

MINUTES

Regular Meeting of the Board of Commissioners
Housing Authority of the City of New Haven
360 Orange Street, New Haven, CT 06511
Held on Tuesday, July 20, 2021 at 4:00 p.m.

Those present included:

Erik Clemons, Chairman
William Kilpatrick, Vice Chairman
Elmer Rivera Bello, Commissioner
Foluke Morris, Commissioner
Danya Keene, Commissioner
Shenae Draughn, Secretary
Maza Rey, ECC
John Rafferty, ECC
Yul Watley, Resident
Various staff and public attendees via RingCentral

The Regular Meeting of the Board of Commissioners of the Housing Authority of New Haven was called to order at 4:08 p.m.

At Roll Call, Chairman Clemons, Commissioner Morris, Commissioner Rivera Bello and Commissioner Keene were present via RingCentral. Vice Chairman Kilpatrick joined at 4:17 PM.

Approval of the Minutes from the June 15, 2021 Regular Meeting:

Motion to approve the minutes was moved by Commissioner Keene and seconded by Commissioner Morris. Motion passed. All in favor.

Bills and Communications:

Vendor Commitments Report totaling **\$ 20,230.49** (listed on page 4). This list consists of invoices that have been received and entered in the system but may not be ready for payment. A register of the paid invoices may be provided at the July 20, 2021 Board of Commissioners meeting.

Bank Book Check Register totaling **\$ 1,815,531.41** (listed on page 12). This list consists of invoices that have been paid from June 1 – June 30, 2021. Some major payments are 212 Exchange Street LLC (\$ 49,388) for Westville trash removal & SS Lead; Earthworks Excavating & Landscaping, Inc. (\$ 95,200) for McConaughy Sanitary and Sewer; The Computer Company Inc (\$ 56,968) for agency -wide IT services and equipment; Johnson Controls Fire Protection LP (\$ 142,739) for security system various sites; A. Prete Construction Company, Inc (\$ 43,075) for McQueeney Commercial; City of New Haven (\$ 36,553) for LCI, Bulk Trach & Fuel; JLY Enterprises LLC (\$ 97,946) for Scattered Sites Furnaces and Essex Lead Abatement; United Illuminating (\$ 68,999) for various sites; Home Depot (\$54,338) for agency wide supplies; Anthem Blue Cross/blue Shield (\$283,956) for Medical insurance, dental and vision; Yale Termite & Pest

Elimination Corp. (\$ 20,996) for pest control agency-wide.

The total of both registers is **\$ 1,835,761.91**

Presented by Jack Rafferty

Accepted as stated

Public Comments:

Yul Watley greeted the Board and gave an update on his current projects.

President's Report:

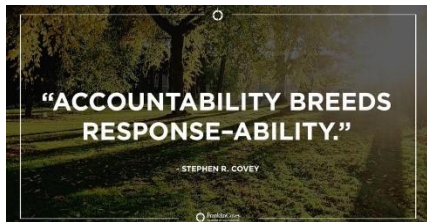
To: ECC/HANH Board of Commissioners

From: Shenae Draughn, Interim President

Date: July 20, 2021

RE: President's July 2021 Report

I. Administrative



We faced two fires at McQueeney this month and I want to sincerely thank and commend our 360 Management, CED and Operations team members for an outstanding, dedicated response. Their actions are reflective of our Core Values, "We Care and We are community". I am overjoyed to be a part of the ECC Team!

We held our drive-by graduation celebration and we're happy to report that a number of students will be attending UCONN. We are excited for what is to come with our young adults.

We are happy to announce that we received The Housing Preservation award for Newhall Gardens. This award was for "housing which is of historic architectural significance as an outstanding representative of its period, exhibiting much of its original character by virtue of continued maintenance or sensitive rehabilitation". Please see the award captured in the New Haven Independent.

**Newhall Gardens
5-45 Daisy Street**

*Architect: Granbery, Cash & Associates
Built By: New Haven Housing Authority
Date: 1961–1962*

Newhall Gardens Wins Top Preservation Award | New Haven Independent
https://www.newhavenindependent.org/index.php/archives/entry/preservation_awards/

ECC implemented Phase I whereby staff transitioned back to the workplace two days per week. The HCV division will transition later because of ongoing construction on the first floor. We plan to roll out the instructions and protocol to receive in-person appointments with residents and voucher holders. We'll provide details via our social media platforms and mailings. This will include the ability to make appointments online, COVID protocol, and automated check-in.

Today, is also a special day as we are recognizing our team members for their years of dedication and service to Elm City Communities and our residents.

ECC is “One Team, Meeting Expectations”! I’d like to acknowledge the steadfast work of our ECC team and some of their accomplishments this month are as follows:

CED

- Publication of our Summer 2021 Programming

Operations

- Implemented a seamless Work Order Touch system that sync’s with our housing software to disperse work orders directly to the Building Maintenance Workers and a call center for all work orders.
- Provided Drivers Education Training for all Maintenance staff through the HAI Group
- Commenced Pre- REAC inspections with the US Inspection Group.

Planning and Modernization

- **Construction started: Robert T Wolfe Phase1--**Common Area Improvements and 425 Eastern Street Fire Damage Renovations
- **Newly Out to Bid:**
 - Essex Townhouses Fencing & Abatement
 - Essex Roofing, Siding, Windows, AC Sleeves, Bathroom and Flooring Upgrades.
 - Robert T Wolfe Phase 2—Residential Units Life Health and Safety Upgrades
- **Newly in Design:**
 - George Crawford Manor Life Health and Safety improvements

Glendower

- Completed construction on floor 3 at Fairmont and the 5th floor of Ruoppolo under the RAD 4 development.
- Construction of 45 units under Farnam Court Phase 2 A 4% on schedule to be completed by the end of July. This new development of 45 units will include 36 RAD replacement units for the old Farnam Court as well as 9 market rate units.

