



Housing Authority of New Haven

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, MAY 17, 2022 at 4:00 P.M.

<https://v.ringcentral.com/join/862116179?pw=c5c8c9b37e4b2bff4524fe13c457e0bc>

Dial:16504191505

Access Code / Meeting ID: 862 116 179#/ Password 609687#

1. Roll Call
2. Approval of the minutes from April 19, 2022
3. Bills and Communications
4. Public Comments (3 Minutes per Individual /15 Minutes per Group)
5. President's Report

ACTION ITEMS

FINANCE COMMITTEE:

1. Resolution 05-12/22-R Resolution Authorizing the Write- Off of Accounts Receivable of Former ECC/HANH Tenants of the Federal Public Housing Program Financial Statement Reporting Purposes
2. Resolution 05-13/22-R Resolution Approving the FYE 2021 Audited Consolidated Financial Statements for the Housing Authority of the City of New Haven, D/B/A Elm City Communities

P&D COMMITTEE:

3. Resolution 05-14/22-R Resolution Authorizing ECC/HANH'S Acceptance of Capital Fund Program (CFP) 2022 Funds
4. Resolution 05-15/22-R Resolution Authorizing Change Order #3 to Essex Fencing Improvements and Basement Abatement Contract with Elm City Carpentry, LLC in the Amount Not to Exceed \$14,371.97 for Shadow Box Style Fencing with Contract Completion Time Remaining at June 16, 2022

SERVICES COMMITTEE:

5. Resolution 05-16/22-R Resolution Authorizing the Disposal of Assets to the Valley 2A RAD Group LLC Property

6. Resolution 05-17/22-R Resolution Approving the Authorization of the Telecommuting Policy
7. Resolution 05-18/22-R Resolution Authorizing the Substance Abuse Policy
8. Resolution 05-19/22-R Resolution Authorizing Revision of The Statement of Personnel Policy
9. Resolution 05-20/22-R Resolution Authorizing the Workers' Compensation Policy with Connecticut Interlocal Risk Management Agency (CIRMA) commencing on July 1, 2022 and ending on June 30, 2023 in the amount of \$579,436.00
10. Resolution 05-21/22-R Resolution Authorizing a One Year Contract with Eccovia, Inc. (Client Track) for Case Management Software Commencing on May 17, 2022 and Ending on May 16, 2023 for an Additional \$169,440.00 for a total contract amount not to exceed \$612,202.00

Adjournment

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, April 19, 2022 at 4:00 p.m.

Those present included:

William Kilpatrick, Vice Chairman
Alberta Witherspoon, Commissioner
Karen DuBois-Walton, Secretary
Erik Clemons , Chair
Rolan Joni Young, McCarter & English LLP
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 4:04p.m.

At Roll Call, Commissioner Witherspoon, and Secretary DuBois-Walton were present in person in the boardroom. Chairman Erik Clemons and Vice Chairman Kilpatrick were present via RingCentral.

Approval of the Minutes from the March 15, 2022 Regular Meeting:

Motion to approve the minutes was moved by Commissioner Witherspoon and seconded by Vice Chairman Kilpatrick.

Bills and Communications:

Accounts Payable Processing Report totaling \$ 85,748.94 (listed on page 1), this excludes paid inv. on report). 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 April 19, 2022, Board of Commissioners meeting.

Bank Book Check Register totaling \$ 2,986,512.21 (listed on page 12). This list consists of invoices that have been paid from March 1 – March 31, 2021. 212 Exchange Street LLC (\$33,371.50) for Scattered Sites West Lead Abatement and Westville snow removal; Banton Construction Company (\$77,704.44) for Wolfe building upgrades; J.A. Rosa Construction LLC (\$84,030.76) for Crawford Vestibule & Fire Pump # 6 & #7; JLY Enterprises LLC (\$ 20,959.23) McQueeney Commercial Elevator; Home Depot (\$ 68,694.49) agency-wide materials; Anthem Blue Cross/Blue Shield (\$215,263.72) for medical insurance & five months of Dental & Vision; United Illuminating (\$ 56,906.40) for various sites; Regional Water Authority (\$ 89,131.89) for agency-wide services; Southern Connecticut Gas (\$ 145,779.21) for agency-wide gas service.

The total of both registers is \$ 3,072,261.15

Presented by Natalia Rutenberg

Read into the record by Secretary Karen DuBois-Walton
Accepted as stated.

Public Comments: *None*

President’s Report

To: ECC/HANH Board of Commissioners

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

Date: April 19, 2022

RE: President’s April 2022 Report
I. Administrative

April is Fair Housing Month. This is a time to remember the federal and state protections in place to prevent housing discrimination and let us remember that despite these laws we must remain vigilant and push everyday to realize the promise of those protections. Our work to create greater access to quality affordable housing, our work to fight discriminatory housing practices and policies, our work for zoning reform and fair share, our work to create accessible housing, our work to be language accessible – all of that work is fair housing work.

On the legislative front, we were pleased to note that the Housing Authority Jurisdiction Bill was voted out favorably from the State Housing Committee. We continue to work for full passage this session. Additionally, the Fair Housing Bill has also moved forward out of committee. Unfortunately, this year’s Desegregate CT zoning bill died in the Planning and Zoning Committee.

Our MTW 2023 Planning process is underway as we continue to use our flexibility to maximize housing opportunities in this community. We anticipate bringing the plan to the Board for approval in July 2023. Current discussions include our ability to acquire new properties, ways to maximize family mobility, new approaches to workforce development and more. Our public comment period opens this month and we look forward to further public input. As we continue these strategic discussions, it remains important to have a shared conceptualization of our work. I offer this visual of our work across the three entities.



Finally, on the financial front, since we last met, Congress authorized the FFY2022 Federal Budget. Although it does not include investments at the scale of the highly anticipated Build Back Better proposals, it does demonstrate commitment to affordable housing programs that we offer. It includes additional funding for CHOICE Neighborhood grants and for new Mobility Demonstration Programs – both which may offer opportunities for ECC/HANH. As we have

closed out FY2021, our audit team has been busy completing the agency’s audits and will present to the Finance Committee and full Board.

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

- Contract extension with Hartford Truck & Equipment for snow & vehicle equipment from February 28, 2022 to August 31, 2022. (PO#21814-13464)
- Contract extension with CWPM for trash collection from April 20, 2022 to April 19, 2023. (PO# 21459-13283)

II. Finance-January 2022 YTD Financials

February 2022	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	537,420	844,416	306,996	-	12,438	12,438	-	-	-	537,420	856,854	319,434
70600 HUD REVENUE	43,943,257	38,807,644	(5,135,613)	91,646	137,780	46,134	-	-	-	44,034,903	38,945,424	(5,089,479)
70000 OTHER REVENUE	24,292	455,442	431,150	7,977,020	7,777,051	(199,968)	(3,890,786)	(3,955,864)	65,078	4,110,526	4,276,629	166,103
70000 TOTAL REVENUE	44,504,970	40,107,502	(4,397,468)	8,068,666	7,927,270	(141,396)	(3,890,786)	(3,955,864)	65,078	48,682,850	44,078,907	(4,603,942)
91000 OPERATING ADMINISTRATIVE	5,995,911	5,435,214	(560,697)	3,117,983	2,592,391	(525,593)	(3,890,786)	(3,955,864)	65,078	5,223,109	4,071,740	(1,151,368)
92500 TENANTS SERVICES	105,208	81,246	(23,963)	958,714	623,354	(335,359)	-	-	-	1,063,922	704,600	(359,322)
93000 UTILITIES	708,264	921,192	(212,928)	166,054	124,575	(41,479)	-	-	-	874,318	1,045,766	(171,449)
94000 MAINTENANCE	1,222,818	1,984,815	(761,997)	246,703	184,019	(62,684)	-	-	-	1,469,521	2,168,834	(699,313)
95000 PROTECTIVE SERVICES	61,252	66,945	(5,693)	10,591	4,864	(5,727)	-	-	-	71,843	71,809	34
96000 GENERAL EXPENSE	-	-	-	117,956	123,939	(5,983)	-	-	-	117,956	123,939	(5,983)
96100 INSURANCE PREMIUMS	276,073	393,017	(116,944)	1,598	-	1,598	-	-	-	277,671	393,017	(115,346)
96200 OTHER	774,564	683,905	90,658	-	-	-	-	-	-	774,564	683,905	90,658
96800 SEVERANCE EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-
96900 TOTAL OPERATING EXPENSES	9,144,090	9,566,335	(422,245)	4,619,599	3,653,141	966,458	(3,890,786)	(3,955,864)	65,078	9,872,903	9,263,612	609,292
97100 EXTRAORDINARY MAINTENANCE	48,203	40,611	7,592	5,988	14,828	(8,840)	-	-	-	54,190	55,438	(1,248)
97200 CASUALTY LOSSES - NON CAPITALIZED	-	-	-	-	-	-	-	-	-	-	-	-
97300 HAP EXPENSE	31,672,252	26,382,911	5,289,341	125,000	2,324	122,676	-	-	-	31,797,252	26,385,235	5,412,017
97400 DEPRECIATION EXPENSE	1,423,292	725,711	697,581	154,352	125,268	29,084	-	-	-	1,577,643	850,978	726,665
90000 OTHER EXPENSES	33,143,746	27,149,232	5,994,514	285,340	142,420	142,920	-	-	-	33,429,086	27,291,652	6,137,434
TOTAL EXPENSES	42,287,836	36,715,567	5,572,269	4,904,939	3,795,561	1,109,378	(3,890,786)	(3,955,864)	65,078	43,301,989	36,555,264	6,746,725
RAD/DEV - MTW Fund Expenditures	(1,145,833)	(978,253)	(167,581)	(2,777,445)	(1,129,448)	(1,647,997)	-	-	-	(3,923,278)	(2,107,701)	(1,815,577)
Investment in the financing of affordable housing Dev	-	-	-	-	-	-	-	-	-	-	-	-
Reserve for interest on N/R	-	-	-	(3,035,225)	(3,411,551)	376,325	-	-	-	(3,035,225)	(3,411,551)	376,325
10010 Operating Transfer In	920,423	647,270	273,153	2,777,445	1,129,448	1,647,997	-	-	-	3,697,868	1,776,718	1,921,150
10020 Operating Transfer Out	(3,697,868)	(1,776,718)	(1,921,150)	-	-	-	-	-	-	(3,697,868)	(1,776,718)	(1,921,150)
10000 EXCESS OF REVENUE OVER (UNDER) EXPENSES	(1,706,145)	1,284,234	(2,990,379)	128,502	720,158	(591,656)	-	-	-	(1,577,643)	2,004,392	(3,582,035)
ADJ FOR DEPRECIATION EXPENSE	1,423,292	725,711	697,581	154,352	125,268	29,084	-	-	-	1,577,643	850,978	726,665
350 SURPLUS / (DEFICIT)	(282,853)	2,009,944	(2,292,797)	282,853	845,426	(562,573)	-	-	-	0	2,855,370	(2,855,370)

III. Operations

A. Vacancy Rate

HANH’s current occupancy rate for the month for March 2022 is 94%. 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 March 2022 is 63.10%. 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

	CY 2021	CY 2022	Variance
January	75.69%	65.57%	-10.12
February	76.19%	65.59%	-10.6

March	80.67%	63.10%	-17.57
April	83.27%		
May	82.07%		
June	73.96%		
July	75.22%		
August	68.87%		
September	72.80%		
October	71.75%		
November	70.47%		
December	62.56%		
Average	78.07%	64.75%	

Community and Economic Development (CED) Monthly Report
CARES Program Highlights

- 5 graduated from CARES this month

CARES Resident Highlights

- **A. P – Program Graduate:** During her time in the CARES program, Ms. P obtain her C.N.A certification. She was able to apply for Yale Hospital where she was hired in 2018 as a per diem staff In 2020, she was hired as full time working 32Hrs a week with the Hospital. She now works at Yale Hospital and part time at a Middlesex hospital. \$3,942.00 (REEF ACCOUNT)/ UTILIZED \$3,000 from the REEF to purchase a vehicle to eliminate transportation as her barrier.
- **K. L – Program Graduate:** She recently obtain employment with Doc’s urgent care center in Fairfield, CT as a medical assistant. She is now working full time. REEF ACCOUNT \$6,471.00
- **R. G:** HOH & Co Head (adult child) both are working for Amazon full time. During her time in the CARES program, she participated in several of our workshops internal and attended seminars provided by outside agencies such as CAHS, Key Bank & NHS. Adult daughter graduated from SCSU wither Psychology degree. She plans to apply for the MSW program. Her and her son would like to purchase a 2-family home in the future. REEF ACCOUNT \$6,184.70.

FSS Highlights

FSS Program Highlights

- 2 residents graduated from HUD FSS Program
- Staff attended the 2-1-1 and Child Tax Credit informational webinars.
- \$9,750 in capital improvement allowance funds was utilized in March
- \$14,266 was the FSS escrow accounts increase for the month of March
- \$19,967 in FSS escrow funds were disbursed to two graduates in March

- Completed 17 Assessment, 19 Goal Updates and 11 Contract Signings
- Completed 2 Annual Recertifications and 9 Interims and 18 FSS Addendums processed
- Conducted 2 FSS Program Briefings for with a total of 31 HUD FSS program applicants in attendance

FSS Resident Highlights:

- **B. F Program Graduate** – Began the program on December 2017 and will be graduated from the FSS program in March. When is started the programs he was self-employed, earning around \$10,000 per year, had a credit score of 647 and a tiny savings account. His ambition was to either work full-time at a law firm or start his own business. His other goals included finishing his master's degree in Immigration and Naturalization, be able to save more money and finally be welfare free. He was successful in achieving his goals. He graduated with a master's degree in December 2020, has a credit score of 740, has saved \$100,000 during his time in the program, opened his business to the public in May 2021, and no one in his household has received welfare assistance in the last 12 consecutive months. He is considered a successful program graduate as of 3/31/2022. He took \$3,817 in FSS escrow funds with him. He is also a CARES Participant and graduated the program in March as well. He is registered to take the Bar exam in July 2022 and did receive a pre-approval for a mortgage loan and will be waiting for the housing market to slow before moving forward with purchasing a home.
- **N. D** – Program Graduate - has worked hard from the beginning of her program inception to date on her employment goal. She came in working 2 part time jobs and had a goal of obtaining a full-time job through Yale. She has met such goal, repaired her credit, managed to save, and was given the green light in 2021. Due to challenges in the current housing market, she has decided to remove homeownership as a final goal and successfully graduate from FSS having achieved her employment goal. She worked consistently with financial counselors and has been compliant with program workshops, and goal update. She is considered a successful program graduate in March and has accrued \$16,150 in escrow funds during her time in FSS.
- **S. F** – Liberty Bank has pre-qualified her for a loan of \$217,500, and she is currently shopping for a home to buy.
- **Y. H** - one of our hardship participants – was hired as an Assistant instructor on a per diem basis by "Concept of Adapting Learning" (CfAL) on 03/23/2022. She will work three days a month for no more than four hours each day at a rate of \$14 per hour. Resident is excited about this opportunity and hopes to work as a permanent employee in the future.
- **M. M** - has been a Direct care staff at Children Center of Hamden since 03/2020. She reports has been promoted to Supervisor this month and will now be earning more than \$35,000 per year.
- **K. S** has worked hard from the beginning of her program inception to date on her employment goal. Due to having several health conditions early on, she was unable to

retain her employment; however, has managed to successfully operate her cleaning/handy man business alongside her husband. Katrina is wise to choose to continue to work on her family's financial stability prior to jumping into homeownership given the current market and has decided to remove it from her goals, and successfully graduate from FSS as a result of her employment goal.

- **B. T** has worked on maintaining suitable employment and has increased her wages over \$6k per year. She has saved over \$32k while in the program as she wishes to pursue homeownership. HOH is pending to re-engage with FEC staff to continue to work on her credit repair/wellness.
- **J. V & S. M** – Have been pre-approved by Liberty Bank for a loan between \$240 - \$280k and are currently looking for a home to buy.

ECC Believes Highlights

- This month, CED hosted a virtual Teacher in Residence information session for New Haven Public schools and community partners to learn about the program and join us in our efforts in spreading the word. All who attended witnessed CED's TIR presentation and got a chance to ask their questions pertaining to the program. CED received great feedback about the info session and the program.
- CED also hosted a HBCU college fair at 122 Wilmont Rd on Saturday March 12th. There were over 10+ schools who participated and presented such as Shaw University, Spelman College, Florida A&M University, Alabama State University, Bowie State University, Jackson State University, Tuskegee University and more.

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. Scheduling has begun with CO & smoke detectors (HUD stated priority), and Radon testing and mitigation. Some of the Mold is being addressed in conjunction with Lead abatement projects, or in advance of the Lead work, targeting the more urgent cases. An environmental consultant for the Radon work has been selected and is scheduling testing throughout the LIPH portfolio.

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, with a \$1,000,000 cap. The identified properties were 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.

- 1st Solicitation: 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.
 - 2nd Solicitation: 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 nonresponsive.
 - 3rd Approach: P&M repackaged the work in 9 smaller solicitation packages in order to obtain better responses. P&M met with our Procurement Director and the HUD Lead team in Washington, and they are in agreement with this approach.
 - Interim Controls: 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 had to restrict 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, or we will perform the full abatement.
- Groups 1 & 2 contracts for Scattered Sites West properties, awarded. Group 1 construction completed, and in closeout, and Group 2 is substantially complete.
 - Group 3 solicited 2 times. Contract awarded; Bid protest, contract pulled; Contract extended after protest resolved. Notice to proceed September 1, 2021. Base abatement work completed; contract extended to accommodate long lead times on special order materials, and is substantially complete..
 - Group 4 and Group 5, insufficient competition for award; Re-solicited as part of the HUD Grant 2020 redesign.
 - Group 6, McConaughy, will be reworked for Interim Control Measures. Abatement will be conducted in conjunction with the Glendower Re-Development project.
 - Groups 7 was put out for quotes, February 2021 and did not receive responsive quotes, then was resolicited as part of the HUD Grant 2020 redesign.
 - Group 9, Essex, Contract awarded; work complete and closed out.

- Group 8 was included in the HUD Grant 2020 redesign.
- Given the new funding through HUD Lead Grant 2020, Planning & Modernization is reworking the abatement design in the above mentioned Lead properties to include in some locations removal of the lead instead of encapsulation, which will be the difference between Lead Safe and Lead Free in many units. This grant will also fund the re-siding of all but seven of the Scattered Site East and West Lead properties. We are very fortunate to have the funding to make our Scattered Sites homes even safer.
- 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 were 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. We are dividing the new design groupings into three (3) small and one (1) larger group, again, to attract smaller potentially MBE/WBE or Section 3 businesses, and will hold another informational session.

HUD Lead Grant 2020

- P&M responded to a NOFA for an additional **\$3,700,000** (Cap of \$4M) 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 or encapsulation 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. Quarterly update submitted to HUD 2/10/2022. There are four (4) groupings planned which include all the remaining Lead units not in receipt of a CHAP for RAD conversion:
 - Group A: 1 property, requiring coordination with SHPO (historic preservation)
 - Group B: 3 properties of high priority on the Amalgamated prioritization chart
 - Group C: 4 properties of high priority on the Amalgamated prioritization chart
 - Group D: All remaining properties of lesser priority on the Amalgamated prioritization chart. These properties include Single Family, 2-Family, and 3-Family Homes in the Scattered Site East and Scattered Site West AMPS.

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 with environmental testing. Final payment and closed out; Reimbursement to the tenants for oil in existing tanks has been completed.

- **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 extended to March 31, 2022 to accommodate the Fire Department Fire Watch schedule. PH 2, was re-bid, again for the Fire Panel and addressable fire alarm system and Life Health and Safety Upgrades. Resolution is being brought to the Board of Commissioners, in April.
- **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. 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 is completed. Laundry room and ADA entry are proceeding. A contract for Phase 2, for resident interior improvements has been awarded, and preconstruction surveys completed. 10-unit bathrooms will be replaced and miscellaneous other life health and safety improvements throughout the majority of the residential units. Work began on the 8th and 7th floors in February, 2022, and will proceed down to the 1st floor.
- **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 were brought to the BOC. Substantial completion was reached 5/19/2021, with only minor punch list 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 was selected and approved by the BOC, June 2021. All site inspections for the original scope have been completed. Draft reports have been reviewed edited and resubmitted to ECC, and are under final review. These include individual Replacement Reserves for each of the Scattered Site properties, which is a new and more practical approach. Resident youth was 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 could 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 100% completed. Re-insulation, 99% complete. Fencing will be installed starting in May for June, 2022, completion.
- **Essex Envelope and Bathroom and Flooring Upgrades:** This project will replace Roofs, Siding, Windows, Gutters and downspouts, provide code required AC sleeves, replace all bathrooms, and some flooring which is 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. Construction on site will begin in August, when all long lead-time materials are on site.
- **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 was contacted, and monies will be available for a portion of the repairs. Project has reached substantial completion. Change order work completed including Fire Marshal request, and repairs to damage 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 quotes solicited, with only 1 quote significantly above the independent cost estimate, and therefore, not accepted. Quotes were solicited for the shoring between Buildings 1&2 and a contract has been awarded. As of 3/7/2022, the shoring in the warehouse area has been completed. The Building is in use.

