



Karen DuBois-Walton, Ph.D.  
President

## AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN  
360 ORANGE STREET, NEW HAVEN, CT 06511  
TUESDAY, November 16, 2021 at 4:00 P.M.

<https://meetings.ringcentral.com/j/1491518992/> / (646) 357-3664

Meeting ID:1491518992#

### Annual Meeting

1. Roll Call
2. Election of officers
3. Approval of the minutes from October 19, 2021
4. Bills and Communications
5. Public Comments (3 Minutes per Individual /15 Minutes per Group)
6. President's Report

### ACTION ITEMS

#### FINANCE COMMITTEE:

1. **Resolution #11-88/21-R;** Resolution approving HANH Electronic Funds Transfer Policy & Procedure
2. **Resolution #11-89/21-R;** Resolution authorizing the Write-Off of Accounts Receivable of Former ECC/HANH Tenants of the Federal Public Housing Program

#### P&D COMMITTEE: *No Items*

#### SERVICES COMMITTEE:

1. **Resolution #11-90/21-R;** Resolution Approving Change Order Number Nine (9) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide for an additional amount of \$130,000.00 bringing the total contract to \$526,428.00.
2. **Resolution #11-91/21-R;** Resolution Authorizing a contract with KJR Consulting for leadership and team building consulting for a total contract not to exceed amount of \$180,000.00.
3. **Resolution #11-92/21-R;** Resolution to Authorize the Utility Allowance Schedule for the Low-Income Public Housing (LIPH) Program for McConaughy Terrace, Westville Manor,

Scattered Site, Quinnipiac Terrace, Brookside Estates, William T. Rowe, and Rockview I from January 1, 2022 to December 31, 2022

4. **Resolution #11-93/21-R;** Resolution Authorizing second year option Patterson and Associates for Electronic Document Management System (EDMS) in the amount of \$49,140.00 for one year with three remaining renewal options, beginning January 1, 2022 and ending December 31, 2022
5. **Resolution #11-94/21-R;** Resolution Approving second year renewal option with The Computer Company for Outsourcing of IT Infrastructure and Help Desk in the amount of \$298,150 for the second year beginning January 1, 2022 with three remaining renewal options at HANH's discretion.
6. **Resolution #11-95/21-R;** Resolution to Authorize the Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program to include Tenant Based Vouchers (TBV), Project Based Vouchers (PBV), Low Income Housing Tax Credit Properties (LIHTC) and Rental Assistance Demonstration Properties (RAD/PBV) from January 1, 2022 to December 31, 2022.

## ADJOURNMENT

To: ECC/HANH Board of Commissioners

From: Karen DuBois-Walton, Ph.D., President

Date: November 16, 2021

**RE: President's November 2021 Report—Annual Meeting**

**I. Administrative**

Per Conn. Gen. Stat. §8-41 governing Housing Authority Tenant-Commissioner Selection Policy, a resident election and vote count was held on October 27, 2021 to fill the expiring term of Commissioner Foluke Morris. The election count was overseen by Ms. Patricia Rossi of the League of Women Voters. There was much interest in this position this year as several residents indicated their interest and launched a campaign. Ms. Alberta Witherspoon of 358 Orange St. Unit 509, New Haven, CT 06510 has been elected by her peers to serve as the Resident Commissioner on the Board of Commissioners for the Elm City Communities/Housing Authority of the City of New Haven. Her name has been forwarded to the Mayor for his consideration. We thank all who expressed their interest in serving in this way.

Commissioner Morris continues to serve until a new appointment is made. We have enjoyed working with her and value her contributions as she has advocated for residents and participants working to ensure that their needs are met.

Yesterday we hosted (virtually) the HUD MTW and Hartford Field Office staff for our Moving to Work site visit. During these annual visits we are able to highlight successes and progress made on our various MTW initiatives. It is also a time to address areas for improvement and to learn more from our partners at HUD. Thank you to all who work to support our MTW status. Being an MTW agency has been instrumental in our achieving:

- Exceptional development capability enabling the redevelopment of over 2,000 units to date
- Innovative self-sufficiency and resident services programs including our CARES program which is serving to accelerate residents' move toward living wage incomes, saving and benefits; our ECC Believes initiative which serves to ensure that all our youth have access to the resources and tools needed to be successful adults; and our supportive housing programs that support hundreds of seniors, families living with disabilities, re-entry, formerly unhoused and other special populations
- Create cost efficient programs such as our rent simplification and alternate inspection programs.

ECC/HANH was invited to be a sponsor of this year's CT Affordable Housing Conference going on November 15<sup>th</sup> through 17<sup>th</sup>. For more information on the conference, please click this link.

<https://www.pschousing.org/CAHC2021>

Union negotiations with both 713 and 818 continue with good progress being made. We look forward to mutually beneficial negotiations and fair settlements in the coming months.

On Thursday November 4, a construction accident occurred on site at Mill River development. The site is under the control of Haynes Construction and the employee of a subcontractor fell from a third floor window. After a period of hospitalization, the employee was discharged and is recovering.