360 Management

- Successful completion of Tax Credit file review audit for 70 Fairmont with no findings.
- Successful Spectrum Tax Credit file review audit for Wilmot with no findings.

Human Resources

- Successful completion of Tax Credit file review audit for 70 Fairmont with no findings.
- Successful Spectrum Tax Credit file review audit for Wilmot with no findings.

Time Extension Granted per Resolution #02-25/10-R

- Contract extension with Cohen's Key Shop, Inc for Key & Lock Services from May 26, 2021 until June 30, 2021 (PO 21540-13325)
- Contract extension with Life Safety Services, LLC for Fire Extinguishers Inspection from May 31, 2021 until August 31, 2021 (PO 20306-12475)
- Contract extension with Ace Van & Storage, Inc. for Professional Moving and Storage Services from June 1, 2021 until August 31, 2021 (PO 20536-12630)
- Contract extension with Four Star Movers, Inc. for Professional Moving and Storage Services from June 1, 2021 until August 31, 2021 (PO 20535-12629)

II. Finance-May 2021 YTD Financials

May 2021												
	MTWBudget	MTWActual	Variance	NON-MTWBudget	NON-MTWActual	Variance	ELIMS Budget	ELIMS Actual	Variance	Total Budget	Total Actual	Total Variance
70500 TENANT REVENUE	1,100,425	1,571,986	471,561	-	-	-	-	-	-	1,100,425	1,571,986	471,561
70600 HUD REVENUE	65,799,066	67,168,381	1,369,314	302,896	174,235	(128,661)	-	-	-	66,101,962	67,342,616	1,240,654
70000 OTHER REVENUE	304,734	1,017,978	713,244	11,667,340	11,763,907	96,567	(6,226,267)	(6,489,020)	262,753	5,746,817	6,292,865	546,048
70900 TOTAL REVENUE	87,204,225	89,758,344	2,554,119	11,970,236	11,938,142	(32,094)	(8,226,267)	(8,489,020)	263,763	72,949,204	75,207,466	2,258,262
91000 OPERATING ADMINISTRATIVE	8,883,453	9,144,876	(531,423)	5,204,003	4,667,854	536,149	(6,226,267)	(6,489,020)	263,763	7,862,199	7,593,710	268,489
92500 TENANTS SERVICES	176,667	174,648	2,018	1,677,823	1,328,768	349,054	-	-	-	1,854,489	1,503,417	351,073
93000 UTILITIES	1,523,356	1,968,238	(444,882)	105,762	114,111	(8,349)	-	-	-	1,629,118	2,082,349	(453,231)
94000 MAINTENANCE	2,332,022	3,621,406	(1,289,383)	296,125	175,535	120,590	-	-	-	2,628,147	3,796,940	(1,168,793)
95000 PROTECTIVE SERVICES	114,700	224,370	(109,670)	17,216	9,170	8,046	-	-	-	131,916	233,540	(101,624)
96000 GENERAL EXPENSE	-	-	-	155,284	207,833	(52,549)	-	-	-	155,284	207,833	(52,549)
96100 INSURANCE PREMIUMS	433,723	637,035	(203,312)	-	-	-	-	-	-	433,723	637,035	(203,312)
96200 OTHER	1,271,334	1,274,651	(3,317)	-	-	-	-	-	-	1,271,334	1,274,651	(3,317)
96900 SEVERANCE EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-
96900 TOTAL OPERATING EXPENSES	14,746,266	17,416,226	(2,679,960)	7,466,212	8,605,270	962,942	(8,226,267)	(8,489,020)	263,763	16,988,211	17,928,476	(1,369,264)
97100 EXTRAORDINARY MAINTENANCE	644,657	-	644,657	-	-	-	-	-	-	644,657	-	644,657
97200 CASUALTY LOSSES - NON CAPITALIZED	-	-	-	-	-	-	-	-	-	-	-	-
97300 HAR EXPENSE	43,595,527	41,011,746	2,583,781	-	-	-	-	-	-	43,595,527	41,011,746	2,583,781
97400 DEPRECIATION EXPENSE	3,285,290	3,290,059	(4,769)	98,505	228,968	(130,463)	-	-	-	3,383,795	3,519,027	(135,232)
90000 OTHER EXPENSES	47,626,474	44,301,304	3,325,170	98,606	228,988	(130,463)	-	-	-	47,823,979	44,530,773	3,093,207
TOTAL EXPENSES	82,280,730	81,817,028	463,702	7,564,718	8,752,258	922,479	(8,226,267)	(8,489,020)	263,763	83,680,180	81,880,247	1,729,933
840/DEV- MTW Fund Expenditures	(2,566,667)	(1,685,864)	(880,802)	(5,244,465)	(3,030,699)	(2,213,796)	-	-	-	(7,811,132)	(4,716,534)	(3,094,599)
Investment in the financing of affordable housing Dev	-	-	-	-	-	-	-	-	-	-	-	-
Reserve for interest on N/R	-	-	-	(4,427,412)	(4,635,163)	207,751	-	-	-	(4,427,412)	(4,635,163)	207,751
10010 Operating Transfer In	580,541	(1,963,220)	2,543,761	3,608,959	3,033,214	575,744	-	-	-	4,189,500	1,069,994	3,119,506
10020 Operating Transfer Out	(4,189,500)	(3,463,020)	(726,480)	-	-	-	-	-	-	(4,189,500)	(3,463,020)	(726,480)
10000 EXCESS OF REVENUE OVER (UNDER) EXPENSES	(1,232,130)	1,028,211	(2,260,340)	(1,847,400)	673,288	(2,220,888)	-	-	-	(2,879,630)	1,802,467	(4,482,027)
ADJ FOR DEPRECIATION EXPENSE	3,285,290	3,290,059	(4,769)	98,505	228,968	(130,463)	-	-	-	3,383,795	3,519,027	(135,232)
860 SURPLUS / (DEFICIT)	2,063,180	4,318,289	(2,255,109)	(1,648,896)	802,264	(2,951,149)	-	-	-	604,286	6,121,624	(4,817,268)

III. Operations

A. Vacancy Rate

HANH's current occupancy rate for the month for June 2021 is 93%. The agency goal is 96.00%. Attainment of this goal remains the primary objective for the Operations Department.