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, 2020.
 - Demolition of former Farnam buildings completed.
 - Phase 2b construction is ongoing and on schedule for 100% substantial completion in April 2022.
 - 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.
- **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.
 - Submitted a 9% LIHTC application for on-site Phase 1 on January 12, 2022.
 - Anticipated closing in 1st 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**
 - Submitted financing template to the Resource desk on November 2, 2021
 - HUD concept call completed on October 7, 2021.
 - Closing anticipated to be the August 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
 - Conversion to permanent financing anticipated to be completed by June 1, 2022.
 - **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 4th 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 4th quarter of 2022.

- **Scattered Sites**

- Scattered site is multifamily redevelopment which includes 88 units located in various part of the city. The developments are: 23 Chamberlain Street, 54 Kingswood Drive, 63 Fulton Street, 425 Eastern Street, 437 Easter Street, 1361 Quinnipiac Ave, 1368 Quinnipiac Ave, 1370 Quinnipiac Ave, 1376 Quinnipiac Ave, 1378 Quinnipiac Ave, 1381 Quinnipiac Ave, and 1435 Quinnipiac Ave.
- Submitted a 9% LIHTC application on January 12, 2022.
- Anticipated closing in 2nd quarter of 2023.

STAFF:

Hannah Sokal-Holmes, Vice-President, Planning & Modernization

ACTION ITEMS:

FINANCE COMMITTEE: No Action items

P&D COMMITTEE:

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 04-11/22-R

TIMING: Immediately

DISCUSSION: At Crawford Manor, 90 Park Street, ECC/HANH determined a need to perform building and unit health and safety upgrades. As Phase 1, due to COVID safety concerns, ECC/HANH solicited bids and awarded a contract to renovate the vestibule entrance for improved security and accessibility and replace the building fire pump since this work did not require contractors to work in residents' apartments. Phase 1 work is substantially complete.

As a second phase, on October 25, 2021, ECC/HANH publicly issued Invitation for Bids #PM-21-IFB-546 for Crawford Manor Fire Alarm, Life, Health and Safety Upgrades including fire alarm system replacement, electrical work, plumbing, painting and other work in occupied apartments. Bids were due December 1, 2021. ECC/HANH received, reviewed and rejected four bids which far exceeded the project cost estimate.

ECC/HANH reviewed the scope of work and cost estimate. On February 28, 2022, ECC/HANH publicly issued Invitation for Bids #PM-22-IFB-593 Crawford Manor Fire Alarm, Life, Health and Safety Upgrades Rebid including fire alarm system replacement, electrical work, plumbing, painting and other work in occupied apartments. Bids were due March 30, 2022. ECC/HANH received and reviewed two bids.

ECC/HANH is recommending contract award to A. Prete Construction Company, Inc. who submitted the most responsive and responsible bid in the amount of \$3,317,703.00 for completion in 240 calendar days from Notice to Proceed.

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 a contract with A. Prete Construction Company, Inc. in the amount not to exceed \$3,317,703.00 for Crawford Manor

Fire Alarm, Life, Health and Safety Upgrades Rebid for completion in 240 calendar days from Notice to Proceed.

FISCAL IMPACT: \$3,317,703.00

SOURCE OF FUNDS: CFP 2020; CFP 2021; HCV reserves

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

Resolution Number 04-11/22-R

**RESOLUTION AUTHORIZING CONTRACT AWARD TO A. PRETE CONSTRUCTION COMPANY, INC.
FOR CRAWFORD MANOR FIRE ALARM, LIFE, HEALTH AND SAFETY UPGRADES REBID IN THE
AMOUNT NOT TO EXCEED \$3,317,703.00 FOR COMPLETION IN 240 CALENDAR DAYS FROM
NOTICE TO PROCEED**

WHEREAS, at Crawford Manor, 90 Park Street, ECC/HANH determined a need to perform building and unit health and safety upgrades; and

WHEREAS, as Phase 1, due to COVID safety concerns, ECC/HANH solicited bids and awarded a contract to renovate the vestibule entrance for improved security and accessibility and replace the building fire pump since this work did not require contractors to work in residents' apartments; and

WHEREAS, Phase 1 work is substantially complete; and

WHEREAS, as a second phase, on October 25, 2021, ECC/HANH publicly issued Invitation for Bids #PM-21-IFB-546 for Crawford Manor Fire Alarm, Life, Health and Safety Upgrades including fire alarm system replacement, electrical work, plumbing, painting and other work in occupied apartments; and

WHEREAS, bids were due December 1, 2021; and

WHEREAS, ECC/HANH received, reviewed and rejected four bids which far exceeded the project cost estimate; and

WHEREAS, ECC/HANH reviewed the scope of work and cost estimate; and

WHEREAS, on February 28, 2022, ECC/HANH publicly issued Invitation for Bids #PM-22-IFB-593 Crawford Manor Fire Alarm, Life, Health and Safety Upgrades Rebid including fire alarm system replacement, electrical work, plumbing, painting and other work in occupied apartments; and

WHEREAS, bids were due March 30, 2022; and

WHEREAS, ECC/HANH received and reviewed two bids; and

WHEREAS, ECC/HANH is recommending contract award to A. Prete Construction Company, Inc. who submitted the most responsive and responsible bid in the amount not to exceed \$3,317,703.00 for completion in 240 calendar days from Notice to Proceed; 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 a contract with A. Prete Construction Company, Inc. in the amount not to exceed \$3,317,703.00 for Crawford Manor Fire Alarm, Life, Health and Safety Upgrades Rebid to be completed in 240 calendar days from Notice to Proceed.

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

- 1) The award of contract #PM-22-C-593 to A. Prete Construction Company, Inc. in the amount not to exceed \$3,317,703.00 for Crawford Manor Fire Alarm, Life, Health and Safety Upgrades Rebid to be completed in 240 calendar days from Notice to Proceed is hereby authorized.
- 2) The Executive Director-President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
- 3) The Executive Director-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.

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 April 19, 2022.

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

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

Motion to approve resolution was moved by Vice Chairman Kilpatrick and Commissioner Witherspoon second.

Adjournment: Motion to adjourn was made at 4:23 p.m. by Vice Chairman Kilpatrick and seconded by Commissioner Witherspoon. Motion passed unanimously.

ADJOURNMENT

MEMORANDUM

TO: All Board of Commissioners

FROM: John Rafferty, CFO

RE: Bills and Communications

DATE: May 17, 2022

Attached please find the following Two (2) lists:

Accounts Payable Processing Report totaling **\$ 27,957.98** (listed on page 3), this excludes paid invoices on report). 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 May 17, 2022, Board of Commissioners meeting.

Bank Book Check Register totaling **\$ 2,439,115.68** (listed on page 12). This list consists of invoices that have been paid from April 1 – April 30, 2022.

A. Prete Construction Company, Inc (\$ 109,538.57) for McQueeney Commercial Floor renovations; Banton Construction Company (\$36,932.20) for Wolfe building upgrades; Canon Solutions America Inc. (\$ 44,393.65) for final payment of copiers; City of New Haven (\$ 91,759.54) for LCI, Bulk Trash and Fuel & RAD III & IV outreach program; Home Services & More, LLC (\$ 54,770.05) for various sites plumbing services; Cirma (\$ 144,877) HANH workers Comp; Home Depot (\$ 40,509.93) agency-wide materials; Anthem Blue Cross/Blue Shield (\$217,754.56) for medical insurance, Dental & Vision; United Illuminating (\$ 197,498.98) for various sites; Regional Water Authority (\$ 54,559.70) for agency-wide services; Southern Connecticut Gas (\$ 69,723.55) for agency-wide gas service.

The total of both registers is **\$ 2,467,073.66**
Attachments

Fund	Vendor	Description	Amount	Due Date	Invoice #	GL Valid	Batch
900	Ace Van & Storage, Inc.	Relocation for Willie Stanton	\$ 700.00	3/1/2021	700	Yes	191655
233	Home Depot	233-000	\$ 469.89	5/4/2022	3017164	Yes	201331
243	Home Depot	243-06	\$ 47.12	5/18/2022	9140602	Yes	201331
243	Home Depot	243-06	\$ 48.01	5/18/2022	9130385	Yes	201331
211	Home Depot	211-037	\$ 34.08	5/18/2022	9130384	Yes	201331
243	Home Depot	243-06	\$ 79.18	5/18/2022	9130377	Yes	201331
243	Home Depot	243-006	\$ 616.80	5/14/2022	3143481	Yes	201331
243	Home Depot	243-006	\$ 66.20	5/19/2022	8130389	Yes	201331
220	Home Depot	220-012	\$ 219.78	5/21/2022	6012519	Yes	201331
231	Home Depot	231-000	\$ 102.75	5/21/2022	6012541	Yes	201331
211	Home Depot	211-037	\$ 165.93	5/19/2022	8012194	Yes	201331
211	Home Depot	211-037	\$ 128.79	5/21/2022	6140620-1	Yes	201331
211	Home Depot	211-037	\$ 164.96	5/18/2022	9130382	Yes	201331
243	Home Depot	243-006	\$ 123.97	5/20/2022	7140615	Yes	201331
211	Home Depot	211-037	\$ 43.30	5/20/2022	7012298	Yes	201331
231	Home Depot	231-000	\$ 24.61	5/23/2022	4012992	Yes	201331
211	Home Depot	211-037	\$ 82.02	5/22/2022	5012746	Yes	201331
231	Home Depot	231-000	\$ 11.23	5/21/2022	6012643	Yes	201331
230	Home Depot	230-023	\$ 987.12	5/26/2022	1360075	Yes	201331
230	Home Depot	230-023	\$ 3,261.05	5/26/2022	1013587	Yes	201331
230	Home Depot	230-023	\$ 11.25	5/26/2022	1010052	Yes	201331
243	Home Depot	243-006	\$ 88.20	5/26/2022	1130420	Yes	201331
243	Home Depot	243-006	\$ 47.35	5/25/2022	2140639	Yes	201331
211	Home Depot	211-037	\$ 146.45	5/25/2022	2140637	Yes	201331
233	Home Depot	233-000	\$ 135.18	5/25/2022	2013442	Yes	201331
231	Home Depot	231-000	\$ 53.45	5/25/2022	2013430	Yes	201331
231	Home Depot	231-000	\$ 69.00	5/25/2022	2013408	Yes	201331
231	Home Depot	231-000	\$ 72.68	5/25/2022	2013407	Yes	201331
230	Home Depot	230-023	\$ 30.92	5/25/2022	2013379-1	Yes	201331
231	Home Depot	231-000	\$ 71.91	5/26/2022	1013629-1	Yes	201331
223	Home Depot	223-016	\$ 103.73	5/26/2022	1013628	Yes	201331
230	Home Depot	230-023	\$ 71.88	5/26/2022	1013609	Yes	201331
233	Home Depot	233-000	\$ 221.18	5/26/2022	113034	Yes	201331
223	Home Depot	223-016	\$ 2.44	5/21/2022	6012606	Yes	201331
233	Home Depot	233-000	\$ 46.77	5/26/2022	1013677	Yes	201331
223	Home Depot	223-016	\$ 58.31	5/26/2022	1013598	Yes	201331

220	Home Depot	220-012	\$ 236.14	5/26/2022	1013548	Yes	201331
233	Home Depot	233-000	\$ 20.70	5/30/2022	1023630	Yes	201332
232	Home Depot	232-000	\$ 72.91	5/24/2022	3013177a	Yes	201333
230	Home Depot	230-023	\$ (80.62)	5/26/2022	1100511	Yes	201333
231	Home Depot	231-000	\$ (7.95)	5/26/2022	1100512	Yes	201333
231	Home Depot	231-000	\$ (173.73)	5/26/2022	1100510a	Yes	201333
233	Home Depot	233-000	\$ 32.41	5/26/2022	1013632	Yes	201336
230	Home Depot	230-023	\$ 299.78	5/22/2022	5143625	Yes	201336
233	Home Depot	233-000	\$ 244.96	5/22/2022	5012856	Yes	201336
233	Home Depot	233-000	\$ 142.45	5/23/2022	4013111	Yes	201336
231	Home Depot	231-000	\$ 489.73	5/22/2022	5012863	Yes	201336
233	Home Depot	233-000	\$ 104.21	5/23/2022	4012958	Yes	201336
220	Home Depot	220-012	\$ 14.97	5/22/2022	5012738	Yes	201336
233	Home Depot	233-000	\$ 39.00	5/23/2022	4143637	Yes	201336
233	Home Depot	233-000	\$ 116.00	5/23/2022	4012968	Yes	201336
233	Home Depot	233-000	\$ 71.07	5/27/2022	143709	Yes	201336
233	Home Depot	233-000	\$ 155.74	5/27/2022	13751-1	Yes	201336
233	Home Depot	233-000	\$ 61.48	5/27/2022	13784	Yes	201336
233	Home Depot	233-000	\$ 79.04	5/27/2022	13743	Yes	201336
233	Home Depot	233-000	\$ 110.26	5/28/2022	9013939	Yes	201336
223	Home Depot	223-016	\$ 290.15	5/28/2022	9013934	Yes	201336
233	Home Depot	233-000	\$ 956.00	5/19/2022	8012121	Yes	201336
233	Home Depot	233-000	\$ 147.27	5/21/2022	6012527	Yes	201336
233	Home Depot	233-000	\$ 269.17	5/21/2022	6012629	Yes	201336
231	Home Depot	231-000	\$ 557.36	5/19/2022	8012105-1	Yes	201336
230	Home Depot	230-023	\$ 159.81	5/20/2022	7012307	Yes	201336
231	Home Depot	231-000	\$ 79.97	5/19/2022	8012142-1	Yes	201336
220	Home Depot	220-012	\$ 124.36	5/21/2022	6062405	Yes	201336
220	Home Depot	220-012	\$ 33.12	5/20/2022	7012306	Yes	201336
220	Home Depot	220-012	\$ 260.48	5/19/2022	8012149	Yes	201336
281	Home Depot	A08	\$ 191.97	5/18/2022	9011870	Yes	201337
214	Home Depot	A08	\$ 67.45	5/16/2022	1280494	Yes	201337
214	Home Depot	A08	\$ 697.00	5/15/2022	2143484	Yes	201337
214	Home Depot	A08	\$ 84.29	5/19/2022	8013507	Yes	201337
214	Home Depot	A08	\$ 30.21	5/19/2022	8130393	Yes	201337
214	Home Depot	A08	\$ 11.73	5/22/2022	5130406	Yes	201337
233	Home Services & More, LLC	233	\$ 162.50	5/6/2022	244326	Yes	201335

233	Home Services & More, LLC	233	\$ 162.50	5/6/2022	244328	Yes	201335
233	Home Services & More, LLC	233	\$ 162.50	5/6/2022	244327	Yes	201335
233	Home Services & More, LLC	233	\$ 325.00	5/15/2022	244683	Yes	201335
230	Home Services & More, LLC	230-023	\$ 2,450.00	5/20/2022	243553	Yes	201335
231	Home Services & More, LLC	231	\$ 1,300.00	5/18/2022	244685	Yes	201335
233	Home Services & More, LLC	233	\$ 162.50	5/12/2022	244336	Yes	201335
223	Johnson Controls Inc	HANH sites quarterly	\$ 31.48	5/1/2022	22832926	Yes	201335
220	Johnson Controls Inc	bal HANH sites quarterly	\$ 4,372.49	5/1/2022	22832926	Yes	201335
102	Reitman Personnel Services, Inc.	958/102-60 Zaidi,Irtaza wk en	\$ 788.83	5/29/2022	77756	Yes	201334
283	Reitman Personnel Services, Inc.	283 Laboy,Marta wk ending 4	\$ 509.60	5/29/2022	77757	Yes	201334
281	Reno & Cavanaugh, Pllc	ST Lukes Oct 2021	\$ 826.50	11/30/2021	53798	Yes	197447
281	Reno & Cavanaugh, Pllc	ST Lukes Oct 2021	\$ (826.50)	11/30/2021	53798	Yes	197452
214	Supreme Corporation	47 Middletown	\$ 85.00	5/28/2022	387644	Yes	201335
243	Supreme Corporation	295 Wilmot	\$ 180.00	5/28/2022	387643	Yes	201335
214	Supreme Corporation	295 Wilmot	\$ 130.00	5/28/2022	387641	Yes	201335
220	Supreme Corporation	90 Park	\$ 65.00	5/28/2022	387640	Yes	201335
220	Supreme Corporation	90 Park	\$ 85.00	5/28/2022	387647	Yes	201335
230	Supreme Corporation	1134 Quinn	\$ 65.00	5/28/2022	387645	Yes	201335
230	Supreme Corporation	1134 Quinn	\$ 85.00	5/28/2022	387646	Yes	201335
223	Supreme Corporation	49 Union	\$ 125.00	5/28/2022	387642	Yes	201335
281	Torello Tire Inc.	281-10	\$ 71.55	6/8/2022	119577	Yes	201334
958	W.B. Mason Company Inc	958-000	\$ 43.80	5/27/2022	229382701	Yes	201334
958	W.B. Mason Company Inc	958-000	\$ 43.12	5/25/2022	229301135	Yes	201334
102	W.B. Mason Company Inc	102-60	\$ 54.72	5/20/2022	229206336	Yes	201335
102	W.B. Mason Company Inc	102-60	\$ 1,105.00	5/25/2022	229298686	Yes	201335
281	W.B. Mason Company Inc	281-80	\$ 239.99	5/26/2022	229343702	Yes	201335
281	W.B. Mason Company Inc	281-20	\$ 22.94	5/27/2022	229368394	Yes	201335
281	W.B. Mason Company Inc	281-20	\$ 104.14	5/28/2022	229411501	Yes	201335
281	W.B. Mason Company Inc	281-80	\$ 42.96	5/28/2022	229411303	Yes	201335
102	W.B. Mason Company Inc	102-60	\$ 369.99	5/28/2022	229404846	Yes	201335
281	W.B. Mason Company Inc	281-20	\$ 15.99	5/28/2022	229396177	Yes	201335

Total Amount Due \$ 27,957.98



Type	Check No.	DD No.	Date	Amount	Status	Void Date	Recorded Payee
DD	0	26875	04/01/2022	\$ (36,932.20)	Posted		Banton Construction Company
Check	172513	0	04/01/2022	\$ (13,463.22)	Posted		Water Pollution Control
Check	172523	0	04/01/2022	\$ (11,037.00)	Posted		Hands On Moving, LLC
Check	172525	0	04/01/2022	\$ (4,384.60)	Posted		J.A. Rosa Construction LLC
Check	172509	0	04/01/2022	\$ (3,378.08)	Posted		Water Pollution Control
DD	0	26877	04/01/2022	\$ (3,240.00)	Posted		Enviromed Services, Inc.
Check	172524	0	04/01/2022	\$ (3,181.31)	Posted		HD Supply Facilities Maintenance, Ltd
Check	172512	0	04/01/2022	\$ (2,302.79)	Posted		Water Pollution Control
Check	172510	0	04/01/2022	\$ (2,209.50)	Posted		Water Pollution Control
Check	172534	0	04/01/2022	\$ (2,024.69)	Posted		Home Depot
Check	172538	0	04/01/2022	\$ (1,817.11)	Posted		La Quinta Inn & Suites
Check	172511	0	04/01/2022	\$ (1,787.24)	Posted		Water Pollution Control
Check	172506	0	04/01/2022	\$ (1,100.00)	Posted		Spectrum Seminars
DD	0	26876	04/01/2022	\$ (910.00)	Posted		Berchem Moses PC
Check	172531	0	04/01/2022	\$ (778.00)	Posted		Robyn Louise Green
Check	172530	0	04/01/2022	\$ (560.16)	Posted		Rehossem Djirangaye
Check	172532	0	04/01/2022	\$ (540.71)	Posted		Shanita Bookert
Check	172507	0	04/01/2022	\$ (474.00)	Posted		La Quinta Inn & Suites
Check	172520	0	04/01/2022	\$ (420.12)	Posted		Brandi R Burgess
Check	172526	0	04/01/2022	\$ (365.66)	Posted		Jacqueline Banks
Check	172533	0	04/01/2022	\$ (338.43)	Posted		Wilma Rivera
Check	172529	0	04/01/2022	\$ (280.08)	Posted		Pedro Diaz
DD	172475	26864	04/01/2022	\$ (248.00)	Posted		Wilma Rivera
Check	172539	0	04/01/2022	\$ (225.00)	Posted		Linda Cross
DD	172459	26848	04/01/2022	\$ (219.00)	Posted		Tamika Bratton
Check	172536	0	04/01/2022	\$ (200.00)	Posted		Bryan Edwin Esson
Check	172528	0	04/01/2022	\$ (198.39)	Posted		Marilyn Carson
Check	172527	0	04/01/2022	\$ (198.39)	Posted		Linda Wright
DD	172415	26804	04/01/2022	\$ (174.00)	Posted		Letanya Marie Irby
Check	172522	0	04/01/2022	\$ (171.16)	Posted		Cherise D. White
DD	172373	26762	04/01/2022	\$ (171.00)	Posted		Cassandra Moore
DD	172453	26842	04/01/2022	\$ (169.00)	Posted		Sor Perez
DD	172440	26829	04/01/2022	\$ (169.00)	Posted		Rosa Santiago
DD	172398	26787	04/01/2022	\$ (169.00)	Posted		Isabel Fuentes
DD	172413	26802	04/01/2022	\$ (169.00)	Posted		Latoya D Garrett
DD	172389	26778	04/01/2022	\$ (169.00)	Posted		Faith H Thompson
DD	172369	26758	04/01/2022	\$ (169.00)	Posted		Carle Washington
DD	172359	26749	04/01/2022	\$ (164.00)	Posted		Ana Falero
DD	172446	26835	04/01/2022	\$ (164.00)	Posted		Shalanda Rena Wiggins
DD	172390	26779	04/01/2022	\$ (164.00)	Posted		Fantasia Nyree Brodie
DD	172433	26822	04/01/2022	\$ (160.00)	Posted		Olga Mojica
DD	172420	26809	04/01/2022	\$ (159.00)	Posted		Maria R Langston
DD	172436	26825	04/01/2022	\$ (159.00)	Posted		Perry Flowers
DD	172417	26806	04/01/2022	\$ (155.00)	Posted		Luisa Millano-Garcia
DD	172430	26819	04/01/2022	\$ (155.00)	Posted		Natasha Laureano
Check	172537	0	04/01/2022	\$ (150.00)	Posted		Doris J Doward
DD	172416	26805	04/01/2022	\$ (141.00)	Posted		Lillie Louise Cunningham
DD	172367	26756	04/01/2022	\$ (136.00)	Posted		Brittany Cox
DD	172365	26754	04/01/2022	\$ (132.00)	Posted		Brenda Leisa Dickey
DD	172366	26755	04/01/2022	\$ (132.00)	Posted		Brenda Sparks
DD	172391	26780	04/01/2022	\$ (132.00)	Posted		Gerardo Flores
DD	172380	26769	04/01/2022	\$ (132.00)	Posted		Connie Mills
DD	172405	26794	04/01/2022	\$ (132.00)	Posted		Joslyn Lockwood
DD	172392	26781	04/01/2022	\$ (130.00)	Posted		Helen Suggs
DD	172460	26849	04/01/2022	\$ (126.00)	Posted		Tanya A. Solomon
DD	172371	26760	04/01/2022	\$ (124.00)	Posted		Carol Suggs
DD	172400	26789	04/01/2022	\$ (124.00)	Posted		Jaquan Tyrese Brown
DD	172470	26859	04/01/2022	\$ (124.00)	Posted		Trenna Soares
DD	172450	26839	04/01/2022	\$ (124.00)	Posted		Sharmayla Adams