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

**II. Finance-September 2021 YTD Financials**

September 2021												
	MTW Budget	MTW Actual	Variance	NON-MTW Budget	NON-MTW Actual	Variance	ELIMS Budget	ELIMS Actual	Variance	Total Budget	Total Actual	Total Variance
70500 TENANT REVENUE	1,650,637	2,247,913	597,275	-	-	-	-	-	-	1,650,637	2,247,913	597,275
70600 HUD REVENUE	98,698,599	98,620,563	(78,037)	454,344	167,915	(286,429)	-	-	-	99,152,943	98,788,477	(364,466)
70000 OTHER REVENUE	457,101	7,517,830	7,060,729	17,501,010	21,714,187	4,213,177	(9,337,886)	(9,486,544)	148,658	8,620,225	19,745,473	11,125,248
<b>70000 TOTAL REVENUE</b>	<b>100,806,338</b>	<b>106,386,305</b>	<b>7,579,968</b>	<b>17,955,354</b>	<b>21,882,102</b>	<b>3,926,748</b>	<b>(9,337,886)</b>	<b>(9,486,544)</b>	<b>148,658</b>	<b>106,423,806</b>	<b>120,781,863</b>	<b>11,358,057</b>
91000 OPERATING ADMINISTRATIVE	13,325,180	15,595,021	(2,269,841)	7,768,935	5,827,891	1,941,044	(9,337,886)	(9,486,544)	148,658	11,756,229	11,936,368	(180,139)
92500 TENANTS SERVICES	265,000	670,554	(405,554)	2,488,070	1,923,802	564,268	-	-	-	2,753,070	2,594,355	158,715
93000 UTILITIES	2,285,034	2,673,663	(388,629)	158,642	163,891	(5,249)	-	-	-	2,443,677	2,837,554	(393,878)
94000 MAINTENANCE	3,498,034	5,517,076	(2,019,043)	588,794	262,510	326,284	-	-	-	4,086,828	5,779,586	(1,692,758)
95000 PROTECTIVE SERVICES	172,050	361,634	(189,584)	25,824	32,633	(6,809)	-	-	-	197,874	394,267	(196,393)
96000 GENERAL EXPENSE	-	-	-	243,987	318,109	(74,122)	-	-	-	243,987	318,109	(74,122)
96100 INSURANCE PREMIUMS	650,585	963,431	(312,846)	-	219,043	(219,043)	-	-	-	650,585	1,182,474	(531,889)
96200 OTHER	1,907,001	1,921,645	(14,644)	-	-	-	-	-	-	1,907,001	1,921,645	(14,644)
96800 SEVERANCE EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-
<b>96000 TOTAL OPERATING EXPENSES</b>	<b>22,102,883</b>	<b>27,703,024</b>	<b>(5,600,140)</b>	<b>11,274,253</b>	<b>8,747,878</b>	<b>2,526,374</b>	<b>(9,337,886)</b>	<b>(9,486,544)</b>	<b>148,658</b>	<b>24,039,250</b>	<b>26,964,368</b>	<b>(2,925,108)</b>
97100 EXTRAORDINARY MAINTENANCE	966,986	614,189	352,797	-	29,608	(29,608)	-	-	-	966,986	643,797	323,189
97200 CASUALTY LOSSES - NON CAPITALIZED	-	-	-	-	-	-	-	-	-	-	-	-
97300 HAP EXPENSE	65,393,290	61,629,444	3,763,846	-	-	-	-	-	-	65,393,290	61,629,444	3,763,846
97400 DEPRECIATION EXPENSE	4,927,935	2,155,387	2,772,548	147,758	379,173	(231,415)	-	-	-	5,075,693	2,534,560	2,541,133
<b>90000 OTHER EXPENSES</b>	<b>71,288,211</b>	<b>64,399,020</b>	<b>6,889,191</b>	<b>147,758</b>	<b>408,790</b>	<b>(261,022)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>71,435,968</b>	<b>64,807,801</b>	<b>6,628,168</b>
<b>TOTAL EXPENSES</b>	<b>93,391,094</b>	<b>92,102,044</b>	<b>1,289,050</b>	<b>11,422,011</b>	<b>9,166,659</b>	<b>2,255,352</b>	<b>(9,337,886)</b>	<b>(9,486,544)</b>	<b>148,658</b>	<b>95,475,219</b>	<b>91,772,169</b>	<b>3,703,051</b>
<b>RAD/DEV - MTW Fund Expenditures</b>	<b>(3,850,000)</b>	<b>(2,658,795)</b>	<b>(1,191,205)</b>	<b>(7,866,698)</b>	<b>(12,861,583)</b>	<b>4,994,885</b>				<b>(11,716,698)</b>	<b>(15,520,378)</b>	<b>3,803,680</b>
<i>Investment in the financing of affordable housing Dev</i>		-	-	-	-	-				-	-	-
<i>Reserve for interest on N/R</i>		-	-	(6,641,118)	(7,351,127)	710,009				(6,641,118)	(7,351,127)	710,009
10010 Operating Transfer In	870,812	893,680	(22,868)	5,413,438	12,332,651	(6,919,213)	-	-	-	6,284,250	13,226,331	(6,942,081)
10020 Operating Transfer Out	(6,284,250)	(13,138,605)	6,854,355	-	(87,726)	87,726				(6,284,250)	(13,226,331)	6,942,081
<b>10000 EXCESS OF REVENUE OVER (UNDER) EXPENSES</b>	<b>(1,848,195)</b>	<b>1,380,541</b>	<b>(3,228,736)</b>	<b>(2,561,035)</b>	<b>4,787,858</b>	<b>(7,318,893)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,409,229)</b>	<b>6,138,199</b>	<b>(10,547,428)</b>
<b>ADJ FOR DEPREICATION EXPENSE</b>	<b>4,927,935</b>	<b>2,155,387</b>	<b>2,772,548</b>	<b>147,758</b>	<b>379,173</b>	<b>(231,415)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,075,693</b>	<b>2,534,560</b>	<b>2,541,133</b>
<i>Fixed Assets Disposal</i>		1,527,017	(1,527,017)								1,527,017	(1,527,017)
<b>350 SURPLUS / (DEFICIT)</b>	<b>3,078,740</b>	<b>5,062,946</b>	<b>(1,983,205)</b>	<b>(2,413,277)</b>	<b>5,136,631</b>	<b>(7,580,107)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>666,464</b>	<b>10,189,776</b>	<b>(9,533,313)</b>

**III. Operations**

**A. Vacancy Rate**

HANH’s current occupancy rate for the month for October 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 October 2021 is 72%. The agency goal is 95%. After many months of successfully reducing the TAR from a high in 2014, HANH saw the TAR reduced by over 75% prior to the COVID-19 pandemic. Rent collection has been poor over the past year and a half, however, staff is working with residents to get into compliance and to obtain rent relief resources through the city and state.

**Total Collected**

	<b>CY 2020</b>	<b>CY 2021</b>	<b>Variance</b>
<b>January</b>	79.40%	75.69%	-3.71
<b>February</b>	78.40%	76.19%	-2.21
<b>March</b>	72.77%	80.67%	7.9
<b>April</b>	70.27%	83.27%	12.5
<b>May</b>	79.95%	82.07%	2.12
<b>June</b>	81.17%	73.96	-7.21
<b>July</b>	100%	75.22%	-24.78
<b>August</b>	79.11%	68.87%	-10.24
<b>September</b>	76.04%	72.80%	-3.24
<b>October</b>	76.16%	71.75%	-4.41
<b>November</b>	75.98%		
<b>December</b>	76.46%		
<b>Average</b>	<b>78.07%</b>	<b>76.04%</b>	<b>-2.02</b>

## **Community and Economic Development (CED) Monthly Report**

### **CARES Program Highlights**

Another CARES participant graduated from the CARES program this month. He closed on a home located in West Haven for him and his family. During his time in CARES, he worked on paying down debt and minimized overspending by creating a budget. In addition to saving \$1,000 a month in money previously spent on collector's items, the family sold many of their existing collector's items. The money saved assisted the family in paying down debt. In addition, this resident was promoted 3 times at work and increased his credit score. Congratulations!

Additionally, FSS celebrated the success of another graduate who leaves the program with full time living wage employment and an escrow amount of \$27,337.

The team continues to assist residents in rental arrears with financial planning, accessing rent relief funds and entering into repayment agreements.

Youth partnerships were launched and began on site programming at Valley Townhouses with the Bridges of Hope afterschool program and Youth Without Limits at Eastview Terrace. With the support of CED, two ECC/HANH resident leaders were hired as site coordinators for the Boys and Girls Program and will begin supporting the program for ECC/HANH youth available through our existing partnership.

Over 652 rent rebate applications were processed yielding over \$326,000 for our residents. Additionally we are working to support families during the holiday season with food and other resources.

### **Planning and Modernization**

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

##### **HUD Housing Related Hazards 2020**

- P&M responded to the HUD NOFA for the Housing Related Hazards for Fiscal Year 2020, due May 25, 2021. On September 29, 2021, ECC was awarded \$3,999,993., the highest amount to a Housing Authority, in the nation, to address the following Hazards at Scattered Sites, Essex, Crawford Manor, Wolfe: Smoke and Carbon monoxide, Radon, Mold and Vermin (high-rise buildings). Work will include inspections, testing, installation of equipment, treatments and post-abatement testing, as required. The grant covers abatements in buildings encompassing 402 units.

##### **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 will be completed in August.
- Group 3 solicited 2 times. Contract awarded; Bid protest, contract pulled; Contract being extended after protest resolved. Notice to proceed September 1, 2021
- 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 instead of 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 replacement 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. Removal instead of encapsulation will permanently remove the Lead risk. P&M selected an Architect and Environmental consultant. Exterior and Interior property inspections were completed in October, 2021. Design development drawings are underway, prioritizing units with children under 6 and units with higher lead content.