B. Rent Collection

Rent Collection – HANH's rent collection for the year to date ending the month of June 2021 is 74%. The agency goal is 95%.

Total Collected

	CY 2020	CY 2021	Variance
January	79.40%	75.69%	-3.71
February	78.40%	76.19%	-2.21
March	72.77%	80.67%	7.9
April	70.27%	83.27%	12.5

May	79.95%	82.07%	2.12
June	81.17%	73.96	-7.21
July	100%		
August	79.11%		
September	76.04%		
October	76.16%		
November	75.98%		
December	76.46%		
Average	78.07%	79.98%	

[Text Wrapping Break]

Community and Economic Development (CED) Monthly Report

Planning and Modernization

Lead-Based Paint Capital Fund Program—Lead Grant Funding Years 2017 and 2020

HUD Lead Grant 2017

- On January 16, 2018, HUD issued a NOFA for competitive grant applications under its Lead-Based Paint Capital Fund Program to identify and eliminate lead-based paint hazards in public housing. HUD announced 20 awards nation-wide on September 5, 2018. ECC/HANH received \$986,260, the amount requested. The identified properties are McConaughy Terrace, Essex Townhouses, and multiple Scattered Site East and Scattered Sites West properties. Properties will be remediated, abated or encapsulated, as recommended by the selected Design team. The grant funds have been used to inspect and test ECC's portfolio properties which were built before 1978, the date when lead was no longer used in residential house paint. Project encompassing abatement in 299 units of housing went out to bid in one package November 25, 2019 P&M has been in communication with the CTDPH and NHDPH and the HUD Field Office, Office of Healthy Homes and HUD National office on our progress, as per requirement of the Grant and HUD and State of Connecticut and Local Regulations. Only one (1) bid came in and it was not deemed responsive. P&M revised a Request for Proposals for Indefinite Quantities Hazmat Contractors to enable ECC to address the required abatement which was to go to the July Board meeting. This solicitation resulted in 2 proposals which were deemed non responsive. P&M is currently addressing all units, the highest priority units first, by repackaging the work in 9 smaller solicitation packages. P&M met with our Procurement Director and the HUD Lead team in Washington, and they are in agreement with this approach. In the interim, P&M and Operations departments are continuing to perform HUD Guidelines-recommended interim control measures to temporarily remove lead hazards until Lead abatement contractors are on

board. Regulation required testing after Interim Controls is being performed. We are proceeding according to our prioritization algorithm to address the units with greatest need (children under 6 years, and a lead finding). Due to the COVID, we have restricted our scheduled Interim Control Measures to exterior work, only, so as not to expose residents to workers within their homes. We will return to the interior prioritization list as soon as it is deemed safe to do so.

- Groups 1 & 2 contracts for Scattered Sites West properties, awarded. Group 1 construction completed, and Group 2 is underway.
- Group 3 solicited 2 times. Contract awarded; Bid protest, contract pulled.
- Group 4 and Group 5, insufficient competition for award; To be resolicited.
- Group 6, McConaughy, will be reworked for Interim Control Measures. Abatement will be conducted in conjunction with the Development project.
- Group 9, Essex, Contract awarded; work complete.
- Groups 7 was put out for quotes, February, 2021, and did not receive responsive quotes. This will be resolicited as part of the HUD Grant 2020 redesign.
- Group 8 is pending solicitation as part of the HUD Grant 2020 redesign.
- P&M hosted pre-solicitation informational sessions to increase interest in the work, have contacted many contractors by email and by telephone to raise awareness. Solicitation packages are being staggered to allow time for smaller contractors to have time to respond. We brought the scopes down in size to attract more response from contractors.
- Given the new funding through HUD Lead Grant 2020, Planning & Modernization is reworking the abatement design in the above mentioned Lead solicitation Groupings to include removal of the lead as opposed to encapsulation, which will be the difference between Lead Safe and Lead Free in many units. We are very fortunate to have the funding to make our Scattered sites homes even safer.

HUD Lead Grant 2020

- P&M responded to a NOFA for an additional **\$3,700,000** in Lead Abatement funds to heal the gap in funding from the original grant, and to be able to approach the abatement by removal of the lead as opposed to encapsulation, in many units. On May 11, 2021, HUD announced lead grant awards. ECC/HANH received the full **\$3,700,000** requested. This funding will permit removal of degraded Lead based paint siding on multiple scattered site homes and the replacement of lead painted windows and interior construction components, making our homes healthier for families. The removal instead of encapsulation will permanently remove the Lead risk. P&M is currently selecting an Architect and Environmental consultant for the project.

CFP Tasks

P&M Projects 2020

- **Scattered Sites: Heating and Gas Conversion:** Contract Documents completed. Contract out to bid in September 2019, yielded only one bid, 40% over cost estimate. Re-procurement yielded responsive bid approved by the Board. Construction started April 15, 2021 and work is in progress, 80% complete.

- **Crawford Manor: ADA Entrance and Access Improvements and Fire Panel and Fire Pump Replacement: ECC**

rescinded previously awarded contract due to COVID considerations.

Project was repackaged to perform PH1- ADA entry and fire pump renovations. PH 2, Fire Panel replacement work which requires entry into resident units in an Elderly development, was postponed until deemed safe to proceed, due to COVID. Seven (7) bids were received for Phase 1 vestibule and fire pump replacement. In March 2021, Board approved contract award. Contract executed and Construction has begun. Concrete entry roof has been poured. A portion of the work will be paid for by CARES funding.

