11/22/2023 11:59:59 PM	AMP-015		2	3	113 WESTLAND ST 2B	1/15/2024	2/27/2024		1	3/4/2024		131
8	0150669	8	Sent To Maint.	3/31/2024 11:59:59 PM	AMP-015		3	4	31 Enfield St. B3							1
9	0110796	141	Sent To Maint.	3/25/2024 11:59:59 PM	AMP-006		5	0	141 Woodland St, 506 506							7
10	0080246	80	Sent To Maint.	3/21/2024 11:59:59 PM	AMP-006		3	1	80 Charter Oak Ave 305							11
11	0150318	B_0050	Sent To Maint.	3/21/2024 11:59:59 PM	AMP-001		2	2	140 Wooster Street, Apt B2 B2							11
12	0280007	B_0070	Sent To Maint.	3/18/2024 11:59:59 PM	AMP-024		1	3	50 Kensington Street							14
13	0150342	B_0050	Sent To Maint.	3/15/2024 11:59:59 PM	AMP-001		2	2	142 Wooster Street, Apt A2 A2							17
14	0111695	141	Sent To Maint.	3/4/2024 11:59:59 PM	AMP-006		9	1	141 Woodland St, 912 912							28
15	0080979	80	Sent To Maint.	2/29/2024 11:59:59 PM	AMP-006		10	1	80 Charter Oak Ave 1008							32
16	0111239	141	Sent To Maint.	2/29/2024 11:59:59 PM	AMP-006		7	0	141 Woodland St, 708 708							32
17	0080741	80	Sent To Maint.	2/8/2024 11:59:59 PM	AMP-006		8	1	80 Charter Oak Ave 805							53
18	0150198	B_0023	Sent To Maint.	2/8/2024 11:59:59 PM	AMP-001		2	2	32 Sanford Street 2C							53
19	0160834	29	Sent To Maint.	2/5/2024 11:59:59 PM	AMP-015		3	4	233 Park Street, C1 C1							56
20	0081014	80	Sent To Maint.	1/31/2024 11:59:59 PM	AMP-006		11	1	80 Charter Oak Ave 1102							61
21	0111904	141	Sent To Maint.	1/11/2024 11:59:59 PM	AMP-006		10	1	141 Woodland St, 1012 1012							81
22	150994	13	Sent To Maint.	1/9/2024 11:59:59 PM	AMP-015		1	2	60 EDGEWOOD ST A1							83
23	0110013	141	Sent To Maint.	8/23/2021 11:59:59 PM	AMP-006			2	141 Woodland St, 101 101	Pending Approval.					Pending Approval - waiting for second	952

Housing Authority of the City of Hartford  
Low Income Public Housing Vacancy Log

24	0170334	B_0083	Demo/Dispo Approved	10/17/2023 11:59:59 PM	AMP-015		1	2	598 Garden Street, A-1 A1	May-25						167
25	0170376	B_0083	Demo/Dispo Approved	10/2/2023 11:59:59 PM	AMP-015		3	3	598 Garden Street, A-3 A3	May-25					Building is temporarily closed down due to	182
26	0036182	5	Demo/Dispo Approved	3/20/2024 10:49:45 AM	AMP-024		2	2	Mary Shepard Place 509							12
27	0035445	4	Demo/Dispo Approved	1/18/2024 11:59:59 PM	AMP-024		2	2	Mary Shepard Place 405							74
28	0035429	4	Demo/Dispo Approved	10/2/2023 11:59:59 PM	AMP-024		2	2	Mary Shepard Place 403						Demo Dispo approved	182
29	0036425	7	Demo/Dispo Approved	6/21/2017	AMP-024			2	Mary Shepard Place 713	8/21/2017					Demo Dispo approved	2476
30	0035290	1	Demo/Dispo Approved	9/6/2023 11:59:59 PM	AMP-024		2	3	Mary Shepard Place 103						Demo Dispo approved	208
31	0036213	5	Demo/Dispo Approved	5/19/2023	AMP-024		2	2	Mary Shepard Place 512	11/15/2023					Demo Dispo approved	318
32	0150839	B-0007	Demo/Dispo Approved	4/24/2019	AMP-001			3	31 Capen Street Apt. A						Demo Dispo approved 9/29/2023	1804
33	0150889	B_0007	Demo/Dispo Approved	4/15/2019	AMP-001			3	33 Capen Street F						Demo Dispo approved 9/29/2023	1813
34	0150847	B_0007	Demo/Dispo Approved	3/26/2019	AMP-001			3	31 Capen Street, Apt C C						Demo Dispo approved 9/29/2023	1833
35	0150863	B_0007	Demo/Dispo Approved	3/27/2019	AMP-001			3	33 Capen Street, Apt B B						Demo Dispo approved 9/29/2023	1832
36	0150871	B_0007	Demo/Dispo Approved	3/27/2019	AMP-001			3	33 Capen Street, Apt D D						Demo Dispo approved 9/29/2023	1832
37	0150855	B_0007	Demo/Dispo Approved	11/29/2018	AMP-001			3	31 Capen Street, Apt E E		1.25.19				Demo Dispo approved 9/29/2023	1950
38	0150562	B_0076	Demoilshed	7/30/2019	AMP-001			2	125 Martin Street B2						Affected by fire 7.12.19/ Demo Dispo approved	1707
39	0150588	B_0076	Demoilshed	9/5/2019	AMP-001			2	125 Martin Street B3						Affected by fire 7.12.20/ Demo Dispo approved	1670
40	0150499	B_0076	Demoilshed	8/12/2019	AMP-001			2	123 Martin Street C1						Affected by fire 7.12.20/ Demo Dispo approved	1694
41	0150596	B_0076	Demoilshed	8/14/2019	AMP-001			2	125 Martin Street D3						Affected by fire 7.12.20/ Demo Dispo approved	1692
42	0150520	B_0076	Demoilshed	7/28/2019	AMP-001			3	123 Martin Street A3						Affected by fire 7.12.20/ Demo Dispo approved	1709
43	0150538	B_0076	Demoilshed	8/4/2019	AMP-001			3	123 Martin Street C3						Affected by fire 7.12.20/ Demo Dispo approved	1702
44	0150481	B_0076	Demoilshed	7/21/2019	AMP-001			1	123 Martin St A1						Affected by fire 7.12.20/ Demo Dispo approved	1716
45	0150504	B_0076	Demoilshed	7/21/2019	AMP-001			1	123 Martin St A2						Affected by fire 7.12.20/ Demo Dispo approved	1716
46	0150512	B_0076	Demoilshed	7/22/2019	AMP-001			2	123 Martin St C2						Affected by fire 7.12.20/ Demo Dispo approved	1715
47	0150554	B_0076	Demoilshed	7/22/2019	AMP-001			2	125 Martin St D1						Affected by fire 7.12.20/ Demo Dispo approved	1715
48	0150546	B_0076	Demoilshed	7/23/2019	AMP-001			1	125 Martin St B1						Affected by fire 7.12.20/ Demo Dispo approved	1714
49	150570	B_0076	Demoilshed	7/23/2019	AMP-001			2	125 Martin St D2						Affected by fire 7.12.20/ Demo Dispo approved	1714