## **CFP Tasks**

### ***P&M Projects 2020-2022***

- **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 original Scope of Work is, 100% complete. Related change order work completed pending environmental testing for closeout.
- **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. ADA entry vestibule is completed, and in use. The fire pump, is on site. Fire Marshal required a change in electrical panels, a change order which added time. A portion of the work has been paid for by CARES funding. Work now anticipated to be complete before the end of 2021.
- **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 on the community room and corridors has begun. A contract for Phase 2, for resident interior improvements has been awarded, and preconstruction surveys are being performed. 10 unit bathrooms will be replaced and miscellaneous other life health and safety improvements throughout the majority of the residential units.

- **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 70 years old, vastly improving health and safety for the 198 families and 3 communal areas at McConaughy Terrace. Project is closed out.
- **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. All site inspections for the original scope have been completed. Reports are under review. Resident youth has been hired as part of the consultants' Section 3 commitment to assist on the project.
- **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. Bids solicited in March for fencing and basement pipe abatement. Six bids received. Scope of work was rebid. Project awarded and pipe insulation abatement is scheduled for early November.
- **Essex Envelope and Bathroom and Flooring Upgrades:** Project design is completed and was 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. Due to procurement issues the solicitation was cancelled, and the project put out to bid, again. Project awarded, and anticipated start of construction in November, 2021.

- **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. Under Construction. Change orders anticipated to include Fire Marshal request and to cover damage to building subsequent to design.
- **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.
- **295 Wilmot Road—West Rock Community Center:** Structural Engineering study and cost estimate solicited to support Operations. Two areas identified requiring structural shoring. Shoring bids anticipated mid-November, with shoring anticipated to be installed by November 30.

### **The Glendower Group**

- **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 completed and keys turned over on 10/13/21.
- **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 of former Farnam buildings completed.
- HTCC application submitted 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. Awarded the full amount on October 8, 2021.
- Substantial completion by April 6, 2022.

### **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 January, 2022. 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 2022 or 2023.
- 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.
- Submitting LIHTC application on January 12, 2022.
- Anticipated closing in 1<sup>st</sup> quarter of 2023.

### **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.

- Submitted financing template to the Resource desk on November 2, 2021
- HUD concept call completed on October 7, 2021.
- Closing anticipated to be the March 1, 2022.
- 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 October 31, 2021
  - Final completion for Celentano October 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. Application awarded in conjunction with the 9% award identified below.
  - Closing anticipated to be on the 3<sup>rd</sup> quarter of 2022.
- **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.
  - Closing anticipated to be on the 3<sup>rd</sup> quarter of 2022.

MEMORANDUM

TO: All Members, Board of Commissioners

FROM: Karen DuBois-Walton, President

DATE: November 16, 2021

RE: Approving HANH Electronic Funds Transfer Policy & Procedure

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ACTION: Recommend that the Board of Commissioners pass Resolution Number #11-88/21-R

TIMING: Immediately

Background: In June of 2020 the Board of Commissioners approved updated Finance Department policies including a policy over Cash Disbursements. Due to the current environment, management felt it was important to have a separate policy addressing payments by Electronic Funds Transfer (ACH or wire). The Housing Authority of New Haven (HANH) currently has policies addressing Internal Control, Cash Receipts, Cash Disbursements, Payroll, Petty Cash, General Budget Procedures Financial Reporting, Reconciliations, Grant Compliance, Section 8 Payment Process, Business Expense, Travel Expense, Fixed Assets, Risk Management and Investments. These policies were last reviewed in either 2012 or 2018. We undertook a review of these policies to ensure that they are still appropriate for HANH. This review resulted in us significantly streamlining our Cash Disbursement Policy and updating our Payroll Policy to reflect the changes implemented upon our conversion to the Kronos payroll system. In addition, our Internal Control Policy was updated to reflect the 17 internal control principles identified by the Committee of Sponsoring Organizations (COSO). Other policies were updated where it was deemed appropriate. It was determined that the policies and outlined processes were still appropriate but, in some cases, clarifying language was added.

We are submitting the Electronic Funds Transfer Policy to the Board of Commissioners for approval.

Fiscal Impact: None

Staff: John Rafferty, Senior VP Finance, IT & Admin

**Housing Authority of the City of New Haven**

**RESOLUTION NUMBER #11-88/21-R  
RESOLUTION APPROVING HANH ELECTRONIC FUNDS TRANSFER  
POLICY**

WHEREAS, the Housing Authority of New Haven (HANH) has a policy covering Cash Disbursements; and

WHEREAS, this policy was last reviewed for appropriateness 2020; and

WHEREAS, HANH staff reviewed this policy and determined that Electronic Funds Transfer required its own policy; and

WHEREAS, this review resulted in the development of the Electronic Funds Transfer policy. This policy contains procedures specific to Electronic Funds Transfers made to outside parties; and

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

- 1) The new Electronic Funds Transfer policy is hereby approved.
- 2) The President be and hereby is authorized, empowered and directed to execute and deliver and agreement and expend the authorized funds.
- 3) The President be and 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.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on November 16, 2021.

---

Karen DuBois-Walton, Ph. D.  
Secretary/President

---

Date

REVIEWED:

MCCARTER & ENGLISH, LLP  
GENERAL COUNSEL

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

**MEMORANDUM**

**TO: Board of Commissioners**

**FROM: Karen DuBois-Walton, President**

**DATE: October 22, 2021**

**RE: Resolution Authorizing the Write- Off of Accounts Receivable of Former ECC/HANH Tenants of the Federal Public Housing Program**

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**ACTION:** Recommend that the Board of Commissioners pass Resolution Number #11-89/21-R

**TIMING:** Immediately

**DISCUSSION:** ECC/ECC/HANH has accounts receivable balances for individuals that are no longer tenants. These balances need to be removed from our Financial Reporting systems. In writing these accounts off for financial reporting purposes, the accounts receivable detail will still remain in our Low Income Housing system for possible collection efforts. The dollar amounts will simply not carry over to the Financial Reporting system, thus lowering the net accounts receivable balance to an amount closer to what is expected to be collected as required under Generally Accepted Accounting Principles (GAAP) for financial statement reporting.

Any tenant leaving ECC/HANH with an outstanding balance is to be denied re-admission to ECC/HANH and all other PHA's until all outstanding obligations are satisfied. Therefore, information regarding any outstanding accounts receivable will be maintained on Tenant Ledgers in the Low Income Housing component of our computer system for review and possible reporting as allowed by HUD.

ECC/HANH is currently carrying a \$10,565.29 balance for 12 vacated tenants from the 4<sup>th</sup> Quarter FY 2021, a period ending 09/30/2021. This amount includes residents that are deceased, terminally ill and in nursing homes. It also includes residents that have been evicted or skip leaving no forwarding address.