- **Robert T. Wolfe Renovations:** A team of architects, engineers, environmental consultants, Operations and Planning and Modernization staff completed a survey of critical needs, health, life and safety considerations.

Cost estimates were evaluated, and prioritized projects selected for design; bids were solicited and 2 non-responsive bids submitted.

Project resolicited. **An elevator consultant** was procured to design for elevator repairs, which were procured separately; ECC Indefinite Quantities Architect assisted in approaching repairs in a novel way saving ECC almost \$500,000 on the repairs. Currently both elevators are running. Due to COVID. Wolfe Phase 1 excludes work requiring entry into resident units or requiring relocation of residents in an elderly and disabled population; Construction phase has begun. A portion of the work for the ADA entry will be paid for by CARES funding. Phase 2 including work requiring entrance in residential units is out for bid.

- **McConaughy Terrace:** Sanitary and Storm Sewer Improvements; Two (2) bids were received, and the contract was awarded to the lowest responsible bidder. Construction started August, 2020, replacing sanitary and storm sewers in sequence; delayed start due to COVID planning for safety of the community. Construction proceeded on schedule, however due to discovery and removal of contaminated soils, a wintertime extension has been given. Additional soil disposal costs and general conditions cost are coming before the BOC this month. Substantial completion was reached 5/19/2021, with only minor punchlist items remaining. This project has replaced all of the damaged and failing storm and sanitary sewer lines which were 50 years old, vastly improving health and safety for the 198 families and 3 communal areas at McConaughy Terrace. Project is in closeout.

- **Physical Needs Assessments:** P&M solicited the services of architects and engineers to provide Physical Needs Assessments (PNAs) and Capital Needs Assessments for RAD which are recommended for planning capital and development projects. Procurement scheduled virtual interviews with both respondents. A contractor has been selected and approved by the BOC, June, 2021. Work has begun.

- **Essex Envelope and Site Fencing:** Project design completed. Scope of project included roof, gutter, siding, window, AC sleeve, asbestos pipe insulation abatement and fencing replacement. Project scope revised to include only Site

fencing and asbestos pipe insulation, as these portions can be addressed without unit entry during COVID. Project will be paid for by CARES funding. Bids solicited in March for fencing and basement pipe abatement. Six bids received. Scope of work is now out to bid, again.

- **Essex Envelope and Bathroom and Flooring Upgrades**

Project design is completed and out for bid. Covid Cares funding is available for a portion of the work. This project will replace Roofs, Siding, Windows, Gutters and downspouts, provide code required AC sleeves, replace all bathrooms, and some flooring which are all beyond their Estimated Useful Life. This is a major improvement for residents of Essex Townhouses.

- **ECC Design Standard Specifications:** P&M has updated the standard design and construction specifications in a comprehensive manner, soliciting input from the Glendower Group, Operations and 360 Management, to create a practical document for in-house and Consultant use. Project is completed.

- **425B Eastern Street:** P&M solicited A&E and environmental design services for a vacancy rehabilitation project. 425B Eastern Street sustained significant structural and cosmetic damage due to a fire. Solicitation received several bids; contract awarded. ECC's insurance company contacted and monies will be available for a portion of the repairs. Construction has begun.

- **IQC Vacancy Contractor:** P&M and Operations working together to support vacant unit upgrade needs through management of 2 IQC painting and clean out contracts, one for high rise units and one for units with residential rates. Current contracts expired; Operation solicited quotes for new contracts which will be managed by Operations with Operations funding.

The Glendower Group/Special Projects

Farnam Courts Phase II

- For the purpose of Financing Glendower bifurcated the redevelopment of Phase II into two phases – 4% and 9%.
- Glendower Farnam Courts 4% , LLC (closest to Farnam 1), will consist of 45 units and Glendower Farnam Courts 9%, LLC will consist of 66 units including 52 affordable, a community building, and a park.
- 100% drawing completed on January 24, 2020.
- Haynes Construction has been selected to be the General Contractor for Phase II.
- **Farnam Courts Phase II 4%**
 - Successfully closed on July 7, 2020.
 - Notice to proceed issued to begin work on July 13, 2020
 - Construction is ongoing and on schedule
 - Substantial completion by July 2021.

- **Farnam Courts Phase II 9%**
 - Successfully closed on December 17, 2020
 - Notice to proceed issued to begin vertical and demolition work on December 18, 2021.
 - Construction is ongoing and on schedule.
 - Vertical and infrastructure to be completed by April 30, 2022
 - Demolition to be completed by June 17, 2021.
 - Submitted an HTCC application on June 1, 2021, for additional funding in the amount of \$500,000 due to offset the cost of the sharp increase in lumber pricing across construction nationally caused by the Covid pandemic.

Westville Manor

- The Authority submitted a 9% LIHTC application in November 2016 to complete the offsite component on the Rockview Phase II site and was awarded. - Contract closing for Rockview Phase 2 occurred on June 20, 2019.
- The Authority issued an RFQ for a Master Planner for Westville Manor and selected a team composed of Ken Boroson Architects and Torti Gallas Planners.
- The planning team has begun scheduling the necessary steps to prepare for the first application for on-site redevelopment with a target of November, 2021. This application will address the first phase of Westville Manor consisting of 50 total units and will include the 21 unit 3-story main building.
- It is anticipated that funding for the final Westville Manor on-site phase consisting of 59 units will be submitted under the 9% LIHTC CHFA round in Fall 2022.
- The master Planning Team held a series of meetings and charrettes in September 2018 and will completed a final recommendation to stakeholders in January 2019. The Authority submitted a RAD application for Westville Manor and was awarded.
- It was determined that a Planned Development District (PDD) was the best approach to the redevelopment of the site. A PDD application was submitted to the City of New Haven in January 2019 that will include the redevelopment of 109 units on site of which 80% will be RAD replacement units and 20% unrestricted. The Board of Alders approved the PDD in April 2019.