# Memorandum



**To:** Ms. Annette Sanderson, Executive Director &  
Board of Directors

**From:** Joshua Bird, Chief Financial Officer

**Date:** 04/02/2024

**Re:** Summaries and Reports for Board Review

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## **Rent Collection & TAR (FR1):**

Rent Collection in March was \$402k (92.5% of billed amounts). This is an increase of \$31.4k below the previous month but an increase of \$2k over the same month last year. Collections over the current 12 month period remains ahead of the prior period by \$393k.

UniteCT has been making regular payments for those who are in the eviction process. The Authority received \$5.7k in March. In total to date residents have received from the program \$700,388; assisting 159 residents. The Authority has also worked with other third parties as well and continues to keep eligible residents apprised of the opportunity to work with outside programs & the Authority to get arrearages paid and avoid eviction.

## **Program Financials (FR2):**

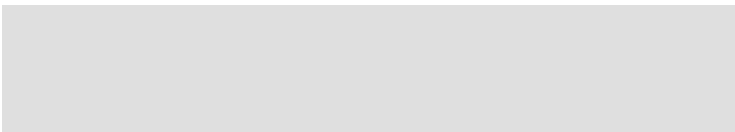
The LIPH program ran an operating deficit of \$159.2k in the month of February. This is primarily due to HUD's lower proration rates in the new year while Congress argued over funding levels as well as winter level expenses in snow removal and heating expenses.

The HCV department ran a \$30.2k operating surplus in the month of February. The HCV program revenues have been lower than projected due to port absorption by other PHAs, but expenses have also stayed below budget to maintain an overall surplus.

The COCC ran an operating deficit in the month of February of \$49.2k. This was primarily due to the uneven nature of the COCC's revenue streams.

## **Grant Summary (FR3):**

Grant Balances are reported through the 2<sup>nd</sup> of April. The Operating Grant for 2024 has been funded through May at a proration of 87%. HUD is generally conservative with funding prior to application processing and budget appropriations are finalized.



**Inter-program Loans (FR SUP):**

There are no outstanding liabilities between Authority programs related to HUD restricted cash.

Checks over \$10,000 for the month of February included:

<b>Vendor Name</b>	<b>Check No.</b>	<b>Check Date</b>	<b>Amount Paid</b>
Eversource	547	03/12/2024	\$123,162.32
The Metropolitan District	546	03/12/2024	\$122,630.52
B&W Paving & Landscaping LLC	456	03/01/2024	\$86,780.00
CNG	670	03/27/2024	\$81,550.82
State Treas For Merf	654	03/26/2024	\$59,250.50
B&W Paving & Landscaping LLC	465	03/01/2024	\$50,172.00
Imperial Abatement, LLC	645	03/26/2024	\$39,904.20
Hartford Steam Company	551	03/12/2024	\$38,535.50
ProjectLogic, LLC	473	03/01/2024	\$26,471.67
B&W Paving & Landscaping LLC	615	03/18/2024	\$24,600.00
HSF Consulting LLC	675	03/27/2024	\$22,093.75
G.L. Capasso, Inc.	584	03/13/2024	\$21,780.00
BluSky Restoration Contractors, LLC	659	03/27/2024	\$21,598.43
Housing Insurance Services, Inc	553	03/12/2024	\$19,261.00
State Treas For (merf)	653	03/26/2024	\$17,678.41
SM Mechanical Services	622	03/18/2024	\$16,235.50
All Waste Inc.	669	03/27/2024	\$15,645.26
BluSky Restoration Contractors, LLC	638	03/26/2024	\$14,329.55
Eversource	673	03/27/2024	\$13,996.31
Workers' Compensation Trust Inc.	556	03/12/2024	\$13,953.00
CNG	557	03/13/2024	\$12,025.43
Accurate Answer, LLC	577	03/13/2024	\$11,028.11
The Metropolitan District	534	03/12/2024	\$10,731.65



# Rent Collection & TAR Report

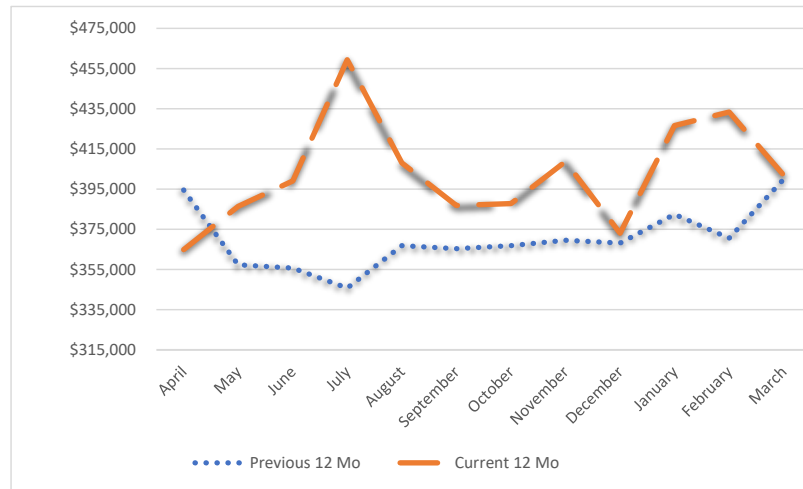


## March Billings and Collections

				Rent Run	Extra Charges	Total Billed	Payments Received	% of Billed
Old Nelson & Scattered Sites	AMP 01	68	units	27,422	250	27,672	24,223	87.5%
Elderly Developments	AMP 06	465	units	156,097	240	156,337	150,728	96.4%
Scattered Sites	AMP 15	181	units	84,039	549	84,588	80,729	95.4%
New Communities & MSP	AMP 24	237	units	165,991	200	166,191	146,289	88.0%
<b>Total Federal LIPH</b>		<b>951</b>	<b>units</b>	<b>433,549</b>	<b>1,238</b>	<b>434,787</b>	<b>401,969</b>	<b>92.5%</b>