**FISCAL IMPACT:** None

**STAFF:** John Rafferty, Sr. VP of Finance, IT & Administration



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

**RESOLUTION NUMBER #11-89/21-R**

**RESOLUTION AUTHORIZING THE WRITE-OFF OF FORMER TENANT ACCOUNTS  
RECEIVABLE (TAR) FOR THE LOW INCOME PUBLIC HOUSING (LIPH)  
PROGRAM FOR THE PERIOD ENDING 09/30/2021 IN THE AMOUNT OF \$10,565.29**

WHEREAS, ECC/HANH's is responsible for the management and operation of all projects under the Federal Consolidate Program; and

WHEREAS, in the course of such operation, certain tenants of these developments discontinue occupancy leaving outstanding balances for rents and other charges with the Authority; and

WHEREAS, efforts were made to collect all outstanding balances while tenants remain in possession; and

WHEREAS, ECC/HANH has previously contracted with Collection Company of America during FY 2009 to pursue collection of outstanding balances, but effects proved to be unsuccessful; and

WHEREAS, ECC/HANH is currently carrying \$10,565.29 balance for 12 vacated tenants through September 30,2021; and

WHEREAS, while ECC/HANH will remove the balances from ECC/HANH's Financial Reporting systems, the obligations of these former tenants will remain in the Low Income Housing System for possible future collections; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that the write-off for financial reporting purposes of all former tenant's accounts receivable balances accrued through September 30, 2021 for LIPH program in the amount of \$10,565.29 is approved and the President is authorized to recapture from any former tenant seeking readmission to Public Housing, all written-off obligation incurred as a former tenant prior to tenant acceptance into any development or program operated by the Housing Authority of the City of New Haven.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on **November 16**, 2021.

\_\_\_\_\_  
Karen DuBois-Walton  
Secretary/President.

\_\_\_\_\_  
Date

REVIEWED:  
MCCARTER & ENGLISH, LLP  
GENERAL COUNSEL

\_\_\_\_\_  
Rolan Joni Young, Esq.

A Senior Partner

## MEMORANDUM

TO: Board of Commissioners

FROM: Karen DuBois-Walton, Ph.D., President

DATE: November 16, 2021

RE: Resolution Approving Change Order Number Nine (9) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide for an additional amount of \$130,000.00 bringing the total contract to \$526,428.00.

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ACTION: Recommend that the Board of Commissioners adopt Resolution Number #11-90/21-R

TIMING: Immediately

BACKGROUND/  
DISCUSSION:

On June 29, 2017, HANH approved PO # 20195-12427 with Haz-Pros, Inc. under State Contract # 16PSX0110 set to expire April 30, 2022 for abatement and removal of hazardous materials for one year commencing June 29, 2017 through June 29, 2018 for a total contract amount not to exceed \$48,500.00.

On May 15, 2018, the Board of Commissioners approved Resolution Number #05-47/18-R authorizing Change Order Number One (1) in the amount of 47,000.00 with Haz-Pros, Inc. for removal and disposal of asbestos, lead and mold containing materials agency wide for one year commencing on July 1, 2018 and ending on June 30, 2019 bringing the contract amount from \$48,500.00 to 95,500.00.

On September 18, 2018, the Board of Commissioners approved Resolution Number #09-114/18-R authorizing Change Order Number Two (2) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide for an additional amount of \$84,300.00 bringing the total contract amount from \$95,500.00 to \$179,800.00.

On April 19, 2019 Resolution the Board of Commissioners approved Resolution Number #04-20/19-R authorizing Change Order Number Three (3) to the Contract with Haz-Pros, Inc. for the Abatement and Demolition of the Boiler Room at 295 Wilmot Road for an additional amount of \$106,628.00 bringing the total contract amount from \$179,800.00 to \$286,428.00.

On June 23, 2019 the Board approved Contract Time Extension per Resolution #02-25/10-R with Haz-Pro, Inc for Asbestos & Mold abatement from June 30, 2019 until September 30, 2019 (P.O. # 20195-12427).

On September 17, 2019 the Board approved Contract Time Extension per Resolution #02-25/10-R with Haz-Pro, Inc for Asbestos & Mold abatement from September 30, 2019 until December 31, 2019 (P.O. # 20195-12427).

On November 19, 2019 Resolution he Board of Commissioners approved Resolution Number #11-98/19-R authorizing Change Order Number Six (6) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide commencing on January 1, 2020 and ending on September 30, 2020 for an additional amount of \$50,000.00 bringing the total contract amount from \$286,428.00 to \$336,428.00.

On September 15, 2020 the Board approved Contract Time Extension per Resolution #02-25/10-R with Haz-Pros Inc. for abatement of mold, lead & asbestos material from October 1, 2020 to September 30, 2021. (PO 20195-12427)

On June 15, 2021, Resolution the Board of Commissioners approved Resolution Number #06-45/21-R authorizing Change Order Number Eight (8) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide extending the contract from September 30, 2021, to April 30, 2022 for an additional amount of \$60,000.00 bringing the total contract amount from \$336,428.00 to \$396,428.00.

HANH is now seeking Board approval for Change Order Number Nine (9) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide for an additional amount of \$130,000.00 bringing the total contract amount from \$396,428.00.00 to \$526,428.00.

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 results in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. HANH is now seeking Board approval for Change Order Number Nine (9) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide for an additional amount of \$130,000.00 bringing the total contract amount from \$396,428.00.00 to \$526,428.00.

FISCAL IMPACT: \$130,000.00 in MTW, Capital funds 2021 or Housing Related Hazard 2020 Grant

STAFF: Lee Purvis, Central Operations Manager

Housing Authority of the City of New Haven

Resolution ##11-90/21-R

Resolution Approving Change Order Number Nine (9) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide for an additional amount of \$130,000.00 bringing the total contract amount from \$396,428.00.00 to \$526,428.00.

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**WHEREAS**, on June 29, 2017, HANH authorized PO # 20195-12427 with Haz-Pros, Inc. under State Contract # 16PSX0110 set to expire April 30, 2022 for abatement and removal of hazardous materials for one year commencing June 29, 2017 through June 30, 2018 for a total contract amount not to exceed \$48,500.00; and

**WHEREAS**, On May 15, 2018, the Board of Commissioners approved Resolution Number #05-47/18-R authorizing Change Order Number One (1) in the amount of 47,000.00 with Haz-Pros, Inc. for removal and disposal of asbestos, lead and mold containing materials agency wide for one year commencing on July 1, 2018 and ending on June 30, 2019 bringing the contract amount from \$48,500.00 to 95,500.00; and

**WHEREAS**, On September 18, 2018, he Board of Commissioners approved Resolution Number #05-47/18-R authorizing #09-114/18-R authorizing Change Order Number Two (2) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide for an additional amount of \$84,300.00 bringing the total contract amount from \$95,500.00 to \$179,800.00; and

**WHEREAS**, On April 19, 2019 Resolution he Board of Commissioners approved Resolution Number #04-20/19-R authorizing Change Order Number Three (3) to the Contract with Haz-Pros, Inc. for the Abatement and Demolition of the Boiler Room at 295 Wilmot Road for an additional amount of \$106,628.00 bringing the total contract amount from \$179,800.00 to \$286,428.00; and

**WHEREAS**, On June 23, 2019 the Board approved Contract Time Extension per Resolution #02-25/10-R with Haz-Pro, Inc for Asbestos & Mold abatement from June 30, 2019 until September 30, 2019 (P.O. # 20195-12427); and

**WHEREAS**, On September 17, 2019, the Board approved Contract Time Extension per Resolution #02-25/10-R with Haz-Pro, Inc for Asbestos & Mold abatement from September 30, 2019 until December 31, 2019 (P.O. # 20195-12427); and