RAD Portfolio Award

- The Authority received a portfolio award, inclusive of 13 developments, detailed herein. They have been grouped as follows:
 - Group I: Motley, Bush, Harvey and Newhall Garden
 - Development completed and leased.
 - Group IIA: Waverly and Stanley Justice and Fulton Park
 - Development completed and leased.
 - Group IIB: Valley Townhomes

- Closing anticipated by September 30,2021.
- Submitting financing template to the Resource desk on May 20, 2021
- Waiting on date from HUD to conduct concept.
- Group III: McQueeney, and Celentano
 - Closed February 27, 2020.
 - Construction began on March 9, 2020.
 - Construction activities are **COVID delay of 8 weeks**. State and nationwide slowdowns and shutdowns are being monitored for possible schedule overruns.
 - Final completion for McQueeney July 31, 2021
 - Final completion for Celentano July 31, 2021
- Group IV: Ruoppolo and Fairmont,
 - Closed on March 11, 2021.
 - Construction began March 15, 2021
 - Final completion for Fairmont Heights May 31, 2022
 - Final completion for Ruoppolo Manor May 31, 2022.

McConaughy Terrace

- For the purpose of Financing Glendower bifurcated the redevelopment into two phases – 4% and 9% Low Income Housing Tax Credit applications.
- Glendower McConaughy Terrace 4%, LLC will consist of 92 affordable units and Glendower McConaughy Terrace 9%, LLC will consist of 104 affordable and 26 market rate units.
- 90% drawing completed on October 31, 2021 for the 9% phase.
- LaRosa Building Group, LLC has been selected to be the General Contractor for the Development.
- **McConaughy Terrace 4%**
 - Submitted a LIHTC application to CHFA on November 12, 2021.
- **McConaughy Terrace 9%**
 - Submitted a LIHTC application to CHFA on November 12, 2020.
 - Application was awarded under the 2020 competitive LIHTC round. The 9% LIHTC award also included approval of the 4% award.

ACTION ITEMS:

**ELM CITY COMMUNITIES
Housing Authority of the City of New Haven
RESOLUTION #07-51/21-R**

**Resolution Ratifying the extension for the contract with W.B. Mason for Various Office
Supplies to June 30, 2022 and increasing the
Total Contract not to Exceed Amount from \$350,000.00 to \$400,000.00**

WHEREAS, the City of New Haven had awarded the contract for office supplies with W.B. Mason effective July 1, 2016 for 1 year; and

WHEREAS, the Housing Authority of the City of New Haven received approval through Resolution 07-66/16-S utilize this contract for our purchases of office supplies beginning July 1, 2016 for a period of 12 months in an amount not to exceed \$ 95,000.00; and

WHEREAS, the Housing Authority of the City of New Haven extended time on the contract through July 31st with no increase in contract dollar value; and

WHEREAS, the Housing Authority of the City of New Haven approved change Order Number 1 in the amount of \$95,000 bringing the contract to a not to exceed amount of \$ 190,000.00 beginning August 1, 2017 ending June 30, 2018; and

WHEREAS, the Housing Authority of the City of New Haven extended time on the contract through September 30, 2018 with no increase in contract dollar value; and

WHEREAS, the Housing Authority of the City of New Haven approved change Order Number 2 in the amount of \$60,000 bringing the contract to a not to exceed amount of \$ 250,000.00 beginning October 1, 2018 ending June 30, 2019; and

WHEREAS, the Housing Authority of the City of New Haven approved change Order Number 3 in the amount of \$20,000 bringing the contract to a not to exceed amount of \$ 270,000.00 beginning July 1, 2019 ending June 30, 2020; and

WHEREAS, the Housing Authority of the City of New Haven approved change Order Number 4 in the amount of \$80,000 bringing the contract to a not to exceed amount of \$350,000 beginning July 1, 2020 ending June 30, 2021; and

WHEREAS, the Housing Authority of the City of New Haven seeks approval to extend the contract to June 30, 2022 and increase the amount of the contract by \$50,000. This will bring the not to exceed amount of the contract from \$350,000 to \$400,000

WHEREAS, In accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. We request Board of Commissioners authorization to extend the contract with WB Mason until June 30, 2022, to coincide with the City of New Haven contract with WB Mason. In addition, we request authorization to increase the not to exceed amount of the contract from \$350,000 to \$400,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that:

- 1) The contract is extended from June 30, 2021 to June 30, 2022 and additional funds totaling \$50,000 are added bringing the total contract not to exceed value from \$350,000.00 to \$400,000.00.
- 2) The Acting President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.

- 3) The Acting President be and is hereby authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
- 4) The resolution shall take effect immediately.

Motion was made by Commissioner Kilpatrick and seconded by Commissioner Keene.

Jack Rafferty presented this resolution. Motion passed unanimously.

**ELM CITY COMMUNITIES
Housing Authority of the City of New Haven**

Resolution Number 07-52/21-R

**RESOLUTION AUTHORIZING CHANGE ORDERS #18 AND #19 TO CONTRACT WITH
EARTHWORKS EXCAVATING & LANDSCAPING, INC. FOR SANITARY & STORM SEWER
IMPROVEMENTS AT MCCONAUGHY TERRACE FOR A COMBINED CREDIT AMOUNT OF
\$13,225.67 BRINGING THE AMENDED CONTRACT VALUE TO \$1,022,537.38**

WHEREAS, ECC/HANH determined a need to improve the sanitary and storm sewer systems at McConaughy Terrace; and

WHEREAS, on February 18, 2020, following a public solicitation process, the Board of Commissioners approved Resolution #02-05/20-R authorizing contract award #PM-19-C-295 to Earthworks Excavating & Landscaping, Inc. for Sanitary & Storm Sewer System Improvements at McConaughy Terrace in the amount not to exceed \$908,450 for completion in 180 calendar days from Notice to Proceed; and