DD	172426	26815	04/01/2022	\$	(124.00)	Posted	Nancy Marilyn Estrada
DD	172374	26763	04/01/2022	\$	(124.00)	Posted	Chanel Highsmith
DD	172431	26820	04/01/2022	\$	(124.00)	Posted	Nichol Monique Batts
DD	172356	26746	04/01/2022	\$	(124.00)	Posted	Adrienne Simpson
DD	172444	26833	04/01/2022	\$	(123.00)	Posted	Sarah M Kendrick
DD	172473	26862	04/01/2022	\$	(112.00)	Posted	Vanessa Myers
DD	172421	26810	04/01/2022	\$	(112.00)	Posted	Mary A Lopez
DD	172463	26852	04/01/2022	\$	(107.00)	Posted	Terese Edwina Stevenson
DD	172384	26773	04/01/2022	\$	(107.00)	Posted	Danielle E Pagan
DD	172474	26863	04/01/2022	\$	(106.00)	Posted	Victoria C Allen
DD	172377	26766	04/01/2022	\$	(106.00)	Posted	Ciera S Lewis
DD	172412	26801	04/01/2022	\$	(106.00)	Posted	Lakia Hutchinson
Check	172535	0	04/01/2022	\$	(100.00)	Posted	Angel M Vazquez
DD	172477	26866	04/01/2022	\$	(99.00)	Posted	Yvette Gray
DD	172427	26816	04/01/2022	\$	(99.00)	Posted	Natalie Rodriguez
DD	172455	26844	04/01/2022	\$	(99.00)	Posted	Susan Davis
DD	172466	26855	04/01/2022	\$	(99.00)	Posted	Tiffaine Brodie
DD	172472	26861	04/01/2022	\$	(99.00)	Posted	Valeka Williams
DD	172445	26834	04/01/2022	\$	(98.00)	Posted	Sean Michael Flowers
DD	172462	26851	04/01/2022	\$	(88.00)	Posted	Teneshia Monique Harrington
DD	172411	26800	04/01/2022	\$	(85.00)	Posted	Kenneth Henry
DD	172395	26784	04/01/2022	\$	(83.00)	Posted	Iniara Allen
DD	172437	26826	04/01/2022	\$	(82.00)	Posted	Preziosa Flores
DD	172464	26853	04/01/2022	\$	(76.00)	Posted	Thelma Goodwin
DD	172407	26796	04/01/2022	\$	(66.00)	Posted	Juana M Ramirez
DD	172457	26846	04/01/2022	\$	(66.00)	Posted	Taccarra Smith
DD	172469	26858	04/01/2022	\$	(65.00)	Posted	Tonya Perkins
DD	172406	26795	04/01/2022	\$	(57.00)	Posted	Joyce L Dumas
DD	172408	26797	04/01/2022	\$	(57.00)	Posted	Julia Iassogna
DD	172403	26792	04/01/2022	\$	(57.00)	Posted	Jessica Gentile
DD	172419	26808	04/01/2022	\$	(56.00)	Posted	Maria L Correa
DD	172434	26823	04/01/2022	\$	(56.00)	Posted	Pamela Greene
DD	172375	26764	04/01/2022	\$	(56.00)	Posted	Chantel Whitehead
DD	172452	26841	04/01/2022	\$	(56.00)	Posted	Shatora McCotter
DD	172358	26748	04/01/2022	\$	(56.00)	Posted	Alice J. Foskey
DD	172404	26793	04/01/2022	\$	(56.00)	Posted	Jonte Sykes
DD	172424	26813	04/01/2022	\$	(56.00)	Posted	Migdalia Flores
DD	172429	26818	04/01/2022	\$	(56.00)	Posted	Natasha C Clay
DD	172448	26837	04/01/2022	\$	(56.00)	Posted	Shanice M. Calloway
DD	172423	26812	04/01/2022	\$	(56.00)	Posted	Mi-kerria Shaw
DD	172458	26847	04/01/2022	\$	(56.00)	Posted	Tamika Bennett
DD	172379	26768	04/01/2022	\$	(56.00)	Posted	Clorissa Rivera
Check	172521	0	04/01/2022	\$	(54.46)	Posted	Brandon Mack
DD	172471	26860	04/01/2022	\$	(52.00)	Posted	Tyrell J Pearson
DD	172370	26759	04/01/2022	\$	(52.00)	Posted	Carmen Lozada
DD	172378	26767	04/01/2022	\$	(49.00)	Posted	Claressa McKnight
DD	172439	26828	04/01/2022	\$	(49.00)	Posted	Rodshelda Mabry
DD	172454	26843	04/01/2022	\$	(49.00)	Posted	Stephanie Marie Cox
DD	172428	26817	04/01/2022	\$	(49.00)	Posted	Natasha White
DD	172410	26799	04/01/2022	\$	(49.00)	Posted	Katilia T Trujillo
DD	172414	26803	04/01/2022	\$	(49.00)	Posted	Latoya T Pierre Brown
DD	172388	26777	04/01/2022	\$	(49.00)	Posted	Ericka Alis Cannon
DD	172461	26850	04/01/2022	\$	(49.00)	Posted	Tatiana Bojka
DD	172386	26775	04/01/2022	\$	(49.00)	Posted	Dione Bennett
DD	172449	26838	04/01/2022	\$	(49.00)	Posted	Shaquonda Rashaya Hunle
DD	172368	26757	04/01/2022	\$	(49.00)	Posted	Candi Foley
DD	172409	26798	04/01/2022	\$	(49.00)	Posted	Kathya Villahermosa
DD	172396	26785	04/01/2022	\$	(49.00)	Posted	Iris Hernandez-Cepeda
DD	172442	26831	04/01/2022	\$	(49.00)	Posted	Roscheyla Prieto-Quinones
DD	172361	26751	04/01/2022	\$	(49.00)	Posted	Artavia Boone
DD	172447	26836	04/01/2022	\$	(49.00)	Posted	Shamira White
DD	172363	26752	04/01/2022	\$	(49.00)	Posted	Ayshnee Butler
DD	172381	26770	04/01/2022	\$	(49.00)	Posted	Curnijah Howard
DD	172360	26750	04/01/2022	\$	(49.00)	Posted	Arriana Santana
DD	172467	26856	04/01/2022	\$	(49.00)	Posted	Tiffany Dixon
DD	172372	26761	04/01/2022	\$	(48.00)	Posted	Caroline Contreras
DD	172438	26827	04/01/2022	\$	(47.00)	Posted	Reneta Mitchell
DD	172418	26807	04/01/2022	\$	(47.00)	Posted	Margie Roman
DD	172422	26811	04/01/2022	\$	(42.00)	Posted	Mayra Oules
DD	172476	26865	04/01/2022	\$	(41.00)	Posted	Yolanda Marte

DD	172393	26782	04/01/2022	\$	(41.00)	Posted		Hope Brodie
DD	172385	26774	04/01/2022	\$	(41.00)	Posted		Desiree Rivera
DD	172382	26771	04/01/2022	\$	(40.00)	Posted		D'Juana Desilva
DD	172441	26830	04/01/2022	\$	(37.00)	Posted		Rosaura Luciano
DD	172357	26747	04/01/2022	\$	(36.00)	Posted		Afrika Lynette Canady
Check	172516	0	04/01/2022	\$	(34.00)	Posted		Water Pollution Control
Check	172514	0	04/01/2022	\$	(32.92)	Posted		United Illuminating
DD	172451	26840	04/01/2022	\$	(23.00)	Posted		Sharron E Fogle
DD	172402	26791	04/01/2022	\$	(23.00)	Posted		Jessica Smalls
DD	172401	26790	04/01/2022	\$	(23.00)	Posted		Jasmine Mcghee
DD	172399	26788	04/01/2022	\$	(19.00)	Posted		Janet Santiago
DD	172364	26753	04/01/2022	\$	(19.00)	Posted		Beulah Jones
DD	172425	26814	04/01/2022	\$	(17.00)	Posted		Nakia Lashaun Culbreath
DD	172383	26772	04/01/2022	\$	(17.00)	Posted		Daisy Bruno
Check	172515	0	04/01/2022	\$	(17.00)	Posted		Water Pollution Control
Check	172517	0	04/01/2022	\$	(17.00)	Posted		Water Pollution Control
Check	172518	0	04/01/2022	\$	(17.00)	Posted		Water Pollution Control
Check	172519	0	04/01/2022	\$	(17.00)	Posted		Water Pollution Control
DD	172465	26854	04/01/2022	\$	(16.00)	Posted		Theresa L Burks
Check	172362	0	04/01/2022	\$	(16.00)	Posted		Ashley Gibson
DD	172387	26776	04/01/2022	\$	(16.00)	Posted		Domonique Denise Robinson
DD	172478	26867	04/01/2022	\$	(16.00)	Posted		Zaira Leticia Salinas Ramos
DD	172468	26857	04/01/2022	\$	(16.00)	Posted		Toni Way
DD	172443	26832	04/01/2022	\$	(15.00)	Posted		Sandy M Gaskin
DD	172456	26845	04/01/2022	\$	(14.00)	Posted		Synlira Culbreath
DD	172397	26786	04/01/2022	\$	(12.00)	Posted		Irisbeth Rivera
DD	172394	26783	04/01/2022	\$	(12.00)	Posted		Hytean Iona Nolan Sterling
DD	172435	26824	04/01/2022	\$	(9.00)	Posted		Paula A Barnes
DD	172376	26765	04/01/2022	\$	(7.00)	Posted		Cherise D. White
DD	172432	26821	04/01/2022	\$	(4.00)	Posted		Nydia Romero
Check	172508	0	04/01/2022	\$	-	Posted	04/01/2022	Southern Connecticut Gas
DD	0	26878	04/01/2022	\$	-	Posted	04/04/2022	Tri-Con Construction Manager, Llc
DD	0	26881	04/04/2022	\$	(54,252.35)	Posted		Tri-Con Construction Manager, Llc
Check	172574	0	04/04/2022	\$	(6,197.76)	Posted		Yale Termite & Pest Elimination Corp.
Check	172569	0	04/04/2022	\$	(4,859.75)	Posted		Water Pollution Control
Check	172571	0	04/04/2022	\$	(4,585.60)	Posted		Water Pollution Control
Check	172542	0	04/04/2022	\$	(3,301.34)	Posted		Verizon Wireless
Check	172566	0	04/04/2022	\$	(3,158.33)	Posted		Novogradac & Company LLP
Check	172567	0	04/04/2022	\$	(3,014.93)	Posted		Southern Connecticut Gas
DD	0	26880	04/04/2022	\$	(2,740.00)	Posted		Ed The Treeman
Check	172572	0	04/04/2022	\$	(2,180.64)	Posted		Water Pollution Control
Check	172541	0	04/04/2022	\$	(1,382.90)	Posted		Verizon Wireless
Check	172570	0	04/04/2022	\$	(1,136.15)	Posted		Water Pollution Control
Check	172573	0	04/04/2022	\$	(1,107.02)	Posted		Water Pollution Control
Check	172540	0	04/04/2022	\$	(873.60)	Posted		T-Mobile
Check	172543	0	04/04/2022	\$	(784.28)	Posted		Aramark Refreshment Services
Check	172547	0	04/04/2022	\$	(299.17)	Posted		Frontier Communications of Company
Check	172568	0	04/04/2022	\$	(298.48)	Posted		Sunwealth Project Pool 14 LLC
Check	172565	0	04/04/2022	\$	(245.66)	Posted		HD Supply Facilities Maintenance, Ltd
Check	172562	0	04/04/2022	\$	(211.00)	Posted		Frontier Communications of Company
DD	0	26879	04/04/2022	\$	(188.00)	Posted		Eagle Leasing Company
Check	172546	0	04/04/2022	\$	(171.55)	Posted		Frontier Communications of Company
Check	172563	0	04/04/2022	\$	(136.45)	Posted		Frontier Communications of Company
Check	172564	0	04/04/2022	\$	(92.55)	Posted		Frontier Communications of Company
Check	172561	0	04/04/2022	\$	(92.55)	Posted		Frontier Communications of Company
Check	172559	0	04/04/2022	\$	(92.55)	Posted		Frontier Communications of Company
Check	172558	0	04/04/2022	\$	(92.55)	Posted		Frontier Communications of Company
Check	172555	0	04/04/2022	\$	(92.55)	Posted		Frontier Communications of Company
Check	172550	0	04/04/2022	\$	(92.55)	Posted		Frontier Communications of Company
Check	172548	0	04/04/2022	\$	(92.55)	Posted		Frontier Communications of Company
Check	172545	0	04/04/2022	\$	(92.55)	Posted		Frontier Communications of Company
Check	172560	0	04/04/2022	\$	(53.01)	Posted		Frontier Communications of Company
Check	172557	0	04/04/2022	\$	(53.01)	Posted		Frontier Communications of Company
Check	172556	0	04/04/2022	\$	(53.01)	Posted		Frontier Communications of Company
Check	172554	0	04/04/2022	\$	(53.01)	Posted		Frontier Communications of Company
Check	172553	0	04/04/2022	\$	(53.01)	Posted		Frontier Communications of Company
Check	172552	0	04/04/2022	\$	(53.01)	Posted		Frontier Communications of Company
Check	172551	0	04/04/2022	\$	(53.01)	Posted		Frontier Communications of Company
Check	172549	0	04/04/2022	\$	(53.01)	Posted		Frontier Communications of Company
Check	172544	0	04/04/2022	\$	(53.01)	Posted		Frontier Communications of Company

DD	0	26891	04/05/2022	\$ (70,713.00)	Posted	Solar Youth Inc.
DD	0	26886	04/05/2022	\$ (35,540.00)	Posted	Home Services & More, LLC
DD	0	26889	04/05/2022	\$ (8,666.67)	Posted	NuEnergen, LLC
DD	0	26882	04/05/2022	\$ (7,379.24)	Posted	Ringcentral, Inc
Check	172595	0	04/05/2022	\$ (4,881.24)	Posted	Southern Connecticut Gas
Check	172591	0	04/05/2022	\$ (4,382.04)	Posted	Southern Connecticut Gas
Check	172579	0	04/05/2022	\$ (4,070.50)	Posted	AVT Construction Inc
DD	0	26884	04/05/2022	\$ (3,662.68)	Posted	CWPM, LLC
DD	0	26887	04/05/2022	\$ (2,700.00)	Posted	Housing Development Fund, Inc.
Check	172594	0	04/05/2022	\$ (2,608.77)	Posted	Southern Connecticut Gas
Check	172593	0	04/05/2022	\$ (2,580.92)	Posted	Southern Connecticut Gas
Check	172590	0	04/05/2022	\$ (1,725.00)	Posted	National Association of Workforce Development Professionals NAWDP
Check	172582	0	04/05/2022	\$ (1,655.00)	Posted	Frankson Fence Company
Check	172597	0	04/05/2022	\$ (1,300.27)	Posted	Southern Connecticut Gas
Check	172576	0	04/05/2022	\$ (991.00)	Posted	William Viederman
Check	172586	0	04/05/2022	\$ (989.28)	Posted	Johnson Controls Fire Protection LP
DD	0	26885	04/05/2022	\$ (475.00)	Posted	Holly A Bryk
Check	172592	0	04/05/2022	\$ (395.31)	Posted	Southern Connecticut Gas
Check	172580	0	04/05/2022	\$ (301.12)	Posted	Comcast Cable
Check	172577	0	04/05/2022	\$ (237.00)	Posted	La Quinta Inn & Suites
DD	0	26888	04/05/2022	\$ (216.24)	Posted	Maria Carmona
Check	172596	0	04/05/2022	\$ (203.74)	Posted	Southern Connecticut Gas
Check	172599	0	04/05/2022	\$ (166.67)	Posted	Tyco Intergrated Security, LLC
Check	172583	0	04/05/2022	\$ (132.07)	Posted	Frontier Communications of Company
Check	172581	0	04/05/2022	\$ (131.74)	Posted	F.W. Webb Company
Check	172585	0	04/05/2022	\$ (127.80)	Posted	HD Supply Facilities Maintenance, Ltd
Check	172598	0	04/05/2022	\$ (114.59)	Posted	Southern Connecticut Gas
Check	172578	0	04/05/2022	\$ (100.00)	Posted	Natasha Brown
Check	172589	0	04/05/2022	\$ (88.16)	Posted	Melody Ramos
Check	172575	0	04/05/2022	\$ (83.23)	Posted	Federal Express Corp.
Check	172584	0	04/05/2022	\$ (53.01)	Posted	Frontier Communications of Company
DD	0	26883	04/05/2022	\$ (50.00)	Posted	Eric D Jowers
Check	172588	0	04/05/2022	\$ (37.09)	Posted	Kimberly Johansen
DD	0	26890	04/05/2022	\$ (25.00)	Posted	Sarmarian Tremble
Check	172587	0	04/05/2022	\$ (25.00)	Posted	Juanita Furlow
Check	172610	0	04/06/2022	\$ (63,500.00)	Posted	Marcum LLP
Check	172604	0	04/06/2022	\$ (23,577.77)	Posted	Glendower Farnam Courts 1 LLC
DD	0	26894	04/06/2022	\$ (22,406.37)	Posted	Brookside I Associates LLC
DD	0	26900	04/06/2022	\$ (19,882.15)	Posted	Trinity New Haven Housing LP
DD	0	26902	04/06/2022	\$ (17,296.18)	Posted	Trinity New Haven Housing Two Limited Partnership
DD	0	26893	04/06/2022	\$ (15,040.81)	Posted	Brookside 2 Associates LLC
DD	0	26903	04/06/2022	\$ (14,830.55)	Posted	Trinity Rowe Limited Partnership
Check	172607	0	04/06/2022	\$ (12,242.61)	Posted	Home Depot
Check	172608	0	04/06/2022	\$ (11,687.33)	Posted	Home Depot
DD	0	26899	04/06/2022	\$ (11,158.00)	Posted	Rockview 1 Associates LLC
DD	0	26901	04/06/2022	\$ (7,738.56)	Posted	Trinity New Haven Housing Three LP
DD	0	26898	04/06/2022	\$ (3,989.45)	Posted	Reitman Personnel Services, Inc.
Check	172609	0	04/06/2022	\$ (3,952.24)	Posted	Johns Refuse & Recycling, LLC
Check	172606	0	04/06/2022	\$ (2,442.90)	Posted	HD Supply Facilities Maintenance, Ltd
Check	172605	0	04/06/2022	\$ (2,098.00)	Posted	Hands On Moving, LLC
Check	172616	0	04/06/2022	\$ (2,095.43)	Posted	Verizon Wireless
DD	0	26895	04/06/2022	\$ (1,474.50)	Posted	Home Services & More, LLC
Check	172611	0	04/06/2022	\$ (1,356.00)	Posted	Online Information Services, Inc
Check	172614	0	04/06/2022	\$ (905.00)	Posted	Supreme Corporation
Check	172612	0	04/06/2022	\$ (807.67)	Posted	Skyview Ridgefield LLC
Check	172617	0	04/06/2022	\$ (697.31)	Posted	W.B. Mason Company Inc
DD	0	26904	04/06/2022	\$ (623.17)	Posted	United Mechanical Resources Inc.
DD	0	26896	04/06/2022	\$ (396.00)	Posted	Housing Authority of the City of New Haven
DD	0	26897	04/06/2022	\$ (375.00)	Posted	Paice Garage dba York Service Center
Check	172603	0	04/06/2022	\$ (348.30)	Posted	F.W. Webb Company
Check	172601	0	04/06/2022	\$ (301.12)	Posted	Comcast Cable
Check	172615	0	04/06/2022	\$ (257.87)	Posted	United Illuminating
DD	0	26892	04/06/2022	\$ (189.00)	Posted	Berchem Moses PC
Check	172600	0	04/06/2022	\$ (99.00)	Posted	City of New Haven
Check	172613	0	04/06/2022	\$ (97.68)	Posted	Stanley Access Technologies LLC
Check	172602	0	04/06/2022	\$ (25.00)	Posted	Cynthia N Rogers
DD	0	26947	04/07/2022	\$ (25,162.01)	Posted	Mechanical Heating and Air Conditioning, Inc
DD	0	26946	04/07/2022	\$ (14,839.60)	Posted	Home Services & More, LLC
DD	0	26905	04/07/2022	\$ (8,570.98)	Posted	360 Management Group. Co.
Check	172625	0	04/07/2022	\$ (2,879.81)	Posted	The ADT Security Corporation