**WHEREAS**, On November 19, 2019 Resolution he Board of Commissioners approved Resolution Number #11-98/19-R authorizing Change Order Number Six (6) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide commencing on January 1, 2020 and ending on September 30, 2020 for an additional amount of \$50,000.00 bringing the total contract amount from \$286,428.00 to \$336,428.00; and

**WHEREAS**, On September 15, 2020 the Board approved Contract Time Extension per Resolution #02-25/10-R with Haz-Pros Inc. for abatement of mold, lead & asbestos material from October 1, 2020 to September 30, 2021. (PO 20195-12427); and

**WHEREAS**, On June 15, 2021, Resolution the Board of Commissioners approved Resolution Number #06-45/21-R authorizing Change Order Number Eight (8) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide extending the contract from September 30, 2021 to April 30, 2022 for an additional amount of \$60,000.00 bringing the total contract amount from \$336,428.00 to \$396,428.00; and

**WHEREAS**, HANH is now seeking Board approval for Change Order Number Nine (9) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide for an additional amount of \$130,000.00 bringing the total contract amount from \$396,428.00.00 to \$526,428.00; 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 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:

1. Change Order Number Nine (9) to the Contract with Haz-Pros, Inc. for Removal and Disposal of Asbestos, Lead and Mold Containing Materials Agency wide for an additional amount of \$130,000 bringing the total contract amount from \$396,428.00.00 to \$526,428.00 is approved.
2. The President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
3. The President be and 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.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, November 16, 2021.

Karen DuBois-Walton, Ph. D.  
Secretary/President

\_\_\_\_\_  
Date

REVIEWED:  
McCarter and English

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



# MEMORANDUM

To: Board of Commissioners

From: Karen DuBois-Walton Ph. D., President

Date: November 16, 2021

**RESOLUTION AUTHORIZING A CONTRACT WITH KJR CONSULTING FOR LEADERSHIP AND TEAM BUILDING CONSULTING FOR A TOTAL CONTRACT NOT TO EXCEED AMOUNT OF \$180,000.00.**

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**ACTION:** Recommend that the Board of Commissioners adopt Resolution Number #11-91/21-R

**TIMING:** Immediately

**DISCUSSION:** Elm City Communities Housing Authority New Haven identified a continued need for Leadership and Team Building consulting services to ready the team for a new organizational paradigm. ECC, HANH seeks to prepare staff and the Board of Commissioners for change management and seeking to foster ECC/HANH Board of Commissioners Governance.

The goal is to equip the Senior Leadership team to optimize their performance to exhibit real leadership and utilize the organization's current Vision and Mission statement as a real tool. ECC/HANH mission is to deepen each team member's self-awareness and develop a better understanding of one another and provide the tools and techniques that can be used in the workplace.

ECC-HANH conducted a competitive procurement to identify a contractor to continue these needed services. On July 26, 2021 ECC-HANH released proposals to retain the services from qualified professional consulting firms with expertise in Leadership and Team Building. Responses were due no later than 3:00 p.m. on August 24, 2021. To ensure fair competition, ECC-HANH contacted vendors to make them aware of the RFP. ECC-HANH received two (2) responses and (2) proposals moved on to the second step by receiving a 70 or above score.

The evaluation team met on August 31, 2021 to evaluate the submitted proposals. Respondents receiving a favorable score were invited to an interview. The highest scored was invited to a negotiations session and was given the opportunity to submit A Best and Final Offer which was held on October 29, 2021.

Upon completion of the review and evaluations of proposals, it was deemed by the Evaluation Committee that KJR Consulting had submitted the most responsive proposal and award of the contract for Leadership and Team Building Consultant Services for a period of three (3) years, commencing on December 1, 2021 and ending on November 30, 2024 with two (2) one (1) year options to renew, for a total contract not to exceed amount of \$180,000.00.

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. ECC-HANH staff is recommending that the Board of Commissioners approve the contract with KJR Consulting for a period of three (3) years, commencing on December 1, 2021 and ending on November 30, 2024 with two (2) one (1) year options to renew, for a total contract not to exceed amount of \$180,000.00.

FISCAL IMPACT: \$180,000.00 Budgeted Operations Funds.

STAFF: Iris M. Collazo, Vice President of Administration

**Housing Authority of the City of New Haven**

**Resolution Number #11-91/21-R**

**RESOLUTION AUTHORIZING A CONTRACT WITH KJR CONSULTING FOR LEADERSHIP AND TEAM BUILDING CONSULTING FOR A PERIOD OF THREE (3) YEARS, COMMENCING ON DECEMBER 1, 2021 AND ENDING ON NOVEMBER 30, 2024 WITH TWO (2) ONE (1) YEAR OPTIONS TO RENEW, FOR A TOTAL CONTRACT NOT TO EXCEED AMOUNT OF \$180,000.00.**

WHEREAS, Elm City Communities Housing Authority New Haven identified a continued need for Leadership and Team Building consulting services to ready the team for a new organizational paradigm. ECC, HANH seeks to prepare staff and the Board of Commissioners for change management and seeking to foster ECC/HANH Board of Commissioners Governance; and

WHEREAS, The goal is to equip the Senior Leadership team to optimize their performance to exhibit real leadership and utilize the organization's current Vision and Mission statement as a real tool. ECC/HANH mission is to deepen each team member's self-awareness and develop a better understanding of one another and provide the tools and techniques that can be used in the workplace; and

WHEREAS, ECC-HANH conducted a competitive procurement to identify a contractor to continue these needed services. On July 26, 2021 ECC-HANH released proposals to retain the services from qualified professional consulting firms with expertise in Leadership and Team Building. Responses were due no later than 3:00 p.m. on August 24, 2021. To ensure fair competition, ECC-HANH contacted vendors to make them aware of the RFP. ECC-HANH received two (2) responses and (2) proposals moved on to the second step by receiving a 70 or above score; and

WHEREAS, The evaluation team met on August 31, 2021 to evaluate the submitted proposals. Respondents receiving a favorable score were invited to an interview. The highest scored was invited to a negotiations session and was given the opportunity to submit A Best and Final Offer which was held on October 29, 2021; and

WHEREAS, Upon completion of the review and evaluations of proposals, it was deemed by the Evaluation Committee that KJR Consulting had submitted the most responsive proposal and award of the contract for Leadership and Team Building Consultant 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 \$180,000.00 commencing on December 1, 2021 and ending on November 30, 2024; 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. ECC-HANH staff is recommending that the Board of Commissioners approve the contract with KJR Consulting 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 \$180,000.00 commencing on December 1, 2021 and ending on November 30, 2024.

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

1. The contract with KJR Consulting for Leadership & Team Building consulting Services be approved in the amount of \$180,000.00 for a period of three (3) years, with two (2) one (1) year options to renew commencing on December 1, 2021 and ending on November 30, 2024.
2. The President be and hereby is authorized, empowered and directed to execute and deliver and agreement and expend the authorized funds.
3. The President be and 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.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on October 19, 2021.