## Collection Lookback: LIPH only

	Previous 12 Mo	% Col	Current 12 Mo	% Col
April	\$ 394,563	102.5%	\$ 364,898	88.3%
May	\$ 357,382	94.5%	\$ 386,423	93.3%
June	\$ 355,706	91.0%	\$ 399,093	96.3%
July	\$ 345,773	91.9%	\$ 459,390	111.3%
August	\$ 366,915	98.2%	\$ 407,997	95.1%
September	\$ 365,345	96.2%	\$ 386,919	90.6%
October	\$ 366,915	103.8%	\$ 387,827	90.7%
November	\$ 369,575	92.1%	\$ 408,750	95.6%
December	\$ 368,220	95.0%	\$ 373,093	86.7%
January	\$ 382,448	97.0%	\$ 426,602	99.2%
February	\$ 370,606	91.6%	\$ 433,419	100.4%
March	\$ 399,919	100.2%	\$ 401,969	92.5%
<b>12 Month Total</b>	<b>\$ 4,443,367</b>	<b>96.2%</b>	<b>\$ 4,836,380</b>	<b>95.0%</b>



## Total Housed Tenant Accounts

### Receivable:

	AMP 01	AMP 06	AMP 15	AMP 24	Total LIPH	
<b>Total</b>	41,362	109,024	209,821	250,035	610,242	
<b>2 pt PHAS Goal</b>	6,379	38,211	21,456	42,088	108,134	-estimated
<b>5 pt PHAS Goal</b>	3,828	22,926	12,874	25,253	64,881	-estimated

# Budget vs Actuals



## February 2024 Operating Financials

### MTD

### YTD

#### Low Income Public Housing

	MTD Budget	MTD Actual	MTD Variance	YTD Budget	YTD Actual	YTD Variance
<b>Revenue</b>						
Dwelling Rent	\$ 413,037	\$ 432,115	\$ 19,078	\$ 826,074	\$ 851,460	\$ 25,386
Operating Subsidy	\$ 519,693	\$ 520,024	\$ 331	\$ 1,039,387	\$ 1,062,371	\$ 22,985
All Other	\$ 20,167	\$ 13,362	\$ (6,805)	\$ 40,333	\$ 19,366	\$ (20,967)
<b>Total Revenue</b>	<b>\$ 952,897</b>	<b>\$ 965,501</b>	<b>\$ 12,604</b>	<b>\$ 1,905,794</b>	<b>\$ 1,933,197</b>	<b>\$ 27,403</b>
<b>Expenses</b>						
Administrative	\$ 283,456	\$ 266,350	\$ (17,106)	\$ 566,912	\$ 498,677	\$ (68,235)
Tenant Services	\$ 15,872	\$ 13,718	\$ (2,154)	\$ 31,744	\$ 25,653	\$ (6,091)
Utilities	\$ 280,902	\$ 357,099	\$ 76,197	\$ 561,804	\$ 748,985	\$ 187,181
Maintenance	\$ 360,923	\$ 426,369	\$ 65,446	\$ 721,845	\$ 684,946	\$ (36,899)
General	\$ 98,108	\$ 61,252	\$ (36,856)	\$ 196,216	\$ 98,736	\$ (97,480)
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 1,039,261</b>	<b>\$ 1,124,788</b>	<b>\$ 85,528</b>	<b>\$ 2,078,521</b>	<b>\$ 2,056,997</b>	<b>\$ (21,524)</b>
<b>Net Gain/(Loss)</b>	<b>\$ (86,363)</b>	<b>\$ (159,287)</b>	<b>\$ (72,924)</b>	<b>\$ (172,727)</b>	<b>\$ (123,800)</b>	<b>\$ 48,927</b>

#### Housing Choice Voucher

	MTD Budget	MTD Actual	MTD Variance	YTD Budget	YTD Actual	YTD Variance
<b>Revenue</b>						
All Other	\$ 233,094	\$ 212,755	\$ (20,339)	\$ 466,187	\$ 425,844	\$ (40,343)
<b>Total Revenue</b>	<b>\$ 233,094</b>	<b>\$ 212,755</b>	<b>\$ (20,339)</b>	<b>\$ 466,187</b>	<b>\$ 425,844</b>	<b>\$ (40,343)</b>
<b>Expenses</b>						
Administrative	\$ 187,771	\$ 166,599	\$ (21,172)	\$ 375,543	\$ 307,008	\$ (68,535)
Tenant Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ 13,000	\$ 1,260	\$ (11,740)	\$ 26,000	\$ 782	\$ (25,218)
General	\$ 19,002	\$ 14,656	\$ (4,346)	\$ 38,004	\$ 18,303	\$ (19,701)
<b>Total Expenses</b>	<b>\$ 219,773</b>	<b>\$ 182,515</b>	<b>\$ (37,258)</b>	<b>\$ 439,546</b>	<b>\$ 326,093</b>	<b>\$ (113,453)</b>
<b>Net Gain/(Loss)</b>	<b>\$ 13,321</b>	<b>\$ 30,240</b>	<b>\$ 16,920</b>	<b>\$ 26,641</b>	<b>\$ 99,751</b>	<b>\$ 73,110</b>