Check	172631	0	04/07/2022	\$	(1,520.00)	Posted	Frankson Fence Company
Check	172632	0	04/07/2022	\$	(789.78)	Posted	Torello Tire Inc.
Check	172630	0	04/07/2022	\$	(580.80)	Posted	DoorKing Inc
Check	172626	0	04/07/2022	\$	(265.00)	Posted	Postmaster
Check	172627	0	04/07/2022	\$	(265.00)	Posted	Postmaster
DD	0	26943	04/07/2022	\$	(200.00)	Posted	Stevie Jackson
DD	0	26907	04/07/2022	\$	(200.00)	Posted	Alberta Witherspoon
DD	0	26933	04/07/2022	\$	(200.00)	Posted	Marta Laboy
DD	0	26936	04/07/2022	\$	(200.00)	Posted	Olivia Lewis
DD	0	26917	04/07/2022	\$	(200.00)	Posted	Doris J Doward
DD	0	26906	04/07/2022	\$	(200.00)	Posted	Alberta W Golden
DD	0	26911	04/07/2022	\$	(200.00)	Posted	Brenda J Harris
DD	0	26919	04/07/2022	\$	(200.00)	Posted	Giovanna Latina
DD	0	26924	04/07/2022	\$	(200.00)	Posted	Judy Cosby
DD	0	26937	04/07/2022	\$	(200.00)	Posted	Patricia Mabry
DD	0	26931	04/07/2022	\$	(200.00)	Posted	Major Banks
DD	0	26912	04/07/2022	\$	(200.00)	Posted	Christy A Pedini
DD	0	26939	04/07/2022	\$	(200.00)	Posted	Paul A Kates
DD	0	26922	04/07/2022	\$	(200.00)	Posted	John Martinez
DD	0	26938	04/07/2022	\$	(200.00)	Posted	Patricia Thorpe
DD	0	26932	04/07/2022	\$	(200.00)	Posted	Maritza Baez
DD	0	26914	04/07/2022	\$	(200.00)	Posted	Deborah Hudson
DD	0	26913	04/07/2022	\$	(200.00)	Posted	David Anderson
DD	0	26927	04/07/2022	\$	(200.00)	Posted	Lagreta Riles
DD	0	26915	04/07/2022	\$	(200.00)	Posted	Dennis Nathaniel Jenkins
DD	0	26908	04/07/2022	\$	(200.00)	Posted	Alicia M Spencer
DD	0	26930	04/07/2022	\$	(200.00)	Posted	Maggie Hamrick
DD	0	26916	04/07/2022	\$	(200.00)	Posted	Donna Santiago
DD	0	26944	04/07/2022	\$	(200.00)	Posted	Teresa Nela Caporale
DD	0	26923	04/07/2022	\$	(200.00)	Posted	Jonathan Stewart
DD	0	26941	04/07/2022	\$	(200.00)	Posted	Perry Lamar Gary
DD	0	26934	04/07/2022	\$	(200.00)	Posted	Miguel Avila
DD	0	26945	04/07/2022	\$	(200.00)	Posted	Willard E. Ford
Check	172624	0	04/07/2022	\$	(200.00)	Posted	Russell Roberson
DD	0	26910	04/07/2022	\$	(200.00)	Posted	Billy Ray Mathews
Check	172618	0	04/07/2022	\$	(200.00)	Posted	Al Mccoy Langston
DD	0	26921	04/07/2022	\$	(200.00)	Posted	Jessica Wilkerson
DD	0	26940	04/07/2022	\$	(200.00)	Posted	Pedro Octavio Jimenez
DD	0	26918	04/07/2022	\$	(200.00)	Posted	Eric D Jowers
DD	0	26920	04/07/2022	\$	(200.00)	Posted	Hector A Lozada-Osorio
DD	0	26935	04/07/2022	\$	(200.00)	Posted	Noraima Avila
Check	172619	0	04/07/2022	\$	(200.00)	Posted	Angela Dixon
DD	0	26926	04/07/2022	\$	(200.00)	Posted	Kelly Nichols
DD	0	26928	04/07/2022	\$	(200.00)	Posted	Lavern Davis
DD	0	26929	04/07/2022	\$	(200.00)	Posted	Luz E Torres
Check	172620	0	04/07/2022	\$	(200.00)	Posted	Annette Yancey
DD	0	26925	04/07/2022	\$	(200.00)	Posted	Keith Davis
DD	0	26942	04/07/2022	\$	(200.00)	Posted	Ralph Berryman
DD	0	26909	04/07/2022	\$	(200.00)	Posted	Avis Grant
Check	172623	0	04/07/2022	\$	(200.00)	Posted	Janet Poole
Check	172621	0	04/07/2022	\$	(200.00)	Posted	Armando Fernandez Gonzalez
Check	172622	0	04/07/2022	\$	(200.00)	Posted	Gail Pressley
Check	172628	0	04/07/2022	\$	(98.11)	Posted	Comcast Cable
Check	172629	0	04/07/2022	\$	(98.11)	Posted	Comcast Cable
Check	172655	0	04/08/2022	\$	(60,948.82)	Posted	United Illuminating
Check	172669	0	04/08/2022	\$	(5,720.00)	Posted	Philadelphia Indemnity Insurance Company
DD	0	26953	04/08/2022	\$	(5,266.22)	Posted	360 Management Group. Co.
DD	0	26952	04/08/2022	\$	(5,250.00)	Posted	The Narrative Project, LLC
DD	0	26950	04/08/2022	\$	(4,121.58)	Posted	Reitman Personnel Services, Inc.
DD	0	26951	04/08/2022	\$	(4,021.61)	Posted	Stanton Equipment Inc.
Check	172662	0	04/08/2022	\$	(3,422.00)	Posted	Frankson Fence Company
DD	0	26948	04/08/2022	\$	(2,438.40)	Posted	Cohen Key Shop
DD	0	26949	04/08/2022	\$	(1,635.00)	Posted	Mechanical Heating and Air Conditioning, Inc
Check	172673	0	04/08/2022	\$	(1,265.66)	Posted	United Illuminating
Check	172657	0	04/08/2022	\$	(800.00)	Posted	Nadine Dyan Diaz
Check	172653	0	04/08/2022	\$	(711.00)	Posted	La Quinta Inn & Suites
Check	172640	0	04/08/2022	\$	(402.16)	Posted	Comcast Cable
Check	172638	0	04/08/2022	\$	(402.16)	Posted	Comcast Cable
Check	172654	0	04/08/2022	\$	(375.00)	Posted	Mike Diaz
Check	172667	0	04/08/2022	\$	(339.78)	Posted	W.B. Mason Company Inc

Check	172646	0	04/08/2022	\$	(338.37)	Posted		Comcast Cable
Check	172670	0	04/08/2022	\$	(318.50)	Posted		Tyco Intergrated Security, LLC
Check	172668	0	04/08/2022	\$	(300.00)	Posted		Johanna Rodriguez
Check	172649	0	04/08/2022	\$	(294.85)	Posted		Comcast Cable
Check	172648	0	04/08/2022	\$	(294.85)	Posted		Comcast Cable
Check	172650	0	04/08/2022	\$	(293.35)	Posted		Comcast Cable
Check	172645	0	04/08/2022	\$	(293.35)	Posted		Comcast Cable
Check	172641	0	04/08/2022	\$	(293.35)	Posted		Comcast Cable
Check	172672	0	04/08/2022	\$	(252.80)	Posted		United Illuminating
Check	172659	0	04/08/2022	\$	(250.12)	Posted		Comcast Cable
Check	172656	0	04/08/2022	\$	(225.00)	Posted		Willie Lee Lawrence
Check	172643	0	04/08/2022	\$	(194.85)	Posted		Comcast Cable
Check	172633	0	04/08/2022	\$	(194.85)	Posted		Comcast Cable
Check	172647	0	04/08/2022	\$	(193.35)	Posted		Comcast Cable
Check	172644	0	04/08/2022	\$	(193.35)	Posted		Comcast Cable
Check	172642	0	04/08/2022	\$	(193.35)	Posted		Comcast Cable
Check	172639	0	04/08/2022	\$	(193.35)	Posted		Comcast Cable
Check	172674	0	04/08/2022	\$	(166.36)	Posted		United Illuminating
Check	172661	0	04/08/2022	\$	(166.18)	Posted		De Lage Landen Financial Services, Inc
Check	172636	0	04/08/2022	\$	(154.85)	Posted		Comcast Cable
Check	172635	0	04/08/2022	\$	(154.85)	Posted		Comcast Cable
Check	172634	0	04/08/2022	\$	(154.85)	Posted		Comcast Cable
Check	172637	0	04/08/2022	\$	(153.35)	Posted		Comcast Cable
Check	172660	0	04/08/2022	\$	(152.52)	Posted		Corporate Mailing Services LLC
Check	172675	0	04/08/2022	\$	(141.95)	Posted		United Illuminating
Check	172663	0	04/08/2022	\$	(137.19)	Posted		Frontier Communications of Company
Check	172671	0	04/08/2022	\$	(126.89)	Posted		United Illuminating
Check	172658	0	04/08/2022	\$	(112.49)	Posted		Vanessa Myers
Check	172651	0	04/08/2022	\$	(84.87)	Posted		HD Supply Facilities Maintenance, Ltd
Check	172666	0	04/08/2022	\$	(52.77)	Posted		Frontier Communications of Company
Check	172665	0	04/08/2022	\$	(52.77)	Posted		Frontier Communications of Company
Check	172664	0	04/08/2022	\$	(52.77)	Posted		Frontier Communications of Company
Check	172652	0	04/08/2022	\$	-	Posted	04/27/2022	La Quinta Inn & Suites
DD	0	26957	04/11/2022	\$	(11,800.00)	Posted		Peralta Illustration & Design,LLC
Check	172676	0	04/11/2022	\$	(4,699.44)	Posted		Home Depot
Check	172686	0	04/11/2022	\$	(3,250.00)	Posted		Marcum LLP
Check	172679	0	04/11/2022	\$	(990.00)	Posted		La Quinta Inn & Suites
Check	172682	0	04/11/2022	\$	(750.00)	Posted		Trishia A. Arnone
Check	172678	0	04/11/2022	\$	(711.00)	Posted		La Quinta Inn & Suites
Check	172680	0	04/11/2022	\$	(711.00)	Posted		La Quinta Inn & Suites
Check	172681	0	04/11/2022	\$	(495.00)	Posted		La Quinta Inn & Suites
Check	172677	0	04/11/2022	\$	(225.00)	Posted		Frances Mercer
Check	172683	0	04/11/2022	\$	(225.00)	Posted		Vanessa Elias
Check	172684	0	04/11/2022	\$	(203.21)	Posted		United Illuminating
DD	0	26954	04/11/2022	\$	(125.00)	Posted		Alberta W Golden
DD	0	26955	04/11/2022	\$	(82.68)	Posted		Infoshred, LLC
DD	0	26956	04/11/2022	\$	(75.00)	Posted		Linda Cross
Check	172685	0	04/11/2022	\$	-	Posted	04/13/2022	La Quinta Inn & Suites
DD	0	26959	04/12/2022	\$	(131,273.73)	Posted		360 Management Group. Co.
DD	0	26965	04/12/2022	\$	(77,910.00)	Posted		Housing Insurance Services, Inc.
Check	172690	0	04/12/2022	\$	(44,393.65)	Posted		Canon Solutions America Inc.
DD	0	26963	04/12/2022	\$	(32,401.79)	Posted		CWPM, LLC
Check	172691	0	04/12/2022	\$	(13,836.64)	Posted		Comcast Cable
DD	0	26962	04/12/2022	\$	(10,127.41)	Posted		Crumbie Law Group, LLC
DD	0	26967	04/12/2022	\$	(5,639.70)	Posted		Kone Inc.
Check	172698	0	04/12/2022	\$	(4,621.92)	Posted		Southern Connecticut Gas
DD	0	26958	04/12/2022	\$	(3,938.66)	Posted		360 Management Group. Co.
Check	172708	0	04/12/2022	\$	(3,011.28)	Posted		United Illuminating
Check	172700	0	04/12/2022	\$	(3,000.00)	Posted		State Of Connecticut
DD	0	26970	04/12/2022	\$	(2,832.00)	Posted		360 Management Group. Co.
DD	0	26969	04/12/2022	\$	(2,520.00)	Posted		Penfield Communications
Check	172696	0	04/12/2022	\$	(2,059.01)	Posted		Southern Connecticut Gas
DD	0	26961	04/12/2022	\$	(2,041.10)	Posted		Cohen Key Shop
Check	172707	0	04/12/2022	\$	(1,793.35)	Posted		United Illuminating
Check	172704	0	04/12/2022	\$	(1,404.80)	Posted		United Illuminating
Check	172702	0	04/12/2022	\$	(1,356.87)	Posted		United Illuminating
Check	172709	0	04/12/2022	\$	(1,319.00)	Posted		United Illuminating
Check	172703	0	04/12/2022	\$	(1,198.37)	Posted		United Illuminating
Check	172706	0	04/12/2022	\$	(1,158.77)	Posted		United Illuminating
Check	172710	0	04/12/2022	\$	(1,051.94)	Posted		United Illuminating

DD	0	26971	04/12/2022	\$	(990.90)	Posted	Tri State Generator Co LLC
Check	172705	0	04/12/2022	\$	(818.35)	Posted	United Illuminating
DD	0	26964	04/12/2022	\$	(777.22)	Posted	Housing Authority of the City of New Haven
Check	172714	0	04/12/2022	\$	(762.65)	Posted	United Illuminating
DD	0	26968	04/12/2022	\$	(720.00)	Posted	Leased Equipment Sales LLC dba Copier Logistics Specialist
Check	172699	0	04/12/2022	\$	(574.13)	Posted	Southern Connecticut Gas
Check	172695	0	04/12/2022	\$	(555.82)	Posted	Southern Connecticut Gas
Check	172688	0	04/12/2022	\$	(300.00)	Posted	Ace Van & Storage, Inc.
DD	0	26960	04/12/2022	\$	(294.91)	Posted	Carahsoft Technology Corporation
Check	172701	0	04/12/2022	\$	(290.87)	Posted	United Illuminating
Check	172697	0	04/12/2022	\$	(286.63)	Posted	Southern Connecticut Gas
Check	172692	0	04/12/2022	\$	(190.00)	Posted	Freedom Ann Davis
Check	172715	0	04/12/2022	\$	(130.29)	Posted	Leilanie M. Rivera
DD	0	26966	04/12/2022	\$	(110.24)	Posted	Infoshred, LLC
Check	172694	0	04/12/2022	\$	(96.88)	Posted	Southern Connecticut Gas
Check	172716	0	04/12/2022	\$	(91.90)	Posted	HD Supply Facilities Maintenance, Ltd
Check	172687	0	04/12/2022	\$	(79.00)	Posted	La Quinta Inn & Suites
Check	172712	0	04/12/2022	\$	(56.21)	Posted	United Illuminating
Check	172713	0	04/12/2022	\$	(38.62)	Posted	United Illuminating
Check	172689	0	04/12/2022	\$	(30.00)	Posted	Aramark Refreshment Services
Check	172693	0	04/12/2022	\$	(24.11)	Posted	HD Supply Facilities Maintenance, Ltd
Check	172711	0	04/12/2022	\$	(13.10)	Posted	United Illuminating
Check	172732	0	04/13/2022	\$	(11,927.19)	Posted	United Illuminating
Check	172719	0	04/13/2022	\$	(6,693.96)	Posted	City of New Haven
Check	172734	0	04/13/2022	\$	(6,410.97)	Posted	United Illuminating
DD	0	26972	04/13/2022	\$	(4,875.78)	Posted	Carahsoft Technology Corporation
Check	172746	0	04/13/2022	\$	(4,727.27)	Posted	United Illuminating
Check	172718	0	04/13/2022	\$	(3,249.85)	Posted	City of New Haven
Check	172729	0	04/13/2022	\$	(2,550.24)	Posted	United Illuminating
Check	172720	0	04/13/2022	\$	(2,533.12)	Posted	Hearst Media Services Connecticut, LLC
Check	172722	0	04/13/2022	\$	(1,655.60)	Posted	Southern Connecticut Gas
Check	172730	0	04/13/2022	\$	(921.96)	Posted	United Illuminating
Check	172721	0	04/13/2022	\$	(843.50)	Posted	HD Supply Facilities Maintenance, Ltd
Check	172723	0	04/13/2022	\$	(480.21)	Posted	Southern Connecticut Gas
Check	172728	0	04/13/2022	\$	(457.29)	Posted	Southern Connecticut Gas
Check	172727	0	04/13/2022	\$	(413.48)	Posted	Southern Connecticut Gas
Check	172731	0	04/13/2022	\$	(318.26)	Posted	United Illuminating
Check	172717	0	04/13/2022	\$	(237.00)	Posted	La Quinta Inn & Suites
Check	172725	0	04/13/2022	\$	(211.47)	Posted	Southern Connecticut Gas
Check	172726	0	04/13/2022	\$	(201.17)	Posted	Southern Connecticut Gas
Check	172738	0	04/13/2022	\$	(168.19)	Posted	United Illuminating
Check	172737	0	04/13/2022	\$	(158.88)	Posted	United Illuminating
Check	172733	0	04/13/2022	\$	(136.66)	Posted	United Illuminating
Check	172747	0	04/13/2022	\$	(134.85)	Posted	United Illuminating
Check	172740	0	04/13/2022	\$	(107.59)	Posted	United Illuminating
Check	172745	0	04/13/2022	\$	(99.18)	Posted	United Illuminating
Check	172724	0	04/13/2022	\$	(96.88)	Posted	Southern Connecticut Gas
Check	172743	0	04/13/2022	\$	(85.98)	Posted	United Illuminating
Check	172741	0	04/13/2022	\$	(81.60)	Posted	United Illuminating
Check	172735	0	04/13/2022	\$	(67.64)	Posted	United Illuminating
Check	172742	0	04/13/2022	\$	(64.79)	Posted	United Illuminating
Check	172739	0	04/13/2022	\$	(60.91)	Posted	United Illuminating
Check	172744	0	04/13/2022	\$	(52.20)	Posted	United Illuminating
Check	172736	0	04/13/2022	\$	(9.28)	Posted	United Illuminating
Check	172753	0	04/14/2022	\$	(30,967.12)	Posted	Oxford Health Plans, LLC
Check	172752	0	04/14/2022	\$	(11,907.56)	Posted	Housing Authority Risk Retention Group, Inc
Check	172751	0	04/14/2022	\$	(2,659.92)	Posted	Delta Dental of New Jersey, Inc
DD	0	26973	04/14/2022	\$	(1,693.75)	Posted	Crumbie Law Group, LLC
Check	172764	0	04/14/2022	\$	(1,507.44)	Posted	Frontier Communications of Company
Check	172757	0	04/14/2022	\$	(583.08)	Posted	Standard Insurance Company.
Check	172749	0	04/14/2022	\$	(276.17)	Posted	Comcast Cable
Check	172763	0	04/14/2022	\$	(269.79)	Posted	Frontier Communications of Company
Check	172759	0	04/14/2022	\$	(170.83)	Posted	Frontier Communications of Company
Check	172773	0	04/14/2022	\$	(159.18)	Posted	Frontier Communications of Company
Check	172762	0	04/14/2022	\$	(140.78)	Posted	Frontier Communications of Company
Check	172771	0	04/14/2022	\$	(131.51)	Posted	Frontier Communications of Company
Check	172758	0	04/14/2022	\$	(131.51)	Posted	Frontier Communications of Company
Check	172754	0	04/14/2022	\$	(107.35)	Posted	Regional Water Authority
Check	172761	0	04/14/2022	\$	(92.15)	Posted	Frontier Communications of Company
Check	172774	0	04/14/2022	\$	(64.86)	Posted	Frontier Communications of Company