WHEREAS, as the contract has progressed, conditions were uncovered necessitating contract modifications; and

WHEREAS, ECC/HANH has already executed CO #1 through CO #15 in the cumulative amount of \$69,621.79 for unforeseen site conditions such as buried manhole, new yard drains, sanitary lateral re-routing, etc. bringing the amended contract value from \$908,450.00 to \$978,071.79; and

WHEREAS, these cumulative changes were less than ten percent of the contract value and did not require Board of Commissioners authorization; and

WHEREAS, on June 15, 2021, the Board of Commissioners approved Resolution #06-41/21-R authorizing Change Orders #16 and #17 for costs associated with specialized handling and disposal of soil and fees associated with general conditions for four prior change orders,

respectively in the cumulative amount of \$57,691.26 bringing the adjusted contract value to \$1,035,763.05; and

WHEREAS, ECC/HANH is presenting two final contract Change Orders; and

WHEREAS, Change Order#18 is to replace catch basin grates in the amount of \$1,513.63; and

WHEREAS, Change Order #19 is a credit in the amount of \$14,739.30 for not performing unneeded work on allowances; and

WHEREAS, following approval of Change Orders #18 and #19, the contract value will decrease from \$1,035,763.05 to \$1,022,537.38; and

WHEREAS, in accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. We request Board of Commissioners authorization to execute Change Order #18 in the amount not to exceed \$1,513.63 and Change Order #19 for a credit of \$14,739.30 for a total credit amount of \$13,225.67 with Earthworks Excavating & Landscaping, Inc. as described above bringing the contract value from \$1,035,763.05 to \$1,022,537.38.

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

- 1) Change Order #18 in the amount not to exceed \$1,513.63 to contract #PM-19-C-295 with Earthworks Excavating & Excavating, Inc. for contract modification work described above, and Change Order #19 in the credit amount of \$14,739.30 bringing the contract value from \$1,035,763.05 to \$1,022,537.38 are hereby authorized.
- 2) The Interim President be and hereby is authorized, empowered and directed to execute and deliver agreements and expend the authorized funds.
- 3) The Interim President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
- 4) The resolution shall take effect immediately.

Motion was made by Commissioner Keene and seconded by Commissioner Kilpatrick.

Hannah Sokal Holmes presented this resolution. Motion passed unanimously.

RESOLUTION # 07-53/21-R

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

RESOLUTION RATIFYING, AUTHORIZING, AND TO THE EXTENT NECESSARY, REAUTHORIZING CERTAIN ACTS IN CONNECTION WITH THE REDEVELOPMENT OF THE DIXWELL/SCIENCE PARK AREA (THE "PROJECT"), INTER ALIA (I) ENTERING INTO AN EXCLUSIVE OPTION TO PURCHASE AGREEMENT WITH RJDA ASHMUN STREET LLC, A CONNECTICUT LIMITED LIABILITY COMPANY ("DEVELOPER"), FOR AN OPTION TO PURCHASE CERTAIN REAL PROPERTY OWNED BY HANH AND LOCATED AT 178-186 CANAL STREET, NEW HAVEN, CONNECTICUT 06511 (THE "SITE"); (II) SUBMIT AN AMENDMENT REQUEST TO DISPOSITION APPROVAL LETTER TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SEEKING MODIFICATION OF THE PRIOR DISPOSITION APPROVAL TO AUTHORIZE CONVEYANCE OF THE SITE BY HANH TO DEVELOPER; (III) NEGOTIATING AND ENTERING INTO A PURCHASE AGREEMENT WITH DEVELOPER FOR THE SALE OF THE SITE; AND (IV) SUCH OTHER ACTS RELATED, INCIDENTAL, NECESSARY AND/OR ANCILLARY THERETO WHICH AUTHORIZED CERTAIN ACTS IN CONNECTION WITH THE PROJECT.

WHEREAS, the Housing Authority of the City of New Haven ("**HANH**") is the owner of the Site;

WHEREAS, pursuant to that certain Disposition Approval Letter dated December 18, 1998 from the Special Applications Center (the "**Approval Letter**") the U.S. Department of Housing and Urban Development ("**HUD**") previously approved the disposition of the Site by HANH at fair market value to the Elm Haven Rental Limited Partnership, a Connecticut limited partnership ("**Original Buyer**"), in connection with an earlier HOPE VI redevelopment of the Elm Haven Extension (CT26P004007) parcel;

WHEREAS, the Site was ultimately never conveyed to Original Buyer in connection with the earlier HOPE VI redevelopment since the Site was unnecessary for the successful completion of said redevelopment;

WHEREAS, RJDA Ashmun Street LLC, a Connecticut limited liability company ("**Developer**"), plans on redeveloping the Dixwell/Science Park area of New Haven, Connecticut (the "**Project**");

WHEREAS, Developer desires to acquire the Site from HANH for nominal consideration in order to incorporate the Site into the Project;

WHEREAS, upon completion, the Project will include 150 rental units, 50 of which will be affordable units. Overall, the Project will consist of 45 Studio/one-bathroom units, 80 one-bedroom/one-bathroom units, and 25 two-bedroom/one-bathroom units. There will be 25 units set aside for residents at 80% of Area Median Income ("**AMI**"), 15 units set aside for 60% of AMI and 10 Section 8 Housing Choice Voucher units set aside for residents at 50% and 80% of AMI;

WHEREAS, in completing the Project, the Developer will be required to comply with all applicable City of New Haven (“**City**”) workforce and small contractor utilization requirements. The foregoing includes, but is not limited to, making aggressive efforts to meet the City’s goal of having 25% of all construction subcontracts in connection with the Project be awarded to Minority Business Enterprises;

WHEREAS, the Site is presently vacant and HANH has determined that it is in its best interest to convey the Site to Developer in furtherance of the Project;

WHEREAS, HANH will enter into the Exclusive Option to Purchase Agreement (the “**Option**”) with Developer thereby granting Developer an option to purchase the Site;