#### Central Office

	MTD Budget	MTD Actual	MTD Variance	YTD Budget	YTD Actual	YTD Variance
<b>Revenue</b>						
All Other	\$ 326,227	\$ 292,563	\$ (33,664)	\$ 652,455	\$ 572,373	\$ (80,082)
<b>Total Revenue</b>	<b>\$ 326,227</b>	<b>\$ 292,563</b>	<b>\$ (33,664)</b>	<b>\$ 652,455</b>	<b>\$ 572,373</b>	<b>\$ (80,082)</b>
<b>Expenses</b>						
Administrative	\$ 251,003	\$ 242,411	\$ (8,592)	\$ 502,007	\$ 420,763	\$ (81,244)
Tenant Services	\$ 83	\$ 103	\$ 20	\$ 167	\$ 376	\$ 209
Utilities	\$ 6,317	\$ 5,787	\$ (530)	\$ 12,633	\$ 15,420	\$ 2,787
Maintenance	\$ 57,281	\$ 65,997	\$ 8,716	\$ 114,563	\$ 115,243	\$ 681
General	\$ 11,110	\$ 27,486	\$ 16,376	\$ 22,221	\$ 34,174	\$ 11,953
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 325,795</b>	<b>\$ 341,784</b>	<b>\$ 15,989</b>	<b>\$ 651,590</b>	<b>\$ 585,976</b>	<b>\$ (65,614)</b>
<b>Net Gain/(Loss)</b>	<b>\$ 432</b>	<b>\$ (49,221)</b>	<b>\$ (49,653)</b>	<b>\$ 865</b>	<b>\$ (13,603)</b>	<b>\$ (14,468)</b>

# HUD Grant Report



## March Grants Expended

		Beginning Date	Ending Date	Total Grant	Expended	Remaining	Pct. Expended
<b>2024 LIPH Operating Fund</b>	<i>HUD</i>	1/1/2024	5/31/2024	2,339,563	1,741,199	598,364	74%
<b>2022 LIPH Shortfall Grant B</b>	<i>HUD</i>	8/30/2022	9/30/2030	326,279	-	326,279	0%
<b>2023 LIPH Shortfall Grant A</b>	<i>HUD</i>	9/20/2023	9/30/2031	675,794	594,897	80,897	88%
<b>2023 LIPH Shortfall Grant B</b>	<i>HUD</i>	9/20/2023	9/30/2031	675,794	-	675,794	0%
<b>2021 Capital Fund</b>	<i>HUD</i>	2/23/2021	2/22/2025	2,853,073	2,789,300	63,773	98%
<b>2022 Capital Fund</b>	<i>HUD</i>	4/16/2022	4/15/2026	3,462,902	2,647,418	815,484	76%
<b>2023 Capital Fund</b>	<i>HUD</i>	2/17/2023	2/16/2027	3,531,369	1,320,375	2,210,994	37%
<b>2022 Security Grant</b>	<i>HUD</i>	9/27/2022	9/25/2024	250,000	216,396	33,604	87%
<b>2022 Lead Grant</b>	<i>HUD</i>	9/13/2023	09/07/227	98,500	34,355	64,145	35%
<b>ROSS 2022</b>	<i>HUD</i>	6/1/2022	5/31/2025	245,850	133,000	112,850	54%

## Federally Restricted Inter-Program Loan Report



### February 2024

	<u>Due To Other</u>	<u>Due From Other</u>
	<u>Programs:</u>	<u>Programs:</u>
Central Office	\$ -	\$ -
Housing Choice Vouchers	\$ -	\$ -
LIPH	\$ -	\$ -

**Report: Monthly Progress – Systems Department**

**Date: April 3, 2024**

**Prepared By: Debra Kulawski, Systems Administrator**

**Submitted to: Joshua Bird**

**Infrastructure:**

- ✓ Approximately 90 users
- ✓ Hosted Servers: SQL, Apps, SharePoint, RDS
- ✓ 1 physical Windows 2019 server; hosting VEEAM, HACHPRINT & WARDLAW.
- ✓ 75 PCs Windows 10/11.
- ✓ Incoming and Outgoing e-mails are scanned by Microsoft 365
- ✓ System backups are done in the cloud with 1 onsite incrementally daily and a full backup and the end of every week.
- ✓ SonicWALL 2700. This also connects our main office and our remote offices with SonicWALL TZ-400 firewalls.

***Updates***

HACH continues to utilize cloud infrastructure. All our data and main software, Emphasys, are cloud hosted.

An improved intercom system was installed at Kent.

The ticketing system continues to assist the IT department to streamline and document issues daily.

MFA is required for authentication to access HACH resources.

All mobile devices are enrolled into Microsoft MDM, Intune. Monitoring tools are used to detect and logs network activities.

Staff are actively participating in cyber security awareness. This will be an ongoing process to keep staff up to date with current security threats and vulnerabilities.

The HACH website is preparing to Go-Live in the next few weeks.

We remind staff to always be aware of phishing emails that attempt to get them to install malware or viruses.



## **The Housing Authority of the City of Hartford**

### **HACH INTEROFFICE MEMORANDUM**

**To:** Annette Sanderson, Executive Director  
**From:** Gabriel Garcia, Community Engagement Liaison  
**Subject:** Community Outreach and Related Tasks  
**Date:** 4/4/2024

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#### **Newsletters**

The second issue of the second volume of HACH newsletters has been sent out. The second issue of volume one of the NEWDAY newsletters has also been sent out. Newsletters will continue to go out alongside rent invoices at the end of each month.

#### **Annual Report**

The Annual Report is finally complete, displaying important information from all departments as well as information about our Board. The report is 21 pages in length and is broken down into 11 main sections, some of which are longer than others. The current plan is to showcase the report at this upcoming board meeting.

#### **At a Glance**

The dashboard will continue to be updated every quarter. The next set of information is to be uploaded in June 2024.

Relations with the resident leaders at all five of the corresponding HACH newsletter developments are going well. I am staying consistent in reaching out bi-weekly just to check in and see how things are going on top of talking about any additions to the newsletters that they may want to include. Their input is genuinely appreciated and do a tremendous job of helping me out with my other duties as well.