Check	172748	0	04/14/2022	\$	(64.59)	Posted		Aramark Refreshment Services
Check	172767	0	04/14/2022	\$	(59.63)	Posted		Frontier Communications of Company
Check	172750	0	04/14/2022	\$	(55.32)	Posted		Comcast Cable
Check	172772	0	04/14/2022	\$	(52.77)	Posted		Frontier Communications of Company
Check	172770	0	04/14/2022	\$	(52.77)	Posted		Frontier Communications of Company
Check	172769	0	04/14/2022	\$	(52.77)	Posted		Frontier Communications of Company
Check	172768	0	04/14/2022	\$	(52.77)	Posted		Frontier Communications of Company
Check	172766	0	04/14/2022	\$	(52.77)	Posted		Frontier Communications of Company
Check	172765	0	04/14/2022	\$	(52.77)	Posted		Frontier Communications of Company
Check	172756	0	04/14/2022	\$	(7.26)	Posted		Regional Water Authority
Check	172755	0	04/14/2022	\$	(2.86)	Posted		Regional Water Authority
Check	172760	0	04/14/2022	\$	-	Posted	04/14/2022	Frontier Communications of Company
Check	172780	0	04/18/2022	\$	(3,636.90)	Posted		Home Depot
Check	172778	0	04/18/2022	\$	(2,957.71)	Posted		Home Depot
Check	172775	0	04/18/2022	\$	(1,835.35)	Posted		Home Depot
Check	172779	0	04/18/2022	\$	(671.77)	Posted		Home Depot
Check	172777	0	04/18/2022	\$	(585.38)	Posted		Home Depot
Check	172776	0	04/18/2022	\$	(168.75)	Posted		Home Depot
Check	172805	0	04/19/2022	\$	(5,502.83)	Posted		Regional Water Authority
Check	172806	0	04/19/2022	\$	(4,568.61)	Posted		Regional Water Authority
Check	172799	0	04/19/2022	\$	(3,000.00)	Posted		Marcum LLP
Check	172801	0	04/19/2022	\$	(2,688.16)	Posted		Regional Water Authority
Check	172810	0	04/19/2022	\$	(2,354.03)	Posted		Regional Water Authority
Check	172832	0	04/19/2022	\$	(2,120.50)	Posted		CWPM, LLC
Check	172833	0	04/19/2022	\$	(2,074.94)	Posted		Johns Refuse & Recycling, LLC
Check	172804	0	04/19/2022	\$	(1,944.49)	Posted		Regional Water Authority
Check	172814	0	04/19/2022	\$	(1,710.77)	Posted		United Illuminating
DD	0	26974	04/19/2022	\$	(1,542.18)	Posted		CWPM, LLC
Check	172800	0	04/19/2022	\$	(1,500.00)	Posted		Marcum LLP
Check	172807	0	04/19/2022	\$	(1,324.48)	Posted		Regional Water Authority
Check	172809	0	04/19/2022	\$	(930.85)	Posted		Regional Water Authority
Check	172783	0	04/19/2022	\$	(886.00)	Posted		Derby Housing Authority
Check	172785	0	04/19/2022	\$	(718.35)	Posted		Frontier Communications of Company
Check	172811	0	04/19/2022	\$	(592.05)	Posted		Southern Connecticut Gas
Check	172803	0	04/19/2022	\$	(501.01)	Posted		Regional Water Authority
Check	172812	0	04/19/2022	\$	(487.68)	Posted		Southern Connecticut Gas
Check	172781	0	04/19/2022	\$	(474.00)	Posted		La Quinta Inn & Suites
Check	172808	0	04/19/2022	\$	(449.17)	Posted		Regional Water Authority
Check	172828	0	04/19/2022	\$	(361.48)	Posted		United Illuminating
Check	172788	0	04/19/2022	\$	(299.15)	Posted		Frontier Communications of Company
Check	172795	0	04/19/2022	\$	(291.80)	Posted		Frontier Communications of Company
Check	172787	0	04/19/2022	\$	(213.91)	Posted		Frontier Communications of Company
Check	172825	0	04/19/2022	\$	(199.27)	Posted		United Illuminating
Check	172819	0	04/19/2022	\$	(182.39)	Posted		United Illuminating
Check	172786	0	04/19/2022	\$	(181.33)	Posted		Frontier Communications of Company
Check	172831	0	04/19/2022	\$	(156.27)	Posted		United Illuminating
Check	172784	0	04/19/2022	\$	(153.65)	Posted		Federal Express Corp.
Check	172782	0	04/19/2022	\$	(150.00)	Posted		Willie Lee Lawrence
Check	172802	0	04/19/2022	\$	(128.48)	Posted		Regional Water Authority
Check	172823	0	04/19/2022	\$	(119.21)	Posted		United Illuminating
Check	172790	0	04/19/2022	\$	(105.97)	Posted		Frontier Communications of Company
Check	172798	0	04/19/2022	\$	(105.97)	Posted		Frontier Communications of Company
Check	172797	0	04/19/2022	\$	(105.97)	Posted		Frontier Communications of Company
Check	172794	0	04/19/2022	\$	(105.97)	Posted		Frontier Communications of Company
Check	172830	0	04/19/2022	\$	(104.60)	Posted		United Illuminating
Check	172820	0	04/19/2022	\$	(95.06)	Posted		United Illuminating
Check	172789	0	04/19/2022	\$	(94.78)	Posted		Frontier Communications of Company
Check	172818	0	04/19/2022	\$	(92.18)	Posted		United Illuminating
Check	172817	0	04/19/2022	\$	(81.08)	Posted		United Illuminating
Check	172826	0	04/19/2022	\$	(80.38)	Posted		United Illuminating
Check	172792	0	04/19/2022	\$	(75.03)	Posted		Frontier Communications of Company
Check	172816	0	04/19/2022	\$	(73.32)	Posted		United Illuminating
Check	172796	0	04/19/2022	\$	(66.01)	Posted		Frontier Communications of Company
Check	172793	0	04/19/2022	\$	(66.01)	Posted		Frontier Communications of Company
Check	172791	0	04/19/2022	\$	(66.01)	Posted		Frontier Communications of Company
Check	172829	0	04/19/2022	\$	(59.41)	Posted		United Illuminating
Check	172827	0	04/19/2022	\$	(54.45)	Posted		United Illuminating
Check	172822	0	04/19/2022	\$	(46.46)	Posted		United Illuminating
Check	172824	0	04/19/2022	\$	(44.10)	Posted		United Illuminating
Check	172821	0	04/19/2022	\$	(43.36)	Posted		United Illuminating

Check	172815	0	04/19/2022	\$ (27.31)	Posted		United Illuminating
Check	172813	0	04/19/2022	\$ (12.84)	Posted		United Illuminating
DD	0	26978	04/20/2022	\$ (52,987.88)	Posted		360 Management Group. Co.
DD	0	26979	04/20/2022	\$ (16,645.36)	Posted		360 Management Group. Co.
Check	172872	0	04/20/2022	\$ (3,911.70)	Posted		Laz Parking
Check	172861	0	04/20/2022	\$ (2,508.80)	Posted		Afscme Local 713/afscme Council 4
Check	172836	0	04/20/2022	\$ (2,416.73)	Posted		Standard Insurance Company.
Check	172835	0	04/20/2022	\$ (1,426.25)	Posted		Southern Connecticut Gas
Check	172875	0	04/20/2022	\$ (1,388.03)	Posted		United Illuminating
Check	172881	0	04/20/2022	\$ (1,090.00)	Posted		New Haven Village Suites
Check	172878	0	04/20/2022	\$ (1,090.00)	Posted		New Haven Village Suites
Check	172882	0	04/20/2022	\$ (981.00)	Posted		New Haven Village Suites
Check	172883	0	04/20/2022	\$ (872.00)	Posted		New Haven Village Suites
Check	172873	0	04/20/2022	\$ (569.32)	Posted		Metropolitan Life Insurance Company USA
Check	172879	0	04/20/2022	\$ (545.00)	Posted		New Haven Village Suites
Check	172841	0	04/20/2022	\$ (492.00)	Posted		Online Information Services, Inc
Check	172876	0	04/20/2022	\$ (404.94)	Posted		United Illuminating
Check	172867	0	04/20/2022	\$ (338.37)	Posted		Comcast Cable
Check	172871	0	04/20/2022	\$ (293.35)	Posted		Comcast Cable
Check	172868	0	04/20/2022	\$ (293.35)	Posted		Comcast Cable
Check	172866	0	04/20/2022	\$ (293.35)	Posted		Comcast Cable
Check	172864	0	04/20/2022	\$ (293.35)	Posted		Comcast Cable
Check	172838	0	04/20/2022	\$ (250.00)	Posted		B/G Connecticut 1, LLC
Check	172869	0	04/20/2022	\$ (237.82)	Posted		Comcast Cable
Check	172870	0	04/20/2022	\$ (193.35)	Posted		Comcast Cable
Check	172865	0	04/20/2022	\$ (193.35)	Posted		Comcast Cable
Check	172863	0	04/20/2022	\$ (193.35)	Posted		Comcast Cable
Check	172862	0	04/20/2022	\$ (184.00)	Posted		Afscme Local 818
Check	172834	0	04/20/2022	\$ (150.48)	Posted		Southern Connecticut Gas
Check	172840	0	04/20/2022	\$ (124.00)	Posted		Online Information Services, Inc
Check	172854	0	04/20/2022	\$ (75.00)	Posted		Mike Diaz
Check	172837	0	04/20/2022	\$ (64.53)	Posted		United Illuminating
DD	0	26976	04/20/2022	\$ (48.00)	Posted		AFSCME PEOPLE Committee
Check	172852	0	04/20/2022	\$ (25.00)	Posted		Juan Burgos
Check	172849	0	04/20/2022	\$ (25.00)	Posted		Gail Love Hudson
Check	172857	0	04/20/2022	\$ (25.00)	Posted		Saurel Dugerre
Check	172842	0	04/20/2022	\$ (25.00)	Posted		Alicia Sheree Anderson
Check	172850	0	04/20/2022	\$ (25.00)	Posted		James Lee
Check	172851	0	04/20/2022	\$ (25.00)	Posted		Josephine Falcon
Check	172858	0	04/20/2022	\$ (25.00)	Posted		Shirely Grice
Check	172856	0	04/20/2022	\$ (25.00)	Posted		Rudolph Thompson
Check	172860	0	04/20/2022	\$ (25.00)	Posted		Ada Hobby
Check	172877	0	04/20/2022	\$ (25.00)	Posted		James Lee
DD	0	26977	04/20/2022	\$ (8.00)	Posted		AFSCME PEOPLE Committee
Check	172839	0	04/20/2022	\$ (6.21)	Posted		Federal Express Corp.
Check	172859	0	04/20/2022	\$ -	Posted	04/27/2022	Sylvester Jones
Check	172848	0	04/20/2022	\$ -	Posted	04/20/2022	Best Western Executive Hotel
Check	172847	0	04/20/2022	\$ -	Posted	04/20/2022	Best Western Executive Hotel
Check	172846	0	04/20/2022	\$ -	Posted	04/20/2022	Best Western Executive Hotel
Check	172845	0	04/20/2022	\$ -	Posted	04/20/2022	Best Western Executive Hotel
Check	172844	0	04/20/2022	\$ -	Posted	04/20/2022	Best Western Executive Hotel
Check	172843	0	04/20/2022	\$ -	Posted	04/20/2022	Best Western Executive Hotel
DD	0	26975	04/20/2022	\$ -	Posted	04/20/2022	Ada Hobby
Check	172855	0	04/20/2022	\$ -	Posted	04/27/2022	Randy Herring
Check	172853	0	04/20/2022	\$ -	Posted	04/28/2022	Mariano Torres-Millan
Check	172874	0	04/20/2022	\$ -	Posted	04/20/2022	United Illuminating
Check	172880	0	04/20/2022	\$ -	Posted	04/28/2022	New Haven Village Suites
Check	172884	0	04/20/2022	\$ -	Posted	05/04/2022	Randy Herring
Check	172886	0	04/21/2022	\$ (206,092.88)	Posted		Anthem Blue Cross/Blue Shield
Check	172895	0	04/21/2022	\$ (144,877.00)	Posted		Cirma
Check	172885	0	04/21/2022	\$ (11,661.68)	Posted		Anthem Blue Cross/Blue Shield
Check	172893	0	04/21/2022	\$ (9,530.80)	Posted		Standard Insurance Company.
Check	172892	0	04/21/2022	\$ (3,600.00)	Posted		Quadient Finance USA, INC
Check	172894	0	04/21/2022	\$ (1,178.25)	Posted		A Royal Flush, Inc
Check	172890	0	04/21/2022	\$ (100.00)	Posted		Massmutual Va.
Check	172889	0	04/21/2022	\$ (100.00)	Posted		Massmutual Va.
Check	172888	0	04/21/2022	\$ (62.28)	Posted		Corporate Mailing Services LLC
Check	172887	0	04/21/2022	\$ (58.14)	Posted		Corporate Mailing Services LLC
Check	172891	0	04/21/2022	\$ -	Posted	04/29/2022	Postmaster
Check	172901	0	04/22/2022	\$ (981.00)	Posted		New Haven Village Suites

Check	172896	0	04/22/2022	\$	(553.00)	Posted		La Quinta Inn & Suites
Check	172902	0	04/22/2022	\$	(237.00)	Posted		La Quinta Inn & Suites
Check	172897	0	04/22/2022	\$	(175.00)	Posted		Vanessa Elias
Check	172899	0	04/22/2022	\$	(75.00)	Posted		Willie Lee Lawrence
Check	172903	0	04/22/2022	\$	(25.00)	Posted		Latreviette M Daniels
Check	172898	0	04/22/2022	\$	-	Posted	04/22/2022	Latreviette M Daniels
Check	172900	0	04/22/2022	\$	-	Posted	04/22/2022	La Quinta Inn & Suites
Check	172941	0	04/25/2022	\$	(54,477.82)	Posted		City of New Haven
Check	172982	0	04/25/2022	\$	(28,007.80)	Posted		United Illuminating
Check	172942	0	04/25/2022	\$	(27,238.91)	Posted		City of New Haven
Check	172907	0	04/25/2022	\$	(24,612.20)	Posted		Cobblestone System Corp
Check	172981	0	04/25/2022	\$	(17,683.96)	Posted		United Illuminating
Check	172923	0	04/25/2022	\$	(16,011.25)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172924	0	04/25/2022	\$	(14,238.00)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172952	0	04/25/2022	\$	(11,750.00)	Posted		Marcum LLP
Check	172953	0	04/25/2022	\$	(8,972.02)	Posted		Regional Water Authority
Check	172932	0	04/25/2022	\$	(8,286.80)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172920	0	04/25/2022	\$	(7,691.00)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172937	0	04/25/2022	\$	(7,192.39)	Posted		United Illuminating
Check	172928	0	04/25/2022	\$	(7,186.29)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172915	0	04/25/2022	\$	(6,649.18)	Posted		Regional Water Authority
Check	172984	0	04/25/2022	\$	(5,014.41)	Posted		United Illuminating
Check	172983	0	04/25/2022	\$	(4,992.09)	Posted		United Illuminating
DD	0	26989	04/25/2022	\$	(4,850.56)	Posted		Reitman Personnel Services, Inc.
Check	172919	0	04/25/2022	\$	(4,646.00)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172980	0	04/25/2022	\$	(3,945.62)	Posted		United Illuminating
Check	172979	0	04/25/2022	\$	(3,232.59)	Posted		United Illuminating
DD	0	26987	04/25/2022	\$	(3,199.70)	Posted		Kone Inc.
DD	0	26980	04/25/2022	\$	(3,060.50)	Posted		Berchem Moses PC
Check	172958	0	04/25/2022	\$	(2,884.60)	Posted		Southern Connecticut Gas
Check	172938	0	04/25/2022	\$	(2,772.11)	Posted		Verizon Wireless
Check	172971	0	04/25/2022	\$	(2,521.28)	Posted		United Illuminating
Check	172940	0	04/25/2022	\$	(2,309.61)	Posted		Advance Security Integration LLC dba Security 101
DD	0	26986	04/25/2022	\$	(2,221.00)	Posted		Jana Douglas
Check	172921	0	04/25/2022	\$	(1,981.00)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172930	0	04/25/2022	\$	(1,966.66)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172962	0	04/25/2022	\$	(1,735.17)	Posted		Southern Connecticut Gas
Check	172908	0	04/25/2022	\$	(1,692.84)	Posted		HD Supply Facilities Maintenance, Ltd
Check	172973	0	04/25/2022	\$	(1,677.20)	Posted		United Illuminating
Check	172918	0	04/25/2022	\$	(1,666.89)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172926	0	04/25/2022	\$	(1,637.44)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
DD	0	26984	04/25/2022	\$	(1,600.00)	Posted		Ideal Printing Co. Inc
Check	172914	0	04/25/2022	\$	(1,587.73)	Posted		Regional Water Authority
Check	172931	0	04/25/2022	\$	(1,499.89)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172929	0	04/25/2022	\$	(1,348.66)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172906	0	04/25/2022	\$	(1,254.20)	Posted		Autoscribe Corporation
Check	172925	0	04/25/2022	\$	(1,140.15)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172959	0	04/25/2022	\$	(1,056.41)	Posted		Southern Connecticut Gas
Check	172913	0	04/25/2022	\$	(938.75)	Posted		Regional Water Authority
Check	172911	0	04/25/2022	\$	(918.97)	Posted		Regional Water Authority
Check	172963	0	04/25/2022	\$	(884.61)	Posted		Southern Connecticut Gas
Check	172960	0	04/25/2022	\$	(846.65)	Posted		Southern Connecticut Gas
Check	172934	0	04/25/2022	\$	(840.65)	Posted		United Illuminating
Check	172964	0	04/25/2022	\$	(763.19)	Posted		Southern Connecticut Gas
Check	172916	0	04/25/2022	\$	(752.69)	Posted		Regional Water Authority
Check	172936	0	04/25/2022	\$	(752.27)	Posted		United Illuminating
Check	172976	0	04/25/2022	\$	(719.02)	Posted		United Illuminating
Check	172909	0	04/25/2022	\$	(630.00)	Posted		New Haven Parking Authority
Check	172977	0	04/25/2022	\$	(628.00)	Posted		W. B. Mason Company Inc
Check	172922	0	04/25/2022	\$	(588.00)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172974	0	04/25/2022	\$	(531.65)	Posted		United Illuminating
DD	0	26983	04/25/2022	\$	(492.50)	Posted		Home Services & More, LLC
Check	172933	0	04/25/2022	\$	(475.26)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172966	0	04/25/2022	\$	(462.16)	Posted		The ADT Security Corporation
Check	172948	0	04/25/2022	\$	(413.94)	Posted		Comcast Cable
DD	0	26982	04/25/2022	\$	(400.90)	Posted		Crumbie Law Group, LLC
Check	172968	0	04/25/2022	\$	(387.81)	Posted		United Illuminating
Check	172912	0	04/25/2022	\$	(386.82)	Posted		Regional Water Authority
Check	172972	0	04/25/2022	\$	(332.41)	Posted		United Illuminating
Check	172967	0	04/25/2022	\$	(330.28)	Posted		United Illuminating