WHEREAS, if Developer exercises its rights under the Option, HANH and Developer will negotiate and enter into a purchase and sale agreement for the Site (the “**Purchase Agreement**”);

WHEREAS, at the closing of the purchase transaction, HANH will thereafter convey the Site to Developer pursuant to Special Warranty Deed in accordance with the terms of the Purchase Agreement;

WHEREAS, the Approval Letter should be amended to reflect Developer as the approved purchaser of the Site and, to that end, an Amendment Request to Disposition Approval Letter dated May 21, 2021 (the “**Amendment**”) has been submitted to HUD on behalf of HANH;

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

1. The Interim Executive Director, or her designee, may execute and deliver the Option to Developer.
2. Upon execution of the Option, the Interim Executive Director, or her designee, may negotiate, execute and deliver the Purchase Agreement to Developer.
3. Upon receipt by HANH of HUD’s approval of the Amendment, conveyance by HANH of fee simple title to the Site to Developer is hereby authorized and the Interim Executive Director, or her designee, may execute and deliver the Special Warranty Deed to Developer.
4. The execution and delivery of any other documents related to the Project required or approved by HUD by the Interim Executive Director, or her designee, are each hereby authorized.
5. The Interim Executive Director, or her designee, is authorized to execute and deliver the Option, the Purchase Agreement and Special Warranty Deed to Developer on behalf of HANH.

6. The Interim Executive Director, or her designee, is also authorized, empowered and directed to execute any other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this “Resolution” and any and all closing documents required to effectuate the foregoing purposes.
7. The Interim Executive Director, or her designee, be and hereby is authorized, empowered and directed to take any and all such related or ancillary actions they may deem necessary and appropriate to achieve the foregoing purposes, and the signature by the Interim Executive Director, or her designee, on any document or instrument shall be conclusive evidence of said Interim Executive Director’s, or her designee’s, authority to take such actions on behalf of HANH.
8. The instrumentalities and affiliates of HANH are hereby authorized to take any and all actions as are necessary to effectuate the purposes of this Resolution.
9. Any and all acts heretofore taken by the Interim Executive Director, or her designee, in connection with the matters authorized by the foregoing resolutions are hereby ratified, confirmed, adopted and approved.

This Resolution shall take effect immediately.

Motion was made by Commissioner Keene and seconded by Commissioner Rivera Bello.

Shenae Draughn presented this resolution. Motion passed unanimously. Comm. Kilpatrick was absent for this vote due to technical issues.

Housing Authority of the City of New Haven

Resolution #07-54/21-R

APPROVING ECC/HANH’S MTW ANNUAL PLAN FOR FY 2022

WHEREAS, ECC/HANH is required, to provide an Annual MTW Plan and an Annual MTW Report; and

WHEREAS, The MTW Annual Plan for FY 2022 was made available for public review on , and a public hearing was held on Monday, May June 14, 2021; and

WHEREAS, ECC/HANH received no public comments; and

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS hereby authorizes the submission to the U.S. Department of Housing and Urban Development (HUD) the Moving

to Work Annual Plan for FY 2022 and make the following certifications and agreements with HUD in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. The PHA 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.
5. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
6. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
7. The PHA will affirmatively further fair housing by examining its programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation² at 24 CFR Part 135.
11. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with 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.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and 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 PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Motion was made by Commissioner Keene and seconded by Commissioner Morris.

Evelise Ribeiro presented this resolution. Motion passed unanimously.

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution Number 07-55/21-R

**RESOLUTION AUTHORIZING A MEMORANDUM OF AGREEMENT FOR CONCEPTS FOR ADAPTIVE
LEARNING (CFAL) AND USE OF HANH COMMUNITY ROOM SPACE WITH CFAL**

WHEREAS, the Housing Authority of the City of New Haven (ECC/HANH) along with other community providers are partnering to provide access to needed services to support the Residents of ECC; and

WHEREAS, the successful partnership depends upon the safe sharing of confidential information on clients amongst the involved partners; and

WHEREAS, the attached memoranda of agreement was prepared to set forth the terms and conditions pursuant to which CfAL will provide certain services for HANH residents, at no cost to HANH, HANH will permit the use of certain community room space for this purpose and certain tasks to be performed by HANH in connection therewith; and

WHEREAS, ECC/HANH seeks to partner with CfAL and sees value in partnering in this way to provide supportive resources to individuals served by CfAL who qualify for affordable housing.

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

1. The MOU with Connecticut Balance of State, including all actions to be undertaken by HANH thereunder, including the expenditure of funds, be and hereby is authorized and directed; and
2. The Interim President be and hereby is authorized, empowered and directed to execute and deliver the MOU and such instruments and documents necessary and appropriate in connection herewith, upon such terms and conditions as set forth in Exhibit A, and upon such additional terms and conditions as the Interim President, in consultation with the Chairman of the Board of Commissioners, determine reasonable and in the best interests of the Authority; and
3. The Interim President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
4. This resolution shall take effect immediately.

Motion was made by Commissioner Morris and seconded by Commissioner Rivera Bello.

LaToya McCrea presented this resolution. Motion passed unanimously.

**ELM CITY COMMUNITIES
Housing Authority of the City of New Haven**

Resolution Number 07-56/21-R

**RESOLUTION AUTHORIZING A MEMORANDUM OF AGREEMENT FOR YOUTH WITHOUT LIMITS AND
THE USE OF HANH COMMUNITY ROOM SPACE WITH YOUTH WITHOUT LIMITS**

WHEREAS, the Housing Authority of the City of New Haven (ECC/HANH) along with other community providers are partnering to provide access to needed services to support the Residents of ECC; and

WHEREAS, the successful partnership depends upon the safe sharing of confidential information on clients amongst the involved partners; and

WHEREAS, the attached Memoranda of Agreement was prepared to set forth the terms and conditions pursuant to which Youth Without Limits will provide certain services for HANH residents, at no cost to HANH, HANH will permit the use of certain community room space for this purpose and certain tasks to be performed by HANH in connection therewith; and

WHEREAS, ECC/HANH seeks to partner with Youth Without Limits and sees value in partnering in this way to provide supportive resources.