#### **Organizational Charts**

I am in the process of creating new Organizational Charts for HACH, CHADCO, and NEWDAY. The Org. Charts will be broken down by department, some including names of employees for internal use, and others just with job titles for external use. I have completed both internal and external charts for HACH and am now starting the CHADCO and NEWDAY charts. Attached you will find the external Organizational chart.

## **Civic Ready**

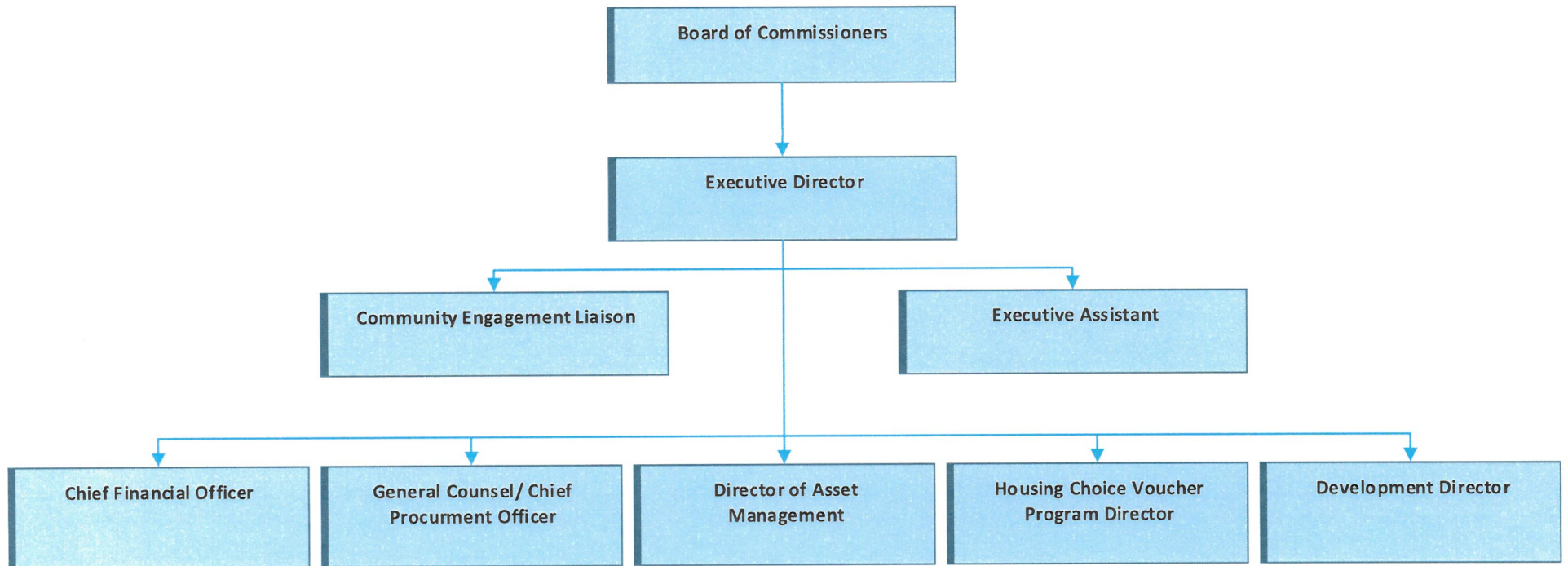
Civic Ready is up and running. We are working on setting up geo-zones in the Civic Ready platform in order to be able to select one building out of multiple at a development. This will be useful on sites like Mary Shepard Place and Mary Mahoney Village.

## **Emergency Action Plan**

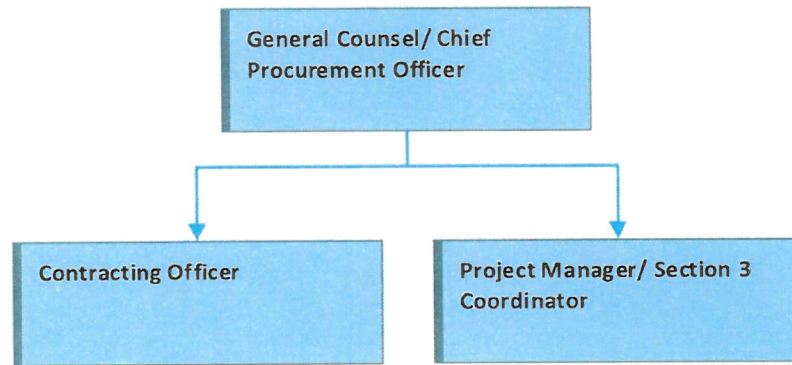
The Emergency Action Plan binders are set to be updated with new contact information as well as transportation contacts. I am working alongside Karen Cato and John Williams on this project. The first section of contacts have been updated. Further updates will be provided throughout.



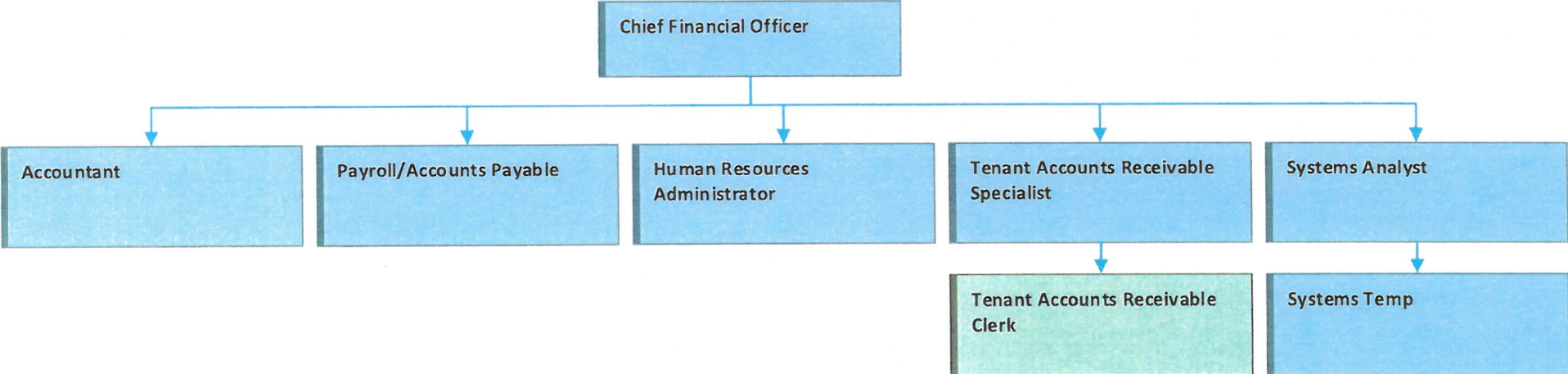
# Housing Authority of The City of Hartford