Check	172939	0	04/25/2022	\$	(300.00)	Posted		Ace Van & Storage, Inc.
Check	172943	0	04/25/2022	\$	(294.85)	Posted		Comcast Cable
Check	172944	0	04/25/2022	\$	(294.85)	Posted		Comcast Cable
Check	172965	0	04/25/2022	\$	(280.91)	Posted		Southern Connecticut Gas
Check	172961	0	04/25/2022	\$	(273.09)	Posted		Southern Connecticut Gas
Check	172970	0	04/25/2022	\$	(269.54)	Posted		United Illuminating
Check	172949	0	04/25/2022	\$	(263.22)	Posted		Frontier Communications of Company
Check	172951	0	04/25/2022	\$	(223.43)	Posted		Frontier Communications of Company
DD	0	26988	04/25/2022	\$	(209.95)	Posted		New Horizon Communications Corp
Check	172978	0	04/25/2022	\$	(198.00)	Posted		Yale New Haven Hospital
Check	172945	0	04/25/2022	\$	(196.22)	Posted		Comcast Cable
Check	172946	0	04/25/2022	\$	(196.22)	Posted		Comcast Cable
Check	172947	0	04/25/2022	\$	(193.35)	Posted		Comcast Cable
Check	172910	0	04/25/2022	\$	(180.95)	Posted		Positive Promotions
Check	172956	0	04/25/2022	\$	(175.73)	Posted		Southern Connecticut Gas
Check	172950	0	04/25/2022	\$	(153.99)	Posted		Frontier Communications of Company
Check	172917	0	04/25/2022	\$	(149.00)	Posted		Skillpath Seminars
Check	172957	0	04/25/2022	\$	(135.36)	Posted		Southern Connecticut Gas
Check	172935	0	04/25/2022	\$	(132.56)	Posted		United Illuminating
DD	0	26985	04/25/2022	\$	(97.06)	Posted		Infoshred, LLC
Check	172954	0	04/25/2022	\$	(88.64)	Posted		Ringcentral, Inc.
Check	172969	0	04/25/2022	\$	(57.99)	Posted		United Illuminating
DD	0	26981	04/25/2022	\$	(29.00)	Posted		Cohen Key Shop
Check	172975	0	04/25/2022	\$	(22.40)	Posted		United Illuminating
Check	172927	0	04/25/2022	\$	(5.61)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	172955	0	04/25/2022	\$	(5.50)	Posted		Southern Connecticut Gas
Check	172905	0	04/25/2022	\$	-	Posted	04/25/2022	New Haven Village Suites
Check	172904	0	04/25/2022	\$	-	Posted	04/25/2022	Latrevette M Daniels
DD	0	27000	04/26/2022	\$	(109,538.57)	Posted		A. Prete Construction Company, Inc
Check	172986	0	04/26/2022	\$	(18,145.00)	Posted		Eagle Elevator Company, Inc.
DD	0	26998	04/26/2022	\$	(14,300.00)	Posted		Nan Mckay & Associates
DD	0	26991	04/26/2022	\$	(6,184.50)	Posted		Berchem Moses PC
Check	172988	0	04/26/2022	\$	(4,800.00)	Posted		Moore's Yard Care
Check	172995	0	04/26/2022	\$	(2,790.22)	Posted		W. B. Mason Company Inc
DD	0	26997	04/26/2022	\$	(2,544.00)	Posted		Pride Cleaning Pros, LLC
DD	0	26994	04/26/2022	\$	(2,423.45)	Posted		Home Services & More, LLC
Check	172996	0	04/26/2022	\$	(1,887.68)	Posted		City of Hartford Housing Authority
Check	172993	0	04/26/2022	\$	(1,843.57)	Posted		F.W. Webb Company
DD	0	26993	04/26/2022	\$	(1,732.50)	Posted		Gilson Software Solutions - PHA, LLC.
Check	172991	0	04/26/2022	\$	(1,558.00)	Posted		AM/PM Glass & Metal Fab., LLC
Check	172987	0	04/26/2022	\$	(1,260.00)	Posted		La Voz Hispana Newsprint
Check	172989	0	04/26/2022	\$	(1,200.00)	Posted		Penfield Communications
DD	0	26995	04/26/2022	\$	(1,200.00)	Posted		Moore's Yard Care
DD	0	26992	04/26/2022	\$	(660.00)	Posted		Crumbie Law Group, LLC
Check	172985	0	04/26/2022	\$	(546.40)	Posted		Crumbie Law Group, LLC
DD	0	26996	04/26/2022	\$	(400.72)	Posted		Porto's Tire Service
Check	172992	0	04/26/2022	\$	(251.25)	Posted		Aramark Refreshment Services
DD	0	26999	04/26/2022	\$	(189.66)	Posted		Stanley Convergent Security Solutions, INC.
Check	172997	0	04/26/2022	\$	(166.18)	Posted		De Lage Landen Financial Services, Inc
DD	0	26990	04/26/2022	\$	(160.00)	Posted		Holly A Bryk
Check	172990	0	04/26/2022	\$	(88.64)	Posted		Ringcentral, Inc
Check	172994	0	04/26/2022	\$	(22.00)	Posted		Torello Tire Inc.
DD	0	27004	04/27/2022	\$	(19,987.53)	Posted		Housing Authority of the City of New Haven
DD	0	27007	04/27/2022	\$	(5,279.88)	Posted		Reitman Personnel Services, Inc.
Check	172998	0	04/27/2022	\$	(5,000.00)	Posted		Fred V Leone
Check	173001	0	04/27/2022	\$	(4,784.63)	Posted		Regional Water Authority
Check	173036	0	04/27/2022	\$	(3,425.63)	Posted		Verizon Wireless
Check	173035	0	04/27/2022	\$	(2,893.48)	Posted		Verizon Wireless
Check	173003	0	04/27/2022	\$	(2,582.80)	Posted		Regional Water Authority
Check	173031	0	04/27/2022	\$	(2,012.24)	Posted		United Illuminating
Check	173030	0	04/27/2022	\$	(1,703.11)	Posted		United Illuminating
Check	173013	0	04/27/2022	\$	(1,681.11)	Posted		Southern Connecticut Gas
Check	173012	0	04/27/2022	\$	(1,641.05)	Posted		Regional Water Authority
Check	173004	0	04/27/2022	\$	(1,267.24)	Posted		Regional Water Authority
DD	0	27006	04/27/2022	\$	(1,119.04)	Posted		Northwest Interpreters, Inc.
Check	173034	0	04/27/2022	\$	(860.16)	Posted		United Illuminating
Check	173014	0	04/27/2022	\$	(819.29)	Posted		Southern Connecticut Gas
DD	0	27005	04/27/2022	\$	(810.00)	Posted		Housing Authority of the City of New Haven
Check	173019	0	04/27/2022	\$	(804.94)	Posted		Southern Connecticut Gas
Check	173024	0	04/27/2022	\$	(775.88)	Posted		United Illuminating

Check	173000	0	04/27/2022	\$	(764.75)	Posted	HD Supply Facilities Maintenance, Ltd
Check	173025	0	04/27/2022	\$	(750.95)	Posted	United Illuminating
Check	173011	0	04/27/2022	\$	(703.05)	Posted	Regional Water Authority
Check	173010	0	04/27/2022	\$	(689.57)	Posted	Regional Water Authority
Check	173006	0	04/27/2022	\$	(607.62)	Posted	Regional Water Authority
Check	173007	0	04/27/2022	\$	(600.02)	Posted	Regional Water Authority
Check	173017	0	04/27/2022	\$	(593.21)	Posted	Southern Connecticut Gas
Check	173026	0	04/27/2022	\$	(566.45)	Posted	United Illuminating
Check	173023	0	04/27/2022	\$	(550.11)	Posted	United Illuminating
DD	0	27003	04/27/2022	\$	(480.00)	Posted	Holly A Bryk
DD	0	27001	04/27/2022	\$	(474.50)	Posted	Berchem Moses PC
Check	173005	0	04/27/2022	\$	(430.67)	Posted	Regional Water Authority
Check	173021	0	04/27/2022	\$	(336.80)	Posted	Southern Connecticut Gas
Check	173032	0	04/27/2022	\$	(224.30)	Posted	United Illuminating
Check	173009	0	04/27/2022	\$	(221.83)	Posted	Regional Water Authority
Check	173018	0	04/27/2022	\$	(202.80)	Posted	Southern Connecticut Gas
Check	173008	0	04/27/2022	\$	(171.78)	Posted	Regional Water Authority
Check	173037	0	04/27/2022	\$	(147.96)	Posted	W.B. Mason Company Inc
Check	173002	0	04/27/2022	\$	(143.70)	Posted	Regional Water Authority
Check	173029	0	04/27/2022	\$	(126.04)	Posted	United Illuminating
Check	172999	0	04/27/2022	\$	(122.00)	Posted	New Haven Parking Authority
Check	173016	0	04/27/2022	\$	(97.61)	Posted	Southern Connecticut Gas
Check	173015	0	04/27/2022	\$	(83.89)	Posted	Southern Connecticut Gas
Check	173028	0	04/27/2022	\$	(50.59)	Posted	United Illuminating
Check	173022	0	04/27/2022	\$	(44.83)	Posted	United Illuminating
DD	0	27002	04/27/2022	\$	(40.00)	Posted	Holly A Bryk
Check	173038	0	04/27/2022	\$	(25.00)	Posted	Mariano Torres-Millan
Check	173027	0	04/27/2022	\$	(17.68)	Posted	United Illuminating
Check	173033	0	04/27/2022	\$	(16.98)	Posted	United Illuminating
Check	173020	0	04/27/2022	\$	(15.64)	Posted	Southern Connecticut Gas
DD	0	27010	04/28/2022	\$	(45,898.47)	Posted	The Computer Company Inc
Check	173039	0	04/28/2022	\$	(18,258.92)	Posted	Colonial Life & Accident Insurance
Check	173040	0	04/28/2022	\$	(14,679.30)	Posted	Colonial Life & Accident Insurance
DD	0	27009	04/28/2022	\$	(5,030.45)	Posted	Reitman Personnel Services, Inc.
Check	173055	0	04/28/2022	\$	(1,466.52)	Posted	Southern Connecticut Gas
Check	173052	0	04/28/2022	\$	(1,460.38)	Posted	Southern Connecticut Gas
Check	173058	0	04/28/2022	\$	(1,457.92)	Posted	Southern Connecticut Gas
Check	173060	0	04/28/2022	\$	(1,250.53)	Posted	Southern Connecticut Gas
Check	173051	0	04/28/2022	\$	(1,238.02)	Posted	Southern Connecticut Gas
Check	173047	0	04/28/2022	\$	(1,214.73)	Posted	Southern Connecticut Gas
Check	173049	0	04/28/2022	\$	(1,209.19)	Posted	Southern Connecticut Gas
Check	173050	0	04/28/2022	\$	(1,175.53)	Posted	Southern Connecticut Gas
Check	173044	0	04/28/2022	\$	(1,155.10)	Posted	Southern Connecticut Gas
Check	173062	0	04/28/2022	\$	(1,110.36)	Posted	Southern Connecticut Gas
Check	173048	0	04/28/2022	\$	(1,093.33)	Posted	Southern Connecticut Gas
Check	173042	0	04/28/2022	\$	(1,033.37)	Posted	Southern Connecticut Gas
Check	173045	0	04/28/2022	\$	(1,018.45)	Posted	Southern Connecticut Gas
Check	173063	0	04/28/2022	\$	(991.00)	Posted	Southern Connecticut Gas
Check	173046	0	04/28/2022	\$	(945.78)	Posted	Southern Connecticut Gas
Check	173064	0	04/28/2022	\$	(902.88)	Posted	Southern Connecticut Gas
Check	173061	0	04/28/2022	\$	(901.44)	Posted	Southern Connecticut Gas
Check	173059	0	04/28/2022	\$	(881.40)	Posted	Southern Connecticut Gas
Check	173057	0	04/28/2022	\$	(702.00)	Posted	Southern Connecticut Gas
Check	173056	0	04/28/2022	\$	(637.52)	Posted	Southern Connecticut Gas
Check	173043	0	04/28/2022	\$	(352.83)	Posted	Southern Connecticut Gas
Check	173054	0	04/28/2022	\$	(300.00)	Posted	Lucero Barragan
Check	173053	0	04/28/2022	\$	(154.38)	Posted	W.B. Mason Company Inc
Check	173041	0	04/28/2022	\$	(68.18)	Posted	Corporate Mailing Services LLC
DD	0	27008	04/28/2022	\$	(19.85)	Posted	Infoshred, LLC
Check	173065	0	04/29/2022	\$	(1,595.39)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	173067	0	04/29/2022	\$	(838.35)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	173066	0	04/29/2022	\$	(726.19)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	173068	0	04/29/2022	\$	(265.00)	Posted	Postmaster

Total Payments Issued

\$(2,439,115.68)

President's Report

To: ECC/HANH Board of Commissioners

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

Date: May 17, 2022

RE: President's May 2022 Report

I. Administrative

ECC/HANH is pleased to have been selected as a finalist in the National Civic League and Campaign for Grade-Level Reading All American City competition focused on public housing authorities' work in the space of education. Our application focused on our partnership with our families and other community partners to serve our young people throughout the pandemic. Finalists compete from July 19 to July 21st (virtually) at the All-America City Awards.

On April 27th our CED team sponsored a wonderful Volunteer Appreciation Luncheon featuring our community members who give so generously of their time for TRC, RAB, food bank and other activities. Held at 122 Wilmot Road, approximately 50 residents, including Commissioner Alberta Witherspoon, were honored with lunch, gifts, certificates and more. In addition, community partners from CAHS, LEAP and the City's Elderly Services Department were on hand with relevant information. Thank you to our CED team for all you do!

This month we bring to the Board for approval the Audited Financial Statements for FY2021. Thank you to the leadership of Jack Rafferty and former Sr. VP Rainbow Lin and the entire Finance team and all operational departments who support this effort, we again bring forward a "clean" audit.

Congratulations to ECC/HANH's Executive Vice President, Shenae Draughn, who was honored by the Greater New Haven NAACP with the Leadership Award at their annual Freedom Fund Dinner. It is quite fitting that the leadership that Shenae demonstrates everyday is recognized more broadly.

Planning is underway for our CT listening tour in collaboration with the Growing Together CT coalition as we focus on incentivizing equitable urban investment. Under the leadership of Open Communities Alliance, this grassroots effort is designed to hear from residents from cities throughout CT and shape a legislative ask for the 2023 Legislative Session.

We are eagerly awaiting the ribbon cutting for Mill River Crossing to be held on Tuesday May 31st at 10 am. All are welcome to celebrate this milestone achievement and to help welcome home our residents.

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

II. Finance-March 2022 YTD Financials

March 2022												
	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	644,905	1,008,861	363,957	-	12,438	12,438	-	-	-	644,905	1,021,299	376,395
70600 HUD REVENUE	52,731,908	46,018,947	(6,712,961)	109,976	160,351	50,375	-	-	-	52,841,884	46,179,298	(6,662,586)
70000 OTHER REVENUE	29,151	615,958	586,808	9,572,424	9,303,526	(268,898)	(4,668,943)	(4,720,195)	51,252	4,932,631	5,199,289	266,658
70000 TOTAL REVENUE	53,405,963	47,643,766	(5,762,197)	9,682,399	9,476,314	(206,085)	(4,668,943)	(4,720,195)	51,252	58,419,419	52,399,886	(6,019,534)
91000 OPERATING ADMINISTRATIVE	7,195,093	6,464,651	(730,442)	3,741,580	3,175,364	(566,216)	(4,668,943)	(4,720,195)	51,252	6,267,730	4,919,820	(1,347,910)
92500 TENANTS SERVICES	126,250	86,033	(40,217)	1,150,457	833,089	(317,367)	-	-	-	1,276,707	919,122	(357,584)
93000 UTILITIES	849,917	1,215,948	(366,032)	199,265	168,859	(30,405)	-	-	-	1,049,181	1,384,807	(335,626)
94000 MAINTENANCE	1,467,362	2,505,689	(1,038,327)	296,044	233,100	(62,944)	-	-	-	1,763,425	2,738,789	(975,364)
95000 PROTECTIVE SERVICES	73,503	85,287	(11,785)	12,710	7,674	(5,036)	-	-	-	86,212	92,961	(6,749)
96000 GENERAL EXPENSE	-	-	-	141,548	150,007	(8,459)	-	-	-	141,548	150,007	(8,459)
96100 INSURANCE PREMIUMS	331,288	469,554	(138,266)	1,918	-	1,918	-	-	-	333,205	469,554	(136,349)
96200 OTHER	929,477	816,037	113,439	-	-	-	-	-	-	929,477	816,037	113,439
96800 SEVERANCE EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-
96900 TOTAL OPERATING EXPENSES	10,972,908	11,643,200	(670,292)	5,543,519	4,568,093	975,426	(4,668,943)	(4,720,195)	51,252	11,847,484	11,491,097	356,387
97100 EXTRAORDINARY MAINTENANCE	57,843	41,314	16,529	7,186	14,828	(7,642)	-	-	-	65,029	56,141	8,887
97200 CASUALTY LOSSES - NON CAPITALIZED	-	22,196	(22,196)	-	-	-	-	-	-	-	22,196	(22,196)
97300 HAP EXPENSE	38,006,702	31,771,453	6,235,249	150,000	-	150,000	-	-	-	38,156,702	31,771,453	6,385,249
97400 DEPRECIATION EXPENSE	1,707,950	872,382	835,568	185,222	148,793	36,429	-	-	-	1,893,172	1,021,174	871,998
90000 OTHER EXPENSES	39,772,495	32,707,344	7,065,151	342,408	163,620	178,787	-	-	-	40,114,903	32,870,965	7,243,938
TOTAL EXPENSES	50,745,403	44,350,544	6,394,859	5,885,927	4,731,713	1,154,214	(4,668,943)	(4,720,195)	51,252	51,962,387	44,362,062	7,600,325
RAD/DEV - MTW Fund Expenditures	(1,375,000)	(980,148)	(394,852)	(3,332,934)	(1,265,638)	(2,067,296)	-	-	-	(4,707,934)	(2,245,786)	(2,462,148)
Investment in the financing of affordable housing Dev	-	-	-	-	-	-	-	-	-	-	-	-
Reserve for interest on N/R	-	-	-	(3,642,271)	(4,091,358)	449,088	-	-	-	(3,642,271)	(4,091,358)	449,088
10010 Operating Transfer In	1,104,508	727,681	376,827	3,332,934	1,265,638	2,067,296	-	-	-	4,437,442	1,993,318	2,444,124
10020 Operating Transfer Out	(4,437,442)	(1,993,318)	(2,444,124)	-	-	-	-	-	-	(4,437,442)	(1,993,318)	(2,444,124)
10000 EXCESS OF REVENUE OVER (UNDER) EXPENSES	(2,047,374)	1,047,437	(3,094,810)	154,202	653,243	(499,041)	-	-	-	(1,893,172)	1,700,680	(3,593,851)
ADJ FOR DEPRECIATION EXPENSE	1,707,950	872,382	835,568	185,222	148,793	36,429	-	-	-	1,893,172	1,021,174	871,998
350 SURPLUS / (DEFICIT)	(339,424)	1,919,818	(2,259,242)	339,424	802,036	(462,612)	-	-	-	0	2,721,854	(2,721,853)
February 2022												
	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	537,420	844,416	306,996	-	12,438	12,438	-	-	-	537,420	856,854	319,434
70600 HUD REVENUE	43,943,257	38,807,644	(5,135,613)	91,646	137,780	46,134	-	-	-	44,034,903	38,945,424	(5,089,479)
70000 OTHER REVENUE	24,292	455,442	431,150	7,977,020	7,777,051	(199,968)	(3,890,786)	(3,955,864)	65,078	4,110,526	4,276,629	166,103
70000 TOTAL REVENUE	44,504,970	40,107,502	(4,397,468)	8,068,666	7,927,270	(141,396)	(3,890,786)	(3,955,864)	65,078	48,682,850	44,078,907	(4,603,942)
91000 OPERATING ADMINISTRATIVE	5,995,911	5,435,214	(560,697)	3,117,983	2,592,391	(525,593)	(3,890,786)	(3,955,864)	65,078	5,223,109	4,071,740	(1,151,368)
92500 TENANTS SERVICES	105,208	81,246	(23,963)	958,714	623,354	(335,359)	-	-	-	1,063,922	704,600	(359,322)
93000 UTILITIES	708,264	921,192	(212,928)	166,054	124,575	(41,479)	-	-	-	874,318	1,045,766	(171,449)
94000 MAINTENANCE	1,222,818	1,984,815	(761,997)	246,703	184,019	(62,684)	-	-	-	1,469,521	2,168,834	(699,313)
95000 PROTECTIVE SERVICES	61,252	66,945	(5,693)	10,591	4,864	(5,727)	-	-	-	71,843	71,809	34
96000 GENERAL EXPENSE	-	-	-	117,956	123,939	(5,983)	-	-	-	117,956	123,939	(5,983)
96100 INSURANCE PREMIUMS	276,073	393,017	(116,944)	1,598	-	1,598	-	-	-	277,671	393,017	(115,346)
96200 OTHER	774,564	683,905	90,658	-	-	-	-	-	-	774,564	683,905	90,658
96800 SEVERANCE EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-
96900 TOTAL OPERATING EXPENSES	9,144,090	9,566,335	(422,245)	4,619,599	3,653,141	966,458	(3,890,786)	(3,955,864)	65,078	9,872,903	9,263,612	609,292
97100 EXTRAORDINARY MAINTENANCE	48,203	40,611	7,592	9,988	14,828	(8,840)	-	-	-	54,190	55,438	(1,248)
97200 CASUALTY LOSSES - NON CAPITALIZED	-	-	-	-	-	-	-	-	-	-	-	-
97300 HAP EXPENSE	31,672,252	26,382,911	5,289,341	125,000	2,324	122,676	-	-	-	31,797,252	26,385,235	5,412,017
97400 DEPRECIATION EXPENSE	1,423,292	725,711	697,581	154,352	125,268	29,084	-	-	-	1,577,643	850,978	726,665
90000 OTHER EXPENSES	33,143,746	27,149,232	5,994,514	285,340	142,420	142,920	-	-	-	33,429,086	27,291,652	6,137,434
TOTAL EXPENSES	42,287,836	36,715,567	5,572,269	4,904,939	3,795,561	1,109,378	(3,890,786)	(3,955,864)	65,078	43,301,989	36,555,264	6,746,725
RAD/DEV - MTW Fund Expenditures	(1,145,833)	(978,253)	(167,581)	(2,777,445)	(1,129,448)	(1,647,997)	-	-	-	(3,923,278)	(2,107,701)	(1,815,577)
Investment in the financing of affordable housing Dev	-	-	-	-	-	-	-	-	-	-	-	-
Reserve for interest on N/R	-	-	-	(3,035,225)	(3,411,551)	376,325	-	-	-	(3,035,225)	(3,411,551)	376,325
10010 Operating Transfer In	920,423	647,270	273,153	2,777,445	1,129,448	1,647,997	-	-	-	3,697,868	1,776,718	1,921,150
10020 Operating Transfer Out	(3,697,868)	(1,776,718)	(1,921,150)	-	-	-	-	-	-	(3,697,868)	(1,776,718)	(1,921,150)
10000 EXCESS OF REVENUE OVER (UNDER) EXPENSES	(1,706,145)	1,284,234	(2,990,379)	128,502	720,168	(591,666)	-	-	-	(1,577,643)	2,004,392	(3,582,035)
ADJ FOR DEPRECIATION EXPENSE	1,423,292	725,711	697,581	154,352	125,268	29,084	-	-	-	1,577,643	850,978	726,665
350 SURPLUS / (DEFICIT)	(282,853)	2,009,944	(2,292,797)	282,853	845,426	(562,573)	-	-	-	0	2,855,370	(2,855,370)

III. Operations

A. Vacancy Rate

HANH's current occupancy rate for the month for April 2022 is 94%. 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 April 2022 is 53.41%. 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

	CY 2021	CY 2022	Variance
January	75.69%	65.57%	-10.12
February	76.19%	65.59%	-10.6
March	80.67%	63.10%	-17.57
April	83.27%	53.41%	-29.86%
May	82.07%		
June	73.96%		
July	75.22%		
August	68.87%		
September	72.80%		
October	71.75%		
November	70.47%		
December	62.56%		
Average	78.07%	61.91%	

Community and Economic Development (CED) Monthly Report

In recognition of National Volunteer Month, the CED department acknowledged ECC/HANH resident volunteers to recognizing the importance of volunteering and honoring the significant contributions they make.