\_\_\_\_\_  
Karen DuBois-Walton  
Secretary/ President

\_\_\_\_\_  
Date

REVIEWED:  
MCCARTER & ENGLISH, LLP  
GENERAL COUNSEL

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

TO: Board of Commissioners

FROM: Karen DuBois-Walton, President

DATE: November 16, 2021

RE: **Resolution to Authorize the Utility Allowance Schedule for the Low-Income Public Housing (LIPH) Program for McConaughy Terrace, Westville Manor, Scattered Site, Quinnipiac Terrace, Brookside Estates, William T. Rowe, and Rockview I from January 1, 2022 to December 31, 2022**

ACTION: Recommend that the Board of Commissioners Approve Resolution Number 11-92/21-R

TIMING: January 1, 2022

BACKGROUND: HUD regulations (24 CFR CH. IX, Subpart E, sections 965.501 through 965.508 Resident Allowance for Utilities) direct housing authorities to develop and provide utility allowances to public housing residents where utility metering is provided to individual dwelling units. The schedules are to be reviewed annually and updated as appropriate.

In 2020, 2RW Consultants Inc. conducted a utility allowance study for electricity usage in several HANH developments. The developments are McConaughy Terrace, Westville Manor.

The utility allowance study was also conducted by housing type for and applies to Scattered Site, Quinnipiac Terrace, Brookside Estates, William T. Rowe and Rockview I.

The methodology used for the study was the Community Average Method, in which 2RW Consultants, Inc. obtained residential utility consumption in the form of regional data in US DOE RECS database.

HANH's utility allowance is for Heating, Cooking, Other Electric, Water Heating and Natural Gas and Electricity Monthly Fee and air conditioning, water and sewage when applicable. This includes whether the service is Natural Gas, Oil or Electric with or without a Heat Pump.

The study showed that there were significant changes from between 2020 and 2021. The following changes occurred to the utility rates:

- Electricity - The rate per kWh decreased by 6%.
- Natural Gas – Southern Connecticut Gas, the natural gas supplier for the city of New Haven, charges separate rates for customers who have natural gas heating. Customers who do not use natural gas for heating are charged according to Schedule RSG. Customers who use gas for heating

are charged according to Schedule RSH. Schedule RSG saw an increase in usage fees of 5.73%. Schedule RSH saw a increase of 5.31% for the first usage tier and 10.03% for the second usage tier.

- Oil – Decreased by 15.84%. 2RW based their calculations on a historical average of weekly residential heating prices from the Energy Information Administration. Using an average price eliminates the peaks and valleys of constantly varying data and provides a reasonable estimate of future prices.
- Water – Rates have not changed since last year.
- Sewer – Monthly administrative fee increased to \$17.00 per quarter (\$5.67 per month). The usage charge increased by 2.29%.

According to 24 CFR 965.507,

(a) *Annual review.* The PHA shall review at least annually the basis on which utility allowances have been established and, **if reasonably required** in order to continue adherence to the standards stated in sec. 965.505 (standards for allowance for utilities), shall establish revised allowances.

The review shall include all changes in circumstances (including completion of modernization and/or other energy conservation measures implemented by the PHA) indicating probability of a significant change in reasonable consumption requirements and changes in utilities.

(b) *Revision as a result of rate charges.* The PHA may revise its allowances for resident purchased utilities between annual reviews if there is a rate change (including fuel adjustments and shall be required to do so if change, by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rates on which such allowances were based.

According to 24 CFR 965.503, The Housing Authority of the City of New Haven is required to give residents notice of the proposed utility allowance, not less than 60 days before the proposed effective date of the utility allowance. Notice will be sent to residents by November 1, 2021. HANH is also required to make the allowances and back up documentation available for inspection and shall provide all residents an opportunity to submit written comments for a period expiring not less than 30 days before the proposed effective date. The effective date for the proposed allowance will be January 1, 2022.

The results indicate the following utility allowances should be adopted:

**McConaughy Terrace- Duplex, Rowhouse, Townhouse (HANH managed)**

*Resident pays electricity*

Bedroom size

2	3	4
\$102	\$128	\$154

**Westville Manor – Duplex, Rowhouse, Townhouse (HANH managed)**

*Resident pays electricity*

Bedroom size

2	3	4	5
\$102	\$128	\$154	\$179

**Scattered Sites- Single Family, Garden Walk-up, Duplex, Rowhouse and Townhouse (HANH managed)**

*Resident pays electricity, gas and or oil*

**Bedroom Size**

1      2      3      4      5

(See attached utility allowance schedule)

**Quinnipiac Terrace I, II and III – Duplex, Rowhouse, Townhouse and High Rise/Apartment**

*Resident pays gas and electricity*

**Bedroom Size**

1      2      3      4      5

(See attached utility allowance sheet)

**William T. Rowe – High Rise/Apartment**

*Resident pays electricity*

**Bedroom size**

0      1      2

(See attached Utility allowance schedule)

**Brookside Estates – Duplex, Rowhouse, Townhouse**

**Bedroom Size**

1      2      3      4      5

(See attached Utility allowance schedule)

**Rockview – Duplex, Rowhouse, Townhouse**

**Bedroom Size**

1      2      3      4      5

(See attached Utility allowance schedule)

In accordance with resolution 07-54/01-R, approved by the Board of Commissioners on July 24, 2001, all contracts greater than \$50,000.00 and all change orders in excess of 10% of the contract value must be approved by the Board of Commissioners prior to execution, HANH staff is recommending that the Board of Commissioners approve the above resolution to provide an adjustment to the utility allowances to residents that participate in **the Low Income Public Housing Program to begin January 1, 2022 to December 31, 2022.**

FISCAL IMPACT: LIPH Funds

STAFF: Tim Regan  
Housing Choice Voucher Manager

**Housing Authority of the City of New Haven**

**RESOLUTION #11-92/21-R**

**Resolution to Authorize the Utility Allowance Schedule for the Low-Income Public Housing (LIPH) Program for McConaughy Terrace, Westville Manor, Scattered Site, Quinnipiac Terrace, Brookside Estates, William T. Rowe, and Rockview I from January 1, 2022 to December 31, 2022**

**WHEREAS**, HUD regulations (24 CFR CH. IX, Subpart E, Resident Allowance for Utilities) direct housing authorities to develop and provide utility allowances to public housing residents where utility metering is provided to individual dwelling units; and

**WHEREAS**, the utility allowance schedule should be reviewed annually and updated; and

**WHEREAS**, according to 24 CFR 965.507, The PHA shall review at least annually the basis on which utility allowances have been established and, **if reasonably required** in order to continue adherence to the standards stated in sec. 965.505 (standards for allowance for utilities), shall establish revised allowances; and

**WHEREAS**, HUD recently released an updated version of the Utility Schedule Model to reflect new weather data and allowance calculations; and

**WHEREAS**, according to CFR 982.517, section (4)(c) Revisions of utility allowance schedule, (1) a PHA must review its schedule of utility allowance each year, and must revise its schedule for utility allowance if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised and can revise the utility allowance if there is a change of less than 10%; and

**WHEREAS**, the review shall include all changes in circumstances (including completion of modernization and/or other energy conservation measures implemented by the PHA) indicating probability of a significant change in reasonable consumption requirements and changes in utilities. and

**WHEREAS**, HANH may revise its allowances for resident purchased utilities between annual reviews if there is a rate change (including fuel adjustments and shall be required to do so if change, by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rates on which such allowances were based; and

**WHEREAS**, according to 24 CFR 965.503, the Housing Authority of the City of New Haven is required to give residents notice of the proposed allowance revision not less than 60 days before the proposed effective date of the revision: and

**WHEREAS**, HANH is also required to make the allowances and back up documentation available for inspection and shall provide all residents an opportunity to submit written comments for a period expiring not less than 30 days before the proposed effective date: and

**WHEREAS**, the revised schedules shall apply to McConaughy Terrace (electricity only), Westville Manor (electricity only), Fairmont Heights (electricity only), Scattered Site, Quinnipiac Terrace, Brookside Estates, William T. Rowe, and Rockview I.