# General Counsel/ Chief Procurement

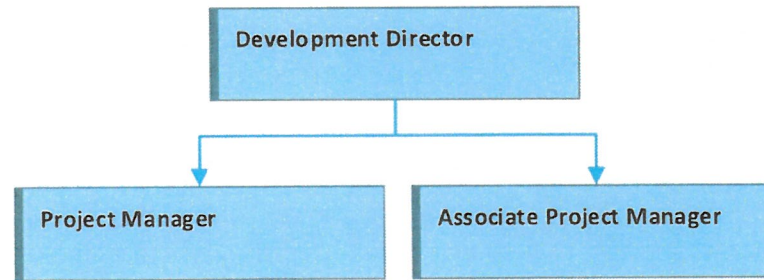


# Finance Department (IT & HR)

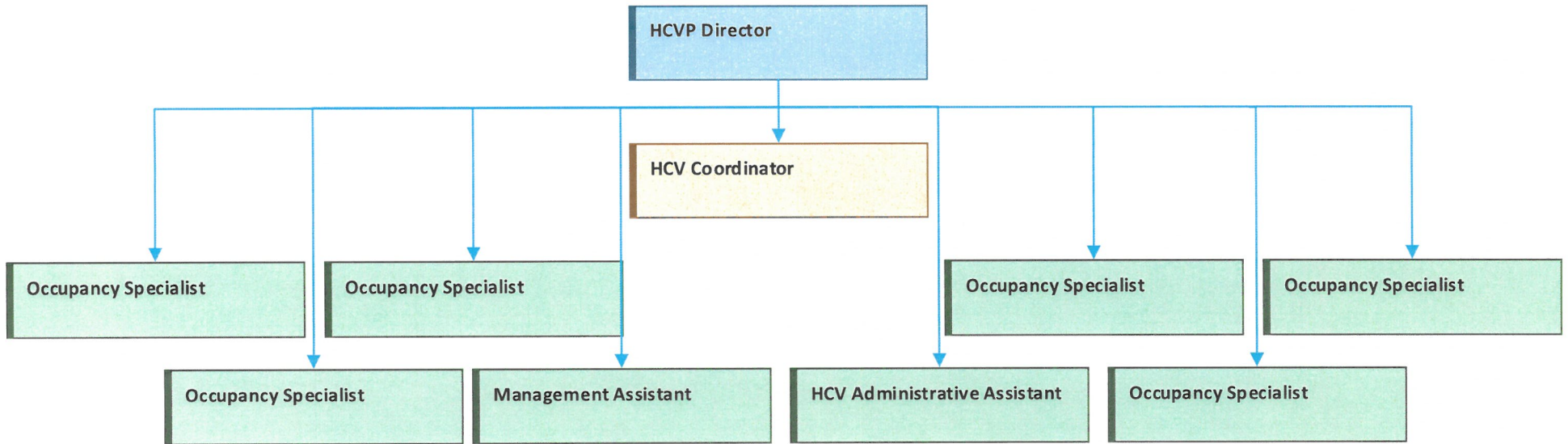


Local 1161

# Real Estate Development & Capitol Improvements



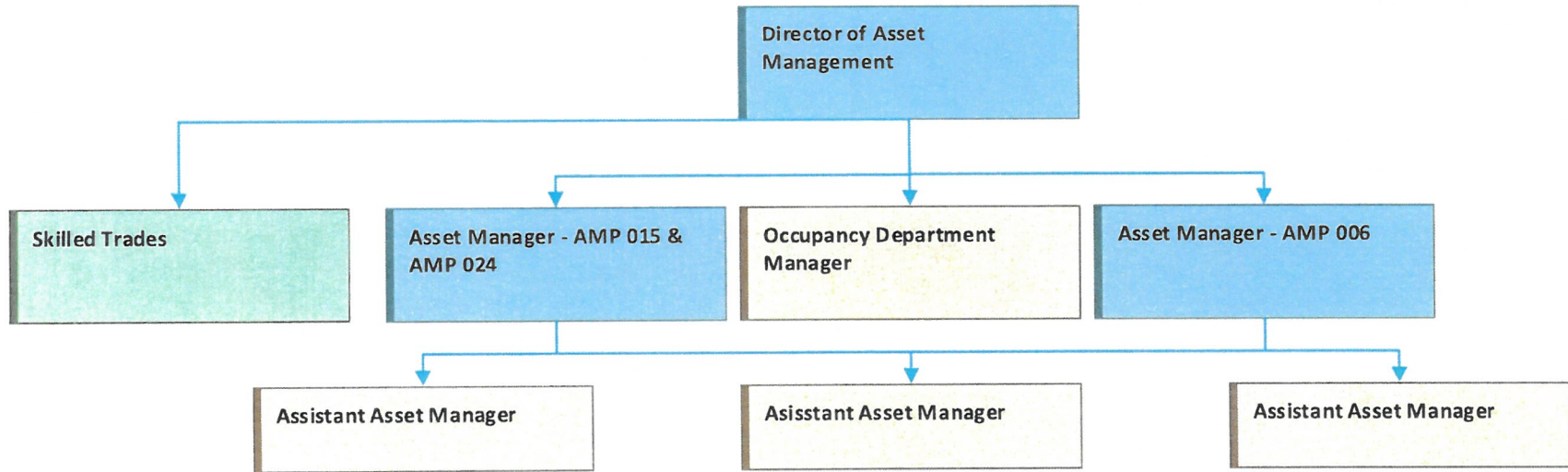
# Housing Choice Voucher Program - Section 8