The event honored **45 resident volunteers** who generously donate their time to worthy causes at our developments, including the Food Bank, Tenant Resident Council, Resident Advisory Board and Community Outreach.

CARES Program Highlights

- 3 graduates
 - 1 purchased home
 - 2 will staying in unit while seeking homes to purchase

CARES Resident Highlights

C. O: Works full time for Mary Wade and recently promoted. Adult daughter works as a full-time teacher's assistance in New Britain Early Childhood/special needs program and works PT (weekends as a C.N.A). Ms. O and her daughter were pre-approved for a mortgage loan; however has put in many offers and all were outbid so she has decided to wait for the market to shift. Ms. O is scheduled to graduate with her GED in June 2022. She is excited to be able to graduate with her GED as this was something she struggled with for many years to accomplish. She is utilizing the online schooling in Spanish with NH Adult Education program. She will continue to live in her current unit pay fair rental until she finds a home for her and family. She saved with her daughter a total of \$ 13,000.00. REEF Account: \$ 8,184.00.

T. S: Works FT as a paraprofessional for ACES. She also works PT for Family Cares center as a C.N.A. Her end goal is to purchase a home in down south and has decided to stay in her unit at this time. She has a personal savings of \$5,200 and her credit score is currently at 620. She has taken the NHS 8 hr homebuyer seminar and participated in several ECC/HANH workshops. REEF account: \$12,802.00

D. P: Works full time at Yale Hospital and PT at Walmart. Ms. P closed on her home in Waterbury on April 8th. During her time in the CARES program she was able to save close to \$9,000 and increase her credit score. She also participated in several ECC/HANH workshops and the NHS 8-hr homebuyer seminar.

FSS Highlights

FSS Program Highlights

ECC partnered with CAHS to host a community Pop-Up Event with **45** families in attendance. Event provided free on-site tax return services and CED was on hand to discuss resources, programs and services offered by ECC/HANH

Of the residents who had their taxes done on site

- Total refund amount: \$14,145
- Total saved in tax prep fees: \$3,600
- Total Earned Income Credit calculated: \$716
- Total Child Tax Credit calculated: \$1,500

- Total of 11 new families signed contracts and enrolled in the FSS programs

FSS Resident Highlights:

- **J. S** – Liberty Bank has pre-qualified him for a loan of 245k at a 5% interest rate instead of 264k @ 2.85% and he is currently shopping for a home to buy.
- **W. M** – She receives SSI and has worked on maintaining suitable employment since 2020 as an independent contractor. She has managed to save 5k to date as she wishes to pursue homeownership.
- **T. P** – She has been working hard on repairing her credit and reports her credit score has increased by 45 points from 517 to 562.
- **A. S**– She has been given the green light to move forward with communicating with a lender and pursue her homeownership goal. She meets the employment goal and her annual gross wages are \$36,142, she has saved over \$4,800 and has a credit score of 738. She has communicated w/ Polly of Liberty Bank and is currently working w/ a Sales Associate from William Raveis.
- **A. M** – She has been given the green light to move forward with communicating with a lender and pursue her homeownership goal. She meets the employment goal and she has saved over \$4,700 and has a credit score of 702. She has communicated Liberty Bank and has been advised that she would pre-qualify for 145K. An anticipated HAP estimate will be prepared to send to Polly Curtin w/ anticipated HAP figures which may possibly assist Amanda with increasing the pre-qualification amount. She has been advised to request an extension to her CARES contract which expires 8/31/22.
- **K. A** – Resident has secured full-time employment as a LPN after having passed her board certification successfully. She is now working towards meeting the employment compliance criteria of working on a full-time basis for 12 consecutive months so that she can move forward with her homeownership goal. She has saved \$4,572 to date.

ECC Believes Highlights

- Hosted a Career Prep workshop offered to our youth residents to get in gear for summer employment. During this workshop, youth participated in three different activities including The Human Knot, Dreams and Brand Evaluation. Skills were developed in teamwork, working in diverse environments, The focus of the event included displaying professionalism, interpersonal communication, work ethic, Integrity, responsibility, & accountability, problem solving & critical thinking and time management . As a result of this workshop, students will be able to identify and demonstrate key employability skills desired by employers.

- Participated in the New Haven Public Schools career fair where we outreached in an effort to recruit our Teacher in Residence position. We were successful and met several potential candidates who will plan to attend our info session in May.
- Sponsored 10 ECC/HANH youth to join the Pop Smith Little League and celebrated with families on their Opening Day.
- Submitted a total of 22 applications for the City of New Haven Youth at Work Program.

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. Scheduling/testing has begun with CO & smoke detectors (HUD stated priority), Radon testing and mitigation. Mold will be addressed in conjunction with Lead abatement projects as well as separately. Planning for the Vermin (Bedbugs, rodents and cockroaches) portion of the grant has begun.

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, with a \$1,000,000 cap. The identified properties were 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.
 - 1st Solicitation: 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.
 - 2nd Solicitation: 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 nonresponsive.

- 3rd Approach: P&M repackaged the work in 9 smaller solicitation packages in order to obtain better responses. P&M met with our Procurement Director and the HUD Lead team in Washington, and they are in agreement with this approach.
- Interim Controls: 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 had to restrict 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, or we will perform the full abatement.
- Groups 1 & 2 contracts for Scattered Sites West properties, awarded. Group 1 construction completed, and in closeout, and Group 2 is substantially complete.
- Group 3 solicited 2 times. Contract awarded; Bid protest, contract pulled; Contract extended after protest resolved. Notice to proceed September 1, 2021. Base abatement work completed; contract extended to accommodate long lead times on special order materials, and is substantially complete..
- Group 4 and Group 5, insufficient competition for award; Re-solicited as part of the HUD Grant 2020 redesign.
- Group 6, McConaughy, will be reworked for Interim Control Measures. Abatement will be conducted in conjunction with the Glendower Re-Development project.
- Groups 7 was put out for quotes, February 2021 and did not receive responsive quotes, then was resolicited as part of the HUD Grant 2020 redesign.
- Group 9, Essex, Contract awarded; work complete and closed out.
- Group 8 was included in the HUD Grant 2020 redesign.
- Given the new funding through HUD Lead Grant 2020, Planning & Modernization is reworking the abatement design in the above mentioned Lead properties to include in some locations removal of the lead instead of encapsulation, which will be the difference between Lead Safe and Lead Free in many units. This grant will also fund the re-siding of all but seven of the Scattered Site East and West Lead properties. We are very fortunate to have the funding to make our Scattered Sites homes even safer.
- 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 were 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. We are dividing the new design groupings into three (3) small and one (1) larger group, again, to attract smaller potentially MBE/WBE or Section 3 businesses, and will hold another informational session.

HUD Lead Grant 2020

- P&M responded to a NOFA for an additional **\$3,700,000** (Cap of \$4M) 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 or encapsulation 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. Quarterly update submitted to HUD 2/10/2022. There are four (4) groupings planned which include all the remaining Lead units not in receipt of a CHAP for RAD conversion:
 - Group A: 1 property, requiring coordination with SHPO (historic preservation)
 - Group B: 3 properties of high priority on the Amalgamated prioritization chart
 - Group C: 4 properties of high priority on the Amalgamated prioritization chart
 - Group D: All remaining properties of lesser priority on the Amalgamated prioritization chart. These properties include Single Family, 2-Family, and 3-Family Homes in the Scattered Site East and Scattered Site West AMPS.

Timing: Groups B and C will be out to bid in May, followed by Group A, end of June.

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 with environmental testing. Final payment and closed out; Reimbursement to the tenants for oil in existing tanks has been completed.
- **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 extended to March 31, 2022 to accommodate the Fire Department Fire Watch schedule. PH 2, was re-bid, again for the Fire Panel and addressable fire alarm system and Life Health and Safety Upgrades. Resolution was brought to the Board of Commissioners, in April, now pending finalization of contract through procurement.

- **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. 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, Laundry room and corridors is completed. The Lobby and ADA entry are proceeding. A contract for Phase 2, for resident interior improvements was awarded, and preconstruction surveys completed. 10-unit bathrooms will be replaced and miscellaneous other life health and safety improvements throughout the majority of the residential units. Work began on the 8th and 7th floors in February, 2022, and has progressed through the 4th floor. Additional life health and safety items have been identified and are being addressed concurrently.
- **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 were brought to the BOC. Substantial completion was reached 5/19/2021, with only minor punch list 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 was selected and approved by the BOC, June 2021. All site inspections for the original scope have been completed. Draft reports have been reviewed and finalized. These include individual Replacement Reserves for each of the Scattered Site properties, which is a new and more practical approach.

Resident youth was 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 could 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 100% completed. Re-insulation, 100% complete. Site fencing installation is proceeding for June, 2022, completion.
- **Essex Envelope and Bathroom and Flooring Upgrades:** This project will replace Roofs, Siding, Windows, Gutters and downspouts, provide code required AC sleeves, replace all bathrooms, and some flooring which is 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. Construction on site will begin end of August, when all long lead-time materials are on site.
- **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 was contacted, and monies will be available for a portion of the repairs. Construction is complete, including change order work completed due to Fire Marshal request, and damage subsequent to design. Pending City sign off.
- **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 quotes solicited, with only 1 quote significantly above the independent cost estimate, and therefore, not accepted. Quotes were solicited for the shoring between Buildings 1&2 and a contract has been awarded. As of 3/7/2022, the shoring in the warehouse area has been completed. The Building is in use.
- **McQueeney Plaza Repair & Upgrades:** A reworking of the plaza at 360 Orange Street has expanded the brick plaza emphasizing and enhancing the

entry to the 360 Management client office. In-house design; construction completed and project closed out.

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.
 - Closeout process ongoing. Waiting on Environmental closeout reports, draft cost cert. and updated O&M Manuals with survey.
- **Farnam Courts Phase II 9%**
 - Successfully closed on December 17, 2020
 - Notice to proceed issued to begin vertical and demolition work on December 18, 2020.
 - Demolition of former Farnam buildings completed.
 - Phase 2b construction is ongoing and on schedule for 100% substantial completion in May 2022.
 - 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.
- **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.
 - Submitted a 9% LIHTC application for on-site Phase 1 on January 12, 2022.
 - Anticipated closing in 3rd 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**
 - Submitted financing template to the Resource desk on November 2, 2021
 - HUD concept call completed on October 7, 2021.
 - Closing anticipated to be the August 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
 - Conversion to permanent financing anticipated to be completed by June 1, 2022.
 - **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.
- Glendower is working on adding elevator code upgrades to Fairmont scope.

- **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 4th 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 4th quarter of 2022.

- **Scattered Sites**

- Scattered site is multifamily redevelopment which includes 88 units located in various part of the city. The developments are: 23 Chamberlain Street, 54 Kingswood Drive, 63 Fulton Street, 425 Eastern Street, 437 Easter Street, 1361 Quinnipiac Ave, 1368 Quinnipiac Ave, 1370 Quinnipiac Ave, 1376 Quinnipiac Ave, 1378 Quinnipiac Ave, 1381 Quinnipiac Ave, and 1435 Quinnipiac Ave.
- Submitted a 9% LIHTC application on January 12, 2022.
- Anticipated closing in 3rd quarter of 2023.

MEMORANDUM

TO: Board of Commissioners

DATE: May 17, 2022

FROM: Karen DuBois-Walton, President

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

ACTION: Recommend that the Board of Commissioners pass Resolution #05-12/22-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 \$16,032.27 balance for 7 vacated tenants from the 2nd Quarter FY 2022, a period ending 03/31/2022. 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
Housing Authority of The City of New Haven
RESOLUTION #05-12/22-R

**RESOLUTION AUTHORIZING THE WRITE-OFF OF FORMER TENANT ACCOUNTS
RECEIVABLE (TAR) FOR THE LOW-INCOME PUBLIC HOUSING (LIPH)
PROGRAM FOR THE PERIOD ENDING 03/31/2022 IN THE AMOUNT OF \$16,032.27**

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 \$16,032.27 balance for 7 vacated tenants through March 31, 2022; 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:

1. The write-off for financial reporting purposes of all former tenant's accounts receivable balances accrued through March 31, 2022 for LIPH program in the amount of \$16,032.27 is hereby authorized.
2. The President be and is hereby authorized, empowered, and directed to take any and all such action ancillary, related and/or necessary action to fulfill the foregoing purposes and the purposes of this resolution.
3. This 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, on May 17, 2022.

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

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

Rolan Joni Young, Esq.
A Senior Partner

**Housing Authority of the City of New Haven
Proposed Tenant Accounts Receivable Write-offs
For the Quarter Ended March 31, 2022**

Resident Name	Tax ID	AMP	Unit ID	Move Out Date	Current Balance	Sec. Dep. Paid Balance	Net Balance
Alia Dara John	XXX-XX-6655	AMP 004 - McConaughy Terrace	35479	02/17/2022	\$ 3,637.42	\$ -	\$ 3,637.42
Anneika Tamoy Lewis	XXX-XX-7580	AMP 004 - McConaughy Terrace	35546	12/15/2021	\$ 40.07	\$ -	\$ 40.07
Emonie L Dent	XXX-XX-8146	AMP 004 - McConaughy Terrace	35384	02/28/2022	\$ 1.00	\$ -	\$ 1.00
Michelle Ciccossanti	XXX-XX-6999	AMP 004 - McConaughy Terrace	35527	02/04/2022	\$ 71.66	\$ -	\$ 71.66
Jose Rodriguez	XXX-XX-9972	AMP 010 - George Crawford Manor	12205	01/30/2022	\$ 12,189.00	\$ -	\$ 12,189.00
Melanie Vallo	XXX-XX-8087	AMP 010 - George Crawford Manor	12286	01/07/2022	\$ 45.12	\$ -	\$ 45.12
Charisse Nicole McCotter	XXX-XX-7664	AMP 016 - Quinnipiac Terrace Phase I	72056	12/02/2021	\$ 48.00	\$ -	\$ 48.00
Grand Total Unsettled					\$ 16,032.27	\$ -	\$ 16,032.27

MEMORANDUM

TO: All Members, Board of Commissioners

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

DATE: May 17, 2022

RE: **Approving the FYE 2021 Audited Consolidated Financial Statements for the Housing Authority of the City of New Haven, D/B/A Elm City Communities.**

ACTION: Recommend that the Board of Commissioners pass Resolution Number 05-13/22-R

TIMING: Immediately

Background: Marcum LLP completed the audit of the Consolidated Financial Statements for the Housing Authority of the City of New Haven (HANH), D/B/A Elm City Communities (ECC). The Consolidated Financial Statements for HANH include two Discretely Presented Component Units – The Glendower Group, Inc. (Glendower) and 360 Management Group, Co. (360).

The HANH audit was conducted in accordance with GAAP (Generally Accepted Accounting Principles) and the standards applicable to financial audits contained in Government Auditing Standards. Based on the audits, Marcum LLP has issued an Unmodified Opinion on the Consolidated Financial Statements for HANH and its component units.

There were no deficiencies in internal control and no audit finding regarding the Financial Statements for FY 2021. .

Key comparative financial results are as follows:

Statement of Financial Position	FY 2021	FY 2020
HANH:		
Total HANH Assets	391,853,237	364,505,531
Total HANH Liabilities	(10,375,877)	(12,431,284)
Total HANH Net Position	<u>381,477,360</u>	<u>352,074,247</u>
Component Units:		
Total Glendower Assets	341,134,223	282,531,708
Total Glendower Liabilities	(275,122,721)	(218,062,525)
Total Glendower Net Position	<u>66,011,502</u>	<u>64,469,183</u>
Total 360 Management Assets	402,799	565,280
Total 360 Management Liabilities	(2,441,711)	(2,050,254)
Total 360 Management Net Position	<u>(2,038,912)</u>	<u>(1,484,974)</u>
Statement of Revenues and Expenses	FY 2021	FY 2020
HANH:		
Total HANH Revenues	120,744,714	127,752,622
Total HANH Expenses	(91,341,601)	(93,102,101)
Change in HANH Net Position	29,403,113	34,650,521
Net Position - Beginning of Year	352,074,247	317,423,726
Net Position - End of Year	<u>381,477,360</u>	<u>352,074,247</u>
Component Units:		
Total Glendower Revenues	17,894,899	14,827,408
Total Glendower Expenses	(29,687,333)	(22,288,661)
Change in Glendower Net Assets	(11,792,434)	(7,461,253)
LLC's Equity Transactions	13,334,753	14,430,623
Glendower Net Assets - Beg of Yr	64,469,183	57,499,813
Glendower Net Assets - End of Yr	<u>66,011,502</u>	<u>64,469,183</u>
Total 360 Management Revenues	2,672,023	2,048,573
Total 360 Management Expenses	(3,225,961)	(2,680,517)
Change in 360 Management Net Deficit	(553,938)	(631,944)
360 Management Net Deficit - Beg of Yr	(1,484,974)	(853,030)
360 Management Net Deficit - End of Yr	<u>(2,038,912)</u>	<u>(1,484,974)</u>

Glendower reflects the consolidated financial statements for the accounts of Glendower, its wholly owned subsidiaries, and Glendower as the managing members of 13 affordable housing sites for FY 2021.

360 Management began its own financial reports in FY 2018; all revenues and expenses functionally related to the Corporation's management of affordable housing programs were reported separately under Glendower in FY 2018. Since then, 360 Management has its own independent audit beginning in FY 2019.

Accompanying this resolution is a draft copy of the Audit Report, which includes the Management Discussion & Analysis and Summary of Activities and the Financial Data Schedule (FDS), which is the structured financial results by business grouping required for submission to HUD.

Fiscal Impact: \$0.00

Staff: John Rafferty, Sr. VP of Finance, I.T. & Administration

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

RESOLUTION NUMBER 05-13/22-R

**Approving the FY 2021 Audited Consolidated Financial Statements for
The Housing Authority of the City of New Haven, D/B/A Elm City Communities.**

WHEREAS, Marcum LLP completed the audit of the Consolidated Financial Statements for The Housing Authority of the City of New Haven (HANH) in accordance with GAAP (Generally Accepted Accounting Principles); and

WHEREAS, the Consolidated Financial Statements have an Unmodified (i.e. clean) Opinion for HANH and its component units (the Glendower Group, Inc. and 360 Management Group, Co.); and

WHEREAS, the Board of Directors hereby approves and accepts the FYE September 30, 2021 Audited Consolidated Financial Statements.