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

1. The MOU with Connecticut Balance of State, including all actions to be undertaken by HANH thereunder, including the expenditure of funds, be and hereby is authorized and directed; and
2. The Interim President be and hereby is authorized, empowered and directed to execute and deliver the MOU and such instruments and documents necessary and appropriate in connection herewith, upon such terms and conditions as set forth in Exhibit A, and upon such additional terms and conditions as the Interim President, in consultation with the Chairman of the Board of Commissioners, determine reasonable and in the best interests of the Authority; and
3. The Interim President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
4. This resolution shall take effect immediately.

Motion was made by Commissioner Rivera Bello and seconded by Commissioner Keene.

LaToya McCrea presented this resolution. Motion passed unanimously.

**ELM CITY COMMUNITIES
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN**

RESOLUTION # 07-57/21-R

**RESOLUTION AUTHORIZING A MEMORANDUM OF AGREEMENT WITH CONNECTICUT
BALANCE OF STATE AND ITS MEMBER AGENCIES TO PROVIDE EMERGENCY HOUSING
VOUCHERS IN AN EFFORT TO PREVENT AND END HOMELESSNESS.**

WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") issued that certain Notice PIH 2021-15(HA) (the "HUD Notice") which set forth the process pursuant to which HUD will allocate emergency housing vouchers ("EHV") to public housing agencies (the EHV Program"); and

WHEREAS, the Authority has determined that it is in its best interests and in the interests of those it seeks to serve to work with Connecticut Balance of State to ensure the efficient and maximum utilization of the EHV; and

WHEREAS, the Memorandum of Understanding attached hereto as Exhibit A sets forth the terms and conditions pursuant to which HANH will work with Connecticut Balance of State to utilize the EHV.

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

1. The MOU with Connecticut Balance of State, including all actions to be undertaken by HANH thereunder, including the expenditure of funds, be and hereby is authorized and directed; and
2. The Interim President be and hereby is authorized, empowered and directed to execute and deliver the MOU and such instruments and documents necessary and appropriate in connection herewith, upon such terms and conditions as set forth in Exhibit A, and upon such additional terms and conditions as the Interim President, in consultation with the Chairman of the Board of Commissioners, determine reasonable and in the best interests of the Authority; and
3. The Interim President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
4. This resolution shall take effect immediately.

Motion was made by Commissioner Morris and seconded by Commissioner Keene.

Latweeta Smyers presented this resolution. Motion passed unanimously.

**ELM CITY COMMUNITIES
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN**

RESOLUTION NUMBER 07-58/21-R

**RESOLUTION RATIFYING CHANGE ORDER NUMBER THREE (3) IN THE AMOUNT OF \$27,391.10
TO THE CONTRACT WITH KJR CONSULTING FOR LEADERSHIP AND TEAM BUILDING
CONSULTING FOR
INVOICES INCURRED DURING THE CONTRACT TERM WHICH
COMMENCED ON MAY 10, 2020 AND ENDED ON MAY 10, 2021 BRINGING THE CONTRACT
NOT TO EXCEED AMOUNT FROM \$267,266 TO 294,657.10.**

WHEREAS, On March 21, 2016 the Board of Commissioners approved resolution # 03-21/16S and authorized the agency to enter into a contract with KJR Consulting for Leadership and Team Building consulting services for a period of three (3) years, with two (2) one (1) year options to renew, for a total contract not to exceed amount of \$117,060.00; and

WHEREAS, On October 16, 2018 the Board of Commissioners approved resolution # 10-132/18-R and authorized change order #1 which consisted of additional leadership services and change order #2 consisting of Strategic Planning session with CED and Youth Development in the amount of \$25,206.00 for a total contract not to exceed amount of \$142,266.00; and

WHEREAS, On February 19, 2019 the board approved Resolution # 02-07/19-R to exercise the first year renewal option and add additional funding in the amount of \$30,000.00 for continued leadership services to the contract with KJR Consulting commencing on May 10, 2019 and ending on May 10, 2020 for a total contract not to exceed amount of \$172,266.00; and

WHEREAS, On April 21, 2020 the board approved resolution number 04-35/20-R to exercise the second-year renewal option and add additional funding in the amount of \$95,000.00 for continued leadership services to the contract with KJR Consulting commencing on May 10, 2020 and ending on May 10, 2021 for a total contract not to exceed amount of \$267,266.00, and

WHEREAS, This resolution requests board ratification of change order number three (3) in the amount of \$27,391.10 be added to the contract with KJR Consulting to pay unpaid invoices for services incurred during the contract period which commenced on May 10, 2020 and ended on May 10, 2021 bringing the total contract value from \$267,266 to a not to exceed amount of \$294,657.10; and

WHEREAS, In accordance with resolution 10-129/01-R for the Revised Procurement Policy, approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which results in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that**

- 5) Ratification of change order number three (3) in the amount of \$27,391.10 to the contract with KJR Consulting for unpaid invoices for services rendered during the contract period which commenced on May 10, 2020 and ended on May 10, 2021 bringing the total contract value from \$267,266 to a not to exceed amount of \$294,657.10 is hereby authorized.
- 6) The Interim President be and hereby is authorized, empowered and directed to execute and deliver agreements and expend the authorized funds.
- 7) The Interim President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.

Motion was made by Commissioner Morris and seconded by Commissioner Keene.

Iris M. Rodriguez presented this resolution. Motion passed unanimously.

ADJOURNMENT:

Motion to adjourn was made at 4:50 p.m. by Chairman Clemons and seconded by Commissioner Kilpatrick. Motion passed unanimously.