Local 818

Local 1161

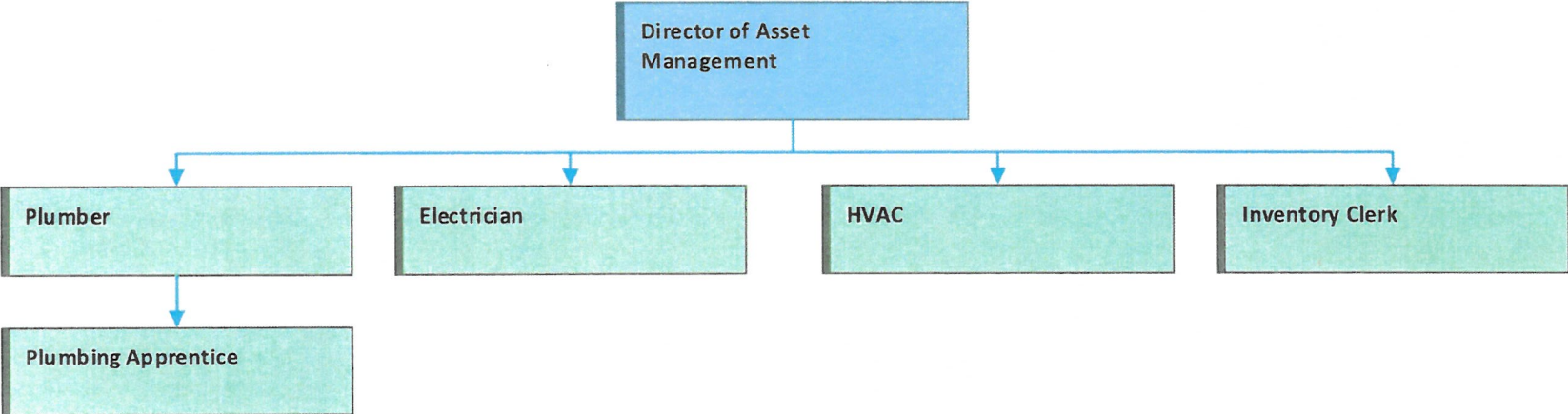
# Asset Management



Local 1161

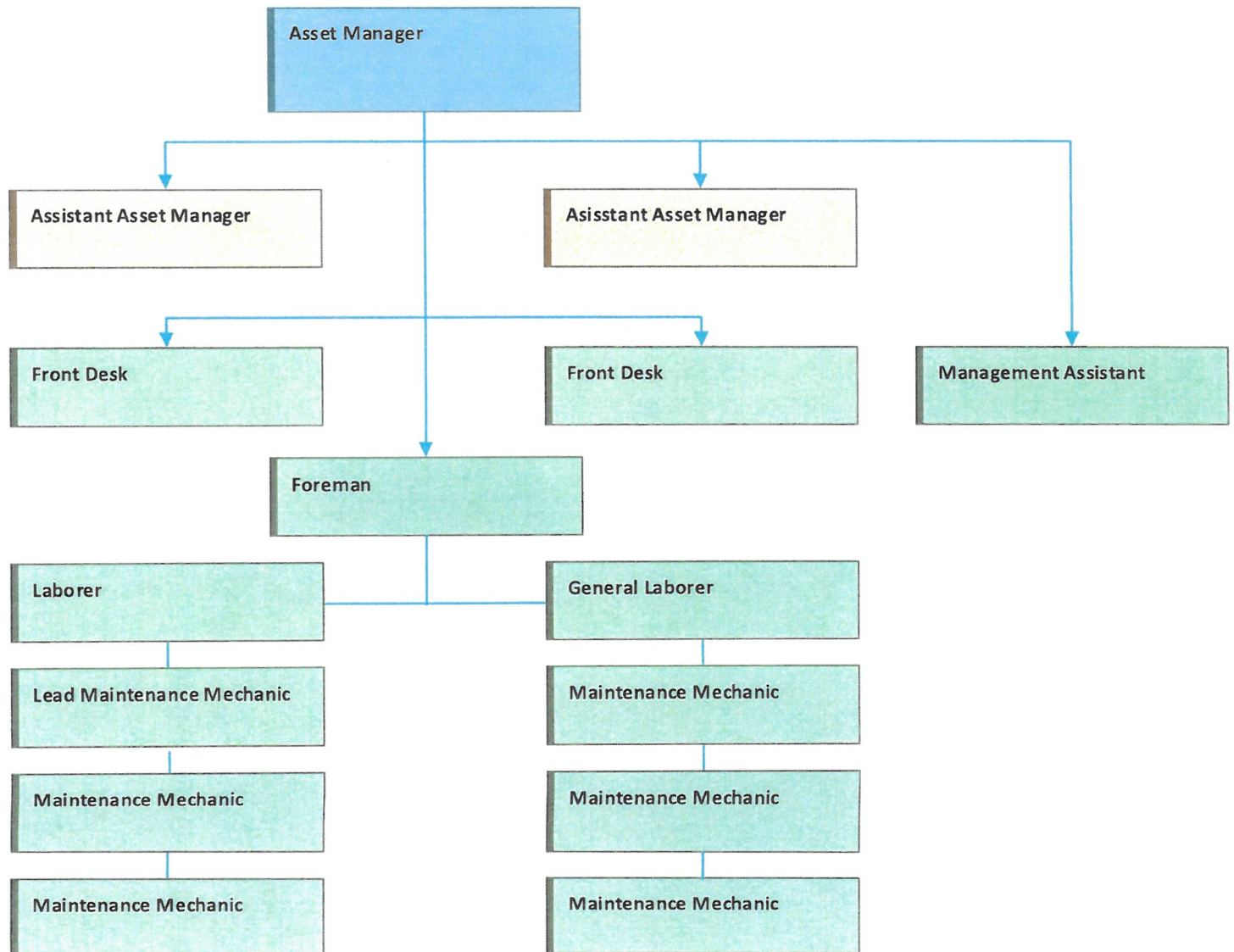
Local 818

# Asset Management - Skilled Trades



Local 1161