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

1. The President/Executive Director is hereby authorized and empowered to accept the FYE September 30, 2021 Audited Consolidated Financial Statements for the Housing Authority of the City of New Haven, D/B/A Elm City Communities, as set forth in this Resolution and to take any and all steps necessary to effectuate the purposes of this Resolution.
2. This 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, May 17, 2022.

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

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner



THE HOUSING AUTHORITY OF NEW HAVEN

D/B/A ELM CITY COMMUNITIES



The 2021 Financial and Independent Auditor's Reports for the Fiscal Year Ending September 30, 2021

Housing Authority of New Haven
360 Orange Street
New Haven, CT 06511
(203) 498-8800
TDD: (203) 497-8343



www.elmcitycommunities.org



**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

CONTENTS

Letter of Transmittal	4-6
Independent Auditors' Report.....	7-9
Management's Discussion and Analysis	10-23
Basic Financial Statements	
Statement of Net Position	24-25
Statement of Revenues, Expenses and Changes in Net Position	26
Statement of Cash Flows	27-28
Notes to Financial Statements.....	29-59
Supplementary Information	
Supplementary Financial Data Schedule	61-72
Statement of Actual Modernization Costs	73
Statement of Actual Grant Costs.....	74
Schedule of Expenditures of Federal Awards.....	75
Notes to Schedule of Expenditures of Federal Awards	76
Schedule of Expenditures of State Financial Assistance	77
Notes to Schedule of Expenditures of State Financial Assistance.....	78
 Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	
79-80	
 Reports in accordance with Uniform Guidance	
 Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance	
81-82	
Schedule of Findings and Questioned Costs.....	83-84
 Reports in accordance with the State Single Audit Act	
 Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance in Accordance with the State Single Audit Act.....	
85-86	
Schedule of Findings and Questioned Costs.....	87-88
 Other Reporting Required by HUD	
Independent Accountants' Report on Applying Agreed-Upon Procedures.....	89-90

INTRODUCTORY SECTION



Karen DuBois-Walton
President

April xx, 2022

The Board of Commissioners
Housing Authority of the City of New Haven
D/B/A Elm City Communities
New Haven, CT 06511

Dear Board of Commissioners:

I am very pleased to submit the enclosed Financial and Independent Auditors' Reports for the fiscal year ended September 30, 2021. Also included are the Management's Discussion and Analysis that highlights the financial positions of the Agency, the Independent Auditors' Reports over Financial Reporting and on Internal Control over Compliance in accordance with the Uniform Guidance.

The financial report and the compliance reports are issued with "clean" unmodified opinions. There was no audit finding over Financial Reporting and Compliance. I am very proud to announce that the Agency has no audit finding in FY 2021.

In addition, I would also like to provide the following summarized accomplishments for ECC:

- Achieved an agency-wide balanced budget for all programs; maintained a healthy financial position for the Agency.
- Served 5,923 families or an increase of 1,096 families (23%), since the inception of the Moving-to-Work (MTW) program in FY 2001.
- Converted 201 units from public housing to the Rental Assistance Demonstration (RAD) program for Fairmont Heights and Matthew Ruoppolo Manor. The RAD conversion included installation of new kitchens, new flooring, new lighting, installation of energy efficient appliances and bathroom sinks and toilets, bringing first-class graded units to our residents at this community.
- Closed on Farnam 9 %, the third on-site phase, of the redevelopment of the Farnam Courts. The development will provide for 52 affordable and 14 market rate units.
- Provided property management services through 360 Management Group, Inc. to 1,034 units in ten multi-family housing developments – Eastview, Fair Haven, Wilmot Road, Ribicoff 4, Ribicoff 9, Mill River Crossing, RAD I, II, III and IV.

- Public Housing continued to implement COVID-19 workplace protocols keeping staff and residents safe; changed our operations procedures towards work order production and entering resident units; reduced maintenance work shift hours; implemented teleconference briefings for new admissions, a call center for the work orders and a paperless filing system for recertifications.
- Housing Choice Vouchers continued to implement COVID waivers to relieve financial and reporting burden on HCV participants; set up for participants to report changes of household income and composition due to COVID online, and maintained a 99% submission rate; and implemented a new Emergency Housing Voucher program to utilize newly awarded HUD EHV vouchers.
- Completed the sewer replacement project at McConaughy Terrace, continued lead abatement work at Essex Townhouses; replaced antiquated, inefficient oil-fired furnaces and boilers with gas-fired systems on one- and two-family scattered site portfolio all in efforts to make environmentally sound improvements in our housing stock.
- Received Grants for Lead Based Paint Abatement and other Housing Related Hazards totaling almost \$7.7M.
- Achieved the following programs through the Community and Economic Development (CED) to continually improve the lives of our residents:
 - Received renewals for the Family Self-Sufficiency Grant of \$141,596.
 - Renewed the CLPHA Post-Secondary Cohort partnering with Southern Connecticut State University;
 - Received Philanthropic Grant of \$35,000 for youth summer programming;
 - Worked with 652 families to obtain rent rebates totaling \$326,000;
 - Through the FSS and CARES programs assisted 19 residents attain home ownership;
 - Served approximately 1,900 families through the Connecticut Food Bank and various other meal programs;
 - Implemented COVID related wellness calls assessing health and wellness, access to technology, basic needs, financial resources reached over 2,000 individual calls. In addition, helped coordinate 12 COVID vaccination clinics, 8 mask distribution events and arranged for home COVID test kits for all residents in need.



Karen DuBois-Walton
President

- The Information Technology Department implemented WIFI in all community rooms for resident use; upgraded security and infrastructure and all sites; and digitized resident files as well as implemented intelligent indexing using the Docuware platform.
- Administratively, the agency restructured its leadership team upon the resignation of the Sr. Vice President of Operations to now include an Executive Vice President.

I am very proud of the above accomplishments, and plan to continue building on the success. Please contact me at (203) 498-8800, extension 1001 if you have questions. Thank you for your continued support to the Elm City Communities.

Sincerely,

Karen DuBois-Walton
President/Executive Director

Enclosures

INDEPENDENT AUDITORS' REPORT

To The Board of Commissioners
Housing Authority of the City of New Haven
d/b/a Elm City Communities
New Haven, Connecticut

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component units of the Housing Authority of the City of New Haven, as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of New Haven's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The financial statements of the aggregate discretely presented component units were not audited in accordance with *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities and the aggregate discretely presented component units of the Housing Authority of the City of New Haven, as of September 30, 2021, and the changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Housing Authority of the City of New Haven's basic financial statements. The supplementary information on pages 61 through 74, as listed in the table of contents, and the Schedule of Expenditures of Federal Awards and the Schedule of Expenditures of State Financial Assistance, as required by *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Act, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information presented on pages 61 through 74 and the Schedule of Expenditures of Federal Awards and the Schedule of Expenditures of State Financial Assistance are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information presented on pages 61 through 74 and the Schedule of Expenditures of Federal Awards and the Schedule of Expenditures of State Financial Assistance is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section, on pages 4 through 6, has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have issued our report dated [Report Date] on our consideration of the Housing Authority of the City of New Haven's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Housing Authority of the City of New Haven's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Housing Authority of the City of New Haven's internal control over financial reporting and compliance.

Providence, Rhode Island

[Report Date]

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES

MANAGEMENT’S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

As management of the Elm City Communities (ECC), we offer the readers of the ECC’s financial statements this narrative overview and analysis of the financial activities of the ECC for the year ended September 30, 2021. We encourage readers to consider the information presented here in conjunction with the ECC’s financial statements.

Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Elm City Communities, 360 Orange Street, New Haven, CT 06511, or contact ECC’s President/Executive Director, Karen DuBois-Walton or its Senior Vice President of Finance, I.T. & Administration, John Rafferty at (203) 498-8800.

Overview of FY 2021 Financial Statements

ECC is comprised of its primary government, the Housing Authority of the City of New Haven (HANH), as well as its instrumentalities including the Glendower Group, Inc. and 360 Management Group, Inc. The Glendower Group, Inc. is the development arm of ECC while 360 Management Group, Inc. is the property management arm of the developed and renovated units. Both the Glendower Group, Inc. and 360 Management Group, Inc. are reported as “discretely presented” component units in the financial statements. Separate financial statements for The Glendower Group, Inc. and 360 Management Group, Inc. have been issued and may be obtained by contacting management of Elm City Communities.

The Management’s Discussion and Analysis (MD&A) covers the Primary Government, i.e., HANH, only. As of September 30, 2021, ECC’s Primary Government Net Position was \$381,477,361 as compared to \$352,074,247 as of September 30, 2020, which is an increase of \$29,403,114. The changes in the Net Position categories are as follows:

- **Investment in Capital Assets, net of related debt** decreased by \$93,700 as compared to FY 2020. ECC made capital investments of \$6,447,290. The capital investments are offset by reductions in the amount of \$2,534,563 for depreciation expense and \$4,006,613 for fixed assets disposals due to the Rental Assistance Demonstration (RAD) conversions. A detailed analysis of the changes in Net Investment in Capital Assets is provided in a later section.
- **Restricted Net Position and Unrestricted Net Position** increased from FY 2020 by a total of \$29,496,814. Restricted Net Position increased \$113,440 related to funds for the Emergency Housing Voucher Program. Unrestricted Net Position increased \$29,383,373, including \$21.3 million for Investment in the financing of affordable housing developments, \$1.7 million relating to the reduction of unearned revenue with the remainder the result of operating revenues exceeding operating expenses.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES

MANAGEMENT’S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

Background and Overview of Agency

Moving to Work (MTW) Agreement

ECC’s primary government has been a Moving to Work (MTW) agency since October 1, 2000. On April 14, 2016, the U.S. Department of Housing and Urban Development (HUD) extended the MTW agreement for another 12 years. The terms of the MTW Agreement with HUD will continue through 2028.

MTW is a national demonstration program authorized by Congress, which gives ECC the flexibility to waive certain statutes and HUD regulations pertaining to the Public Housing and Housing Choice Voucher Program (HCVP). The MTW statutory objectives include the following:

1. Reduce cost and achieve greater cost effectiveness in Federal expenditures;
2. Give incentives to families with children whose heads of household are either working, seeking work, or participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and,
3. Increase housing choices for low-income families.

MTW Agencies have the flexibility to combine Federal funds from the public housing operating and modernization programs and Housing Choice Voucher program into a “block grant” to help better meet the purposes of the demonstration and the needs of their communities. However, MTW Agencies must still abide by all other federal rules and regulations, including the Fair Housing Act, the Civil Rights Act, labor standards, environmental rules, procurement guidelines, demolition and disposition procures and relocation regulations.

The MTW activities undertaken and/or planned by ECC are all designed to promote one or more of the above statutory objectives. Under the MTW Agreement, ECC’s funding sources are separated between the MTW Block Grant and the Non-MTW funding programs. MTW Block Grant contains three major funding sources – Low Income Public Housing (LIPH), Section 8 Housing Choice Voucher (HCV) Program and the Capital Fund Program (CFP). All other funding programs fall into the category of Non-MTW.

In addition to the enclosed financial information, ECC has also prepared and made available asset management project (AMP) based financial statements utilizing ECC’s internal accounting reporting system. Each funding program (MTW and Non-MTW) is accounted for separately and is reported in conformity with the accounting principles generally accepted in the United States of America.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES

MANAGEMENT’S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

Summary of the Financial Statements

The financial statements included in this audit report are those of a special-purpose government engaged in a business-type activity including the following:

- Statements of Net Position – report ECC’s current financial resources (short-term spendable resources) with capital assets and long-term debt obligations.
- Statements of Revenues, Expenses and Changes in Net Position – report ECC’s operating and non-operating revenues by major source, along with operating and non-operating expenses and capital contributions.
- Statements of Cash Flows – report ECC’s cash flows from operating, investing, capital and non-capital activities.

Our analysis of ECC’s primary government as a whole begins in the next section. The financial statements of ECC reflect the financial results and management’s goals for a fiscal year. The primary measurement of management’s goals and financial results are the changes in net position.

Net position is an important measure of ECC’s financial position. ECC’s net position is the difference between what ECC owns (assets) and what ECC owes (liabilities). The attached analysis of entity-wide (Primary Government) net position, revenues and expenses are provided to assist with answering the above question. This analysis includes all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private sector companies. Accrual of the current year’s revenues and expenses are taken into account regardless of when cash is received or paid. This analysis also reflects ECC’s net position and their changes.

Over time, changes in ECC’s net position is an indicator of its financial health. Reductions in net position from year to year reflect management’s strategic decisions. Readers need to consider other non-financial factors such as changes in family composition, fluctuations in the local economy, HUD mandated program administrative changes, and the physical condition of ECC’s capital assets to assess the overall health of ECC.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

Analysis of Entity Wide Net Position (Primary Government Only)

Total Net Position for the Primary Government for FY 2021 were \$381,477,361 and for FY 2020 \$352,074,247. This represented an increase of \$29,403,114. Listed below are areas that reported major increases or decreases from FY 2020:

- **Cash & Investments** increased \$4,322,849. Cash increased as a result of operations; HUD advancement of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Housing Choice Voucher (HCV) Program Supplemental Funding; and cash received at the closing of RAD sites for the reimbursement of predevelopment expenditures.
- **Net Accounts Receivable** decreased \$1,112,410. ECC had a legal settlement receivable at September 30, 2020. These funds were subsequently received in fiscal year 2021.
- **Due from Component Unit** decreased \$2,082,963. ECC received payments from The Glendower Group, Inc. for funds advanced in prior fiscal years for predevelopment and development activities. ECC also advanced funds to 360 Management Group, Inc. during the fiscal year to assist with the start-up operations.
- **Other Current Assets** increased \$371,556. Prepaid expenses increased because of the timing of payments made to vendors.
- **Capital Assets, net of accumulated depreciation**, decreased \$93,700. The change in Net Capital Assets is presented with additional detail under the Analysis of Net Capital Assets section below.
- **Other Non-Current Assets** increased \$25,942,374. ECC provided financing for affordable housing developments during the fiscal year, primarily for ECC RAD Group II, ECC RAD Group IV, and Farnam Phase II, 4% and 9% tax credit redevelopments.
- **Current Liabilities** decreased by a net amount of \$2,672,883. ECC expended CARES Act funding received from HUD during fiscal year 2020.
- **Long Term Liabilities** increased \$617,476. Long term liabilities increased due a loan from the State of Connecticut Department of Economic Community Development for development costs for Farnam Phase II 9%.
- **Net Position** increased \$29,403,114. Total Unrestricted Net Position increased \$29,383,374; Restricted Net Position increased \$113,440; and Capital Assets, net of accumulated depreciation, decreased \$93,700 as discussed previously under the Financial Highlights section.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

The table below further illustrates our analysis of the Entity Wide Net Position.

Primary Government Net Position by Fiscal Years

	FY 2021	FY 2020	Net Increase / (Decrease)	Percent Increase / (Decrease)
Cash & Investments	\$ 54,060,150	\$ 49,737,301	\$ 4,322,849	8.7%
Net Accounts Receivable	580,288	1,692,698	(1,112,410)	-65.7%
Due from Component Unit	3,108,769	5,191,732	(2,082,963)	-40.1%
Other Current Assets	485,972	114,416	371,556	324.7%
Net Capital Assets	48,409,277	48,502,977	(93,700)	-0.2%
Other Non-Current Assets	285,208,781	259,266,407	25,942,374	10.0%
Total Assets	391,853,237	364,505,531	27,347,706	7.5%
Current Liabilities	4,835,427	7,508,310	(2,672,883)	-35.6%
Noncurrent Liabilities	5,540,449	4,922,974	617,475	12.5%
Total Liabilities	10,375,876	12,431,284	(2,055,408)	-16.5%
Investment in Capital Assets	48,409,277	48,502,977	(93,700)	-0.2%
Restricted	175,588	62,148	113,440	182.5%
Unrestricted	332,892,496	303,509,122	29,383,374	9.7%
Total Net Position	381,477,361	352,074,247	29,403,114	8.4%
Total Liabilities and Net Position	\$ 391,853,237	\$ 364,505,531	\$ 27,347,706	7.5%

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

Analysis of Net Capital Assets (Primary Government Only)

Total Net Capital Assets for the Primary Government for FY 2021 were \$48,409,277 and for FY 2020 \$48,502,977. This represented a decrease of \$93,700.

- **Land** decreased by a net amount of \$269,964. ECC sold the two properties to ECC RAD Group IV, LLC, a component unit to The Glendower Group, Inc. The properties sold were Fairmont Heights and Matthew Ruoppolo Manor.
- **Buildings** decreased by a net amount of \$21,178,124. ECC capitalized \$1,225,350 for installation of furnaces, hot water heaters, and parking lot repairs at McConaughy Terrace, \$114,078 for renovations of the ECC office, \$63,755 for fire alarm repair and furnace upgrades at Crawford Manor, and \$5,922 for driveway repair at various Scattered Sites locations. During FY 2021, ECC disposed of two properties sold to ECC RAD Group IV, LLC with a total cost of \$22,587,231.
- **Equipment** increased by a net amount of \$297,273. ECC upgraded its vehicle fleet by purchasing vehicles totaling \$414,969 and disposing of older vehicles totaling \$39,184 during fiscal 2021. In addition, ECC disposed of equipment from the two properties sold to ECC RAD Group IV, LLC with a total cost of \$78,511.
- **Construction in Process** increased by a net amount of \$2,139,672 for furnace and hot water heater replacements, driveway and parking lot improvements, architecture and engineering costs, commercial space improvements and predevelopment costs.
- **Accumulated Depreciation** decreased \$18,917,443. Accumulated depreciation decreased for the capital assets disposed or sold during the fiscal year in all capital asset categories totaling \$21,452,006; it is offset by an increase of \$2,534,563 recognized for depreciation expense during the fiscal year.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES**

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

The table below illustrates the Analysis of Net Capital Assets:

Primary Government Analysis of Net Capital Assets by Fiscal Years

	FY 2021	FY 2020	Net Increase / (Decrease)	Percent Increase / (Decrease)
Land	\$ 20,537,740	\$ 20,807,704	\$ (269,964)	-1.3%
Buildings	142,599,349	163,777,473	(21,178,124)	-12.9%
Furniture and equipment	2,312,313	2,015,040	297,273	14.8%
Construction in progress	13,871,402	11,731,730	2,139,672	18.2%
Total capital assets	179,320,804	198,331,947	(19,011,143)	-9.6%
Accumulated depreciation	(130,911,527)	(149,828,970)	18,917,443	-12.6%
Net Capital Assets	\$ 48,409,277	\$ 48,502,977	\$ (93,700)	-0.2%

Primary Government Analysis of Debt by Fiscal Years

**LONG TERM DEBT ANALYSIS
September 30, 2021 and 2020**

	2021	2020	Change	% Change
Long term debt	\$ 2,746,737	\$ 2,685,000	\$ 61,737	2.3%

Long term debt consists of bonds issued through the Capital Fund Financing Program (CFFP) and a loan from the State of Connecticut Department of Economic Community Development. The CFFP debt service payments are funded through the annual capital fund grants received by Elm City Communities. Long term debt increased by \$61,737 during fiscal year 2021

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES**

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

Analysis of Primary Government Revenues (Statement of Activities)

ECC administers the following programs with their respective revenues during FY 2021:

FY 2021 Revenues by Programs (Primary Government Only)

MTW Block Programs

Low Rent Public Housing	\$ 26,783,346
Section 8 Housing Choice Voucher Program (HCVP)	76,724,658
Capital Fund Program Funding	3,802,108
Total MTW Revenue	107,310,112

Non-MTW Programs

Business Activities	11,856,310
Central Office Cost Center	1,344,493
ROSS & Family Self-Sufficiency Programs	233,800
Total Non-MTW Programs Revenue	13,434,603

Total Revenue **\$ 120,744,715**

Per Statement of Revenues, Expenses and Changes in Net Position for FY 2021:

Operating Revenue **\$ 111,922,056**

Interest Income	6,956,598
Capital Contributions	1,866,061
Non-Operating Revenues	8,822,659

Total Primary Government Revenue **\$ 120,744,715**

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

ECC's primary government operating revenues were \$111,922,056 and non-operating revenues were \$8,822,659, for a total of \$120,744,715 in FY 2021. As compared to total revenues of \$127,752,622 in FY 2020, there was a decrease of \$7,007,907, primarily due to a decrease in the gain on disposal of capital assets.

- **Tenant rental income** decreased \$359,842. ECC sold two public housing properties to ECC RAD Group IV, LLC, a component unit of The Glendower Group, Inc. Dwelling rental revenue for the public housing program decreased due to the reduced number of units.
- **HUD grants** decreased by a net amount of \$1,605,327. Lower LIPH revenue due to RAD conversions are not offset fully by corresponding HCV revenues due to lower occupancy in new RAD projects due to construction/rehabilitation.
- **Other revenue** increased \$2,102,526. During FY 2021 ECC recognized \$4M in revenue due to grants from the City of New Haven used to redevelop the old Farnam Courts location. This is offset by Revenue recognized in FY 2020 for a one-time legal settlement and revenue related to redevelopment activities.