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

1. The proposed Utility Allowance schedules, for the Low-Income Public Housing at McConaughy Terrace, Westville Manor, Scattered Site, Quinnipiac Terrace, Brookside Estates, William T. Rowe, and Rockview I is approved.
2. The President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
3. The President be and 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 January 1, 2022 to December 31, 2022

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN**, that the proposed schedules for Utility Allowances for Low Income Public Housing is approved and the Executive Director be and hereby is authorized, empowered and directed to act on behalf of HANH to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the Executive Director deems necessary and appropriate and in the best interest of HANH, the agreement contemplated and hereby to take all necessary actions to implement the revised schedule for an effective date of January 1, 2022 to December 31, 2022.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on October 19, 2021.

\_\_\_\_\_  
Karen DuBois-Walton, Ph. D.  
Secretary/President

\_\_\_\_\_  
Date

REVIEWED:  
MCCARTER & ENGLISH, LLP  
GENERAL COUNSEL

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

## MEMORANDUM

DATE: November 16, 2021

TO: All Members, Board of Commissioners

FROM: Karen DuBois-Walton, President

RE: Authorizing second year option Patterson and Associates for Electronic Document Management System (EDMS) in the amount of \$49,140.00 for one year with three remaining renewal options, beginning January 1, 2022 and ending December 31, 2022

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ACTION: Recommend that the Board of Commissioners adopt Resolution Number #11-93/21-R

TIMING: Immediately

DISCUSSION: On December 16, 2020, the Board of Commissioners approved Resolution Number 12-113/20-R for a five year contract with Patterson and Associates in the amount of \$245,700.00 to provide a base level Electronic Document Management System (EDMS).

An EDMS will better serve our residents, potential residents, and internal staff while simultaneously supporting remote work. It also reduces processing time and cost by allowing all users to work with electronic documents, eliminating the need for handling of paper or mail. Documents that are generated from electronic sources such as portals, Elite, or file systems can be pushed directly into the EDMS system. Paper documents can be digitized by scanning and pushed into the EDMS.

It is recommended that the Board of Commissioners authorize spending for Patterson and Associates in the amount \$49,140.00 for one year beginning January 1, 2022 and ending December 31, 2022 with 3 remaining renewal options for a total contract value of \$245,700.00 over 5 years ending December 31, 2025.

FISCAL IMPACT: \$245,700.00 Operating Budgets

STAFF: Donna Piccirilli VP Information Technology

**Resolution Number #11-93/21-R**

**RESOLUTION APPROVING SECOND YEAR OPTION OF THE CONTRACT WITH PATTERSON AND ASSOCIATES FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) SERVICES AND HOSTING IN THE AMOUNT OF \$49,140.00 FOR ONE YEAR WITH THREE RENEWAL OPTIONS FOR A TOTAL CONTRACT VALUE OF \$245,700 ENDING DECEMBER 31, 2025**

WHEREAS, On December 16, 2020, the Board of Commissioners approved Resolution Number 12-113/20-R for a five year contract with Patterson and Associates in the amount of \$245,700.00 to provide a base level Electronic Document Management System (EDMS); and

WHEREAS, An EDMS will better serve our residents, potential residents, and internal staff while simultaneously supporting remote work. It also reduces processing time and cost by allowing all users to work with electronic documents, eliminating the need for handling of paper or mail. Documents that are generated from electronic sources such as portals, Elite, or file systems can be pushed directly into the EDMS system. Paper documents can be digitized by scanning and pushed into the EDMS; and

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

- 1) The second year option of the contract with Patterson and Associates to provide electronic document management services be approved in the amount \$49,140.00 for one year beginning January 1, 2022 and ending December 31, 2022 with 3 remaining renewal options for a total contract value of \$245,700.00 over 5 years ending December 31, 2025.
- 2) The President be and hereby is authorized, empowered and directed to execute and deliver and agreement and expend the authorized funds.
- 3) The President be and 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.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on November 16, 2021.

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Karen DuBois-Walton, Ph. D.  
Secretary/President

\_\_\_\_\_  
Date

REVIEWED:  
MCCARTER & ENGLISH, LLP  
GENERAL COUNSEL

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

## MEMORANDUM

DATE: November 16, 2020

TO: All Members, Board of Commissioners

FROM: Karen DuBois-Walton, President

RE: Approving second year renewal option with The Computer Company for Outsourcing of IT Infrastructure and Help Desk in the amount of \$298,150 for the second year beginning January 1, 2022 with three remaining renewal options at HANH's discretion.

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ACTION: Recommend that the Board of Commissioners adopt Resolution Number #11-94/21-R;

TIMING: Immediately

DISCUSSION: In order to achieve a competitive edge in technology and gain access to highly skilled expertise, ECC outsourced the Help Desk and Infrastructure functions of our Information Technology Department in 2020.

On December 1, 2020, The Board of Commissioners approved resolution 12-108/20-S for outsourcing the IT infrastructure services for one year with four renewal options in for a total amount of \$1,490,750 over five years.

Some of the performance and accomplishments of the past year are:

- Implementing Office 365
- Providing resident community rooms with wifi access
- Upgrading remote site offices
- Upgrading technology backbone at 360 Orange Street
- Implementing Onedrive
- User Training
- Framework for Business Intelligence
- Stabilization of Remote Desktop Infrastructure
- Two factor implementation for email to prevent Phishing
- Implementing many other best practice technology standards

Based on the aforementioned accomplishments, it is recommended the Board of Commissioners approve the second year option with The Computer Company in the amount of \$298,150 beginning January 1, 2022 through December 31, 2022, with renewal option for three additional years at HANH's discretion, for a total contract amount of \$1,490,750 over five years.

FISCAL IMPACT: \$298,150 annually, or \$1,490,750 over five year period, to be funded by the annual Operating Budget

STAFF: Donna Piccirilli, VP Information Technology

**Elm City Communities – Housing Authority of New Haven**

**Resolution Number #11-94/21-R;**

**RESOLUTION APPROVING THE SECOND YEAR OPTION FOR OUTSOURCING OF INFORMATION TECHNOLOGY INFRASTRUCTURE AND HELP DESK IN THE AMOUNT OF \$298,150 FOR A ONE YEAR PERIOD BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022 WITH AN OPTION TO RENEW FOR THREE ADDITIONAL YEARS FOR A TOTAL CONTRACT VALUE OF \$1,490,750**

WHEREAS, On December 1, 2020, The Board of Commissioners approved resolution 12-108/20-S for outsourcing the IT infrastructure services to The Computer Company for one year with four renewal options in for a total amount of \$1,490,750 over five years; and

WHEREAS, Accomplishments of The Computer Company partnership with ECC include implementing Office 365, providing resident community rooms with wifi access, upgrading remote site offices, and implementing many other best in technology standards; and

WHEREAS, Based on the aforementioned accomplishments, HANH would like to execute the second year option in the amount of \$298,150 beginning January 1, 2022 through December 31, 2022, with renewal option for three additional years at HANH's discretion, for a total contract amount of \$1,490,750 over five years; and

WHEREAS, It is recommended that the Board of Commissioners authorize the second year option of the contract for IT outsourced services with The Computer Company for one year in the amount of \$298,150 beginning January 1, 2022 through December 31, 2021 with renewal options for three additional years at HANH's discretion for a total contract amount of \$1,490,750 over five years; and

WHEREAS, 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 the**

- 1) Contract for Professional IT Outsourced Help Desk and Infrastructure services with The Computer Company in the amount of \$298,150 for the one year period beginning January 1, 2022 and ending December 31, 2022 and three optional renewal years at HANH's discretion, for a total contract value of \$1,490,750 over five years ending December 31, 2025 is approved.
- 2) The President be and hereby is authorized, empowered and directed to execute and deliver and agreement and expend the authorized funds.