# Asset Management - AMP 006

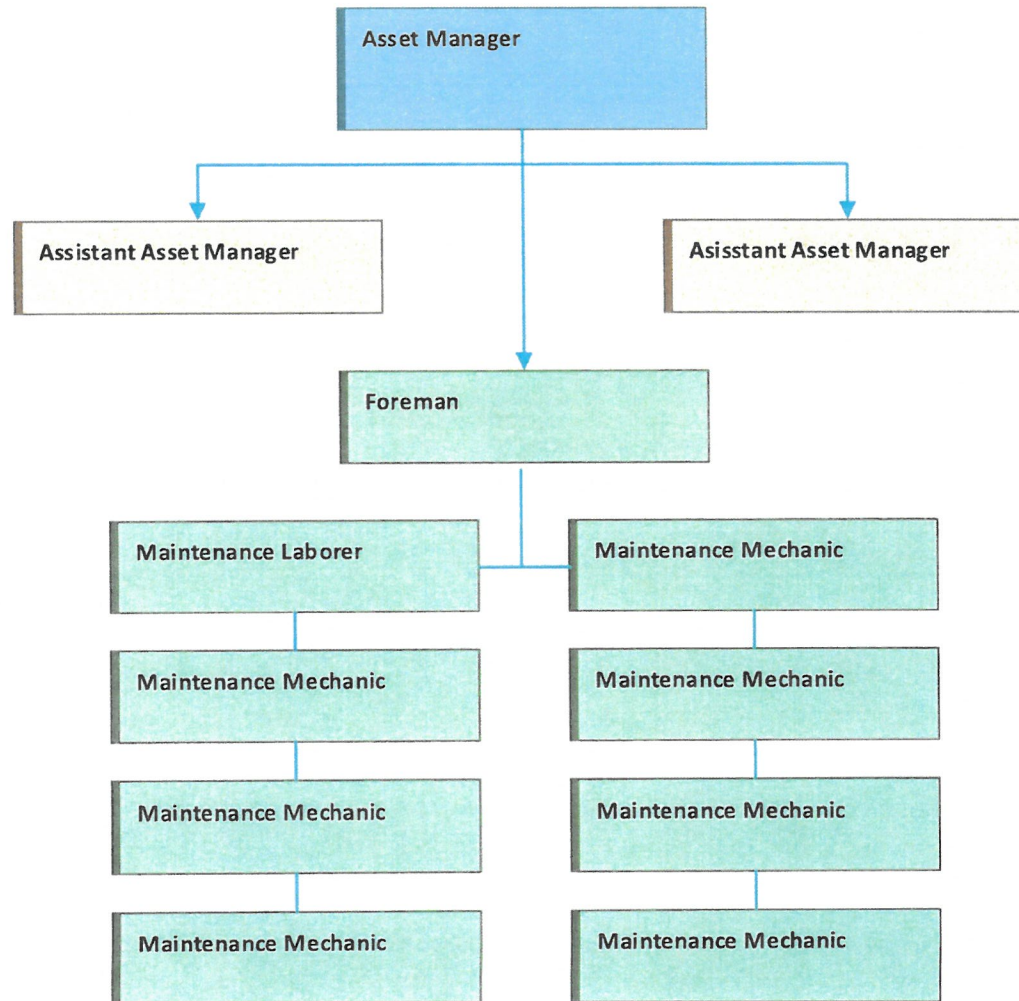


Local 818

Local 1161



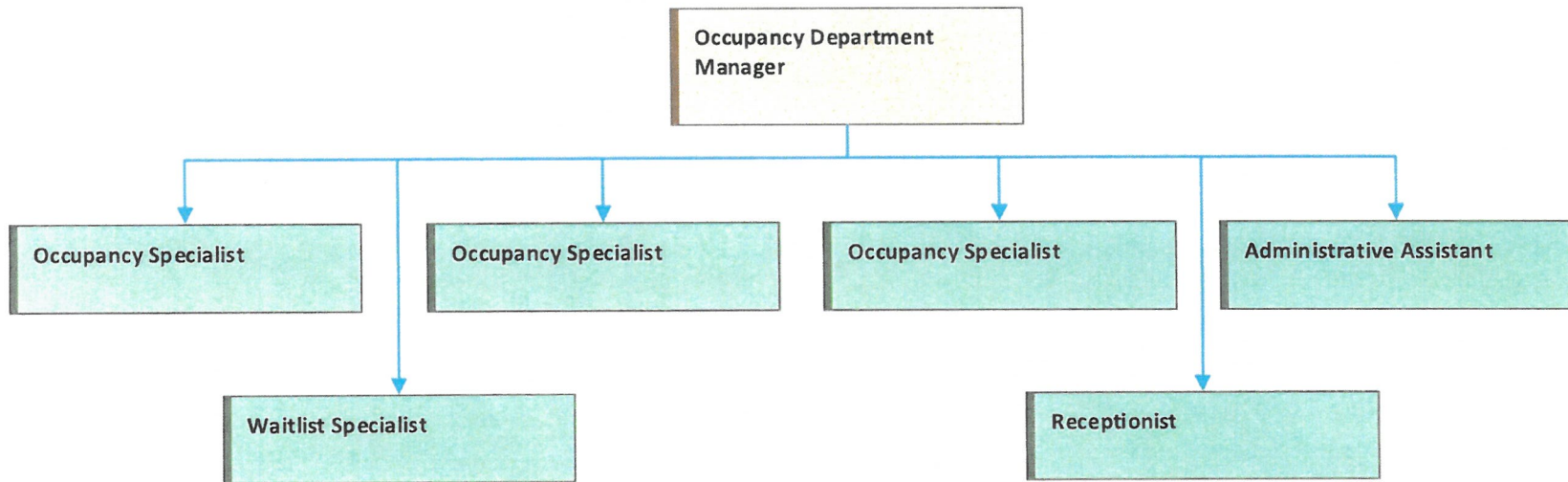
# Asset Management AMP 015 & 024



Local 818

Local 1161

# Asset Management - Occupancy



Local 818

Local 1161