3) The President be and 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.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on November 16, 2020.

\_\_\_\_\_  
Karen DuBois-Walton, Ph. D.  
Secretary/President

\_\_\_\_\_  
Date

REVIEWED:  
MCCARTER & ENGLISH, LLP  
GENERAL COUNSEL

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

To: Board of Commissioners

From: Karen DuBois-Walton, Executive Director

Date: 11/16/2021

Re: **Resolution to Authorize the Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program to include Tenant Based Vouchers (TBV), Project Based Vouchers (PBV), Low Income Housing Tax Credit Properties (LIHTC) and Rental Assistance Demonstration Properties (RAD/PBV) from January 1, 2022 to December 31, 2022**

ACTION: Recommend that the Board of Commissioners adopt Resolution #11-95/21-R

TIMING: Immediately

DISCUSSION: HUD regulations (24 CFR CH. IX, 982.517 Utility Allowance schedule) direct housing authorities to develop and provide utility allowances schedules to HCVP participants. Schedules are reviewed annually and updated as appropriate.

The new Housing Choice Voucher Utility Allowances will be effective on January 1, 2022.

2RW Consultants Inc. conducted a utility allowance study for natural gas, oil, electricity, water and sewage usage for all housing types. The housing types are:

- **Detached houses** (single family/detached) – A stand alone, unattached structure designed to accommodate one family
- **Apartment** (elevator/low-rise or high-rise) – A structure three/four stories in which an elevator is provided.
- **Duplex/Rowhouse/Townhouse** - An apartment where a single family resides on two or more floors, within a structure of two or more connecting units, i.e living and kitchen area are on main level and bedrooms/bathroom on upper level or a structure containing three or more living units separated only by vertical walls.
- **Garden/Walk-Up** – (Garden) An apartment development of two or more three story, walk up structures built in a garden like setting; customarily a suburban or rural-urban fringe development **or** (Walk-up) A multi-level low-rise structure containing two or more living units, in which housing units are separated by a ceiling/floor from other housing units or mixed use i.e. a multi-family house.
- **Manufactured** – Any site with facilities suitable for parking two or more mobile homes semi-permanently

The Utility Allowance applies to all Housing Choice Voucher/Section 8 (HCV) Program participants.

HANH's utility allowance is for Heating, Cooking, Other Electric, Water Heating and Natural Gas and Electricity Monthly Fee and air conditioning, water and sewage when applicable. This includes whether the service is Natural Gas, Oil or Electric with or without a Heat Pump.

Per CFR 982.517, section (4)(c) Revisions of utility allowance schedule. (1) a PHA must review its schedule of utility allowance each year and must revise its allowance for a utility



category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. However, HANH can revise the utility allowance for a change less than 10%.

The study showed that there were changes from between 2020 and 2021. The following changes occurred to the utility rates:

- Electricity - The rate per kWh decreased by 6%. The utility allowances calculated in September 2021 reflect this rate change
- Natural Gas – Southern Connecticut Gas, the natural gas supplier for the city of New Haven, charges separate rates for customers who have natural gas heating. Customers who do not use natural gas for heating are charged according to Schedule RSG. Customers who use gas for heating are charged according to Schedule RSH. Schedule RSG saw an increase in usage fees of 5.73%. Schedule RSH saw an increase in usage fee of 5.73%. Schedule RSH saw an increase of 5.31% for the first usage tier and a 10.03% for the second usage tier.
- Oil – Decreased by 15.84% since last year. 2RW based calculations on a historical average of weekly residential heating Oil prices from the Energy Information Administration. Using an average price eliminates the peaks and troughs of constantly- varying data and provides a reasonable estimate of future oil prices.
- Water – Rates have not changed since last year.
- Sewer – Monthly administrative fee increased to \$17.00 per quarter (\$5.67 per month). The usage charge increased by 2.29%.

The attached Utility Allowance schedules are for the HANH Tenant Based (TBV) and Project Based (PBV) vouchers and the HANH owned tax credit (LIHTC) properties, and the RAD/PBV properties.

In accordance with resolution 07-54/01-R, approved by the Board of Commissioners on July 24, 2001, all contracts greater than \$50,000.00 and all change orders in excess of 10% of the contract value must be approved by the Board of Commissioners prior to execution, HANH staff is recommending that the Board of Commissioners approve the above resolution to provide an adjustment to the utility allowances to residents that participate in the Housing Choice Voucher Program to begin January 1, 2022 to December 31, 2022.

FISCAL IMPACT: Section 8/HCV funds

STAFF: Tim Regan  
Housing Choice Voucher Manager

**Housing Authority of the City of New Haven**

**Resolution # 11-95/21-R**

**Resolution to Authorize the Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program to include Tenant Based Vouchers (TBV), Project Based Vouchers (PBV), Low Income Housing Tax Credit Properties (LIHTC) and Rental Assistance Demonstration Properties (RAD/PBV) from January 1, 2022 to December 31, 2022**

**WHEREAS**, HUD regulations (24 CFR CH. IX, 982.517 Utility Allowance schedule) direct housing authorities to develop and provide utility allowances schedules to HCVP participants; and

**WHEREAS**, the utility allowance schedule should be reviewed annually and updated; and

**WHEREAS**, the utility allowance applies to all Section 8 participants: and

**WHEREAS**, according to CFR 982.517, section (4)(c) Revisions of utility allowance schedule, (1) a PHA must review its schedule of utility allowance each year, and must revise its schedule for utility allowance if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised and can revise the utility allowance if there is a change of less than 10%; and

**WHEREAS**, HUD recently released an updated version of the Utility Schedule Model to reflect new weather data and allowance calculations; and

**WHEREAS**, according to the Utility Allowance study conducted by 2RW utility rates, the electricity rate increased by 6%, natural gas usage rate increased by 5.73% for the Schedule RSG and increase of 5.31% and 5.31 for Schedule RSH , oil rate decreased by 15.84%, water rates remained the same and sewer monthly administrative fee increased to \$17.00 per quarter (\$5.67 per month) The usage charge increased by about 2.29%.

**WHEREAS**, the attached Utility Allowance schedules are for the HANH Tenant Based (TBV) and Project Based (PBV) vouchers and the HANH owned tax credit (LIHTC) properties, and the RAD/PBV properties.

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

1. The proposed schedules for Utility Allowances, for the Housing Choice Voucher Program for the HANH Tenant Based (TBV) and Project Based (PBV) vouchers and the HANH owned tax credit (LIHTC) properties, and the RAD/PBV properties is approved.
2. The President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
3. The President be and 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 January 1, 2022 to December 31, 2022.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on November 18, 2021

\_\_\_\_\_  
Karen DuBois-Walton  
Secretary/ Executive Director

\_\_\_\_\_  
Date

REVIEWED:  
MCCARTER & ENGLISH, LLP  
GENERAL COUNSEL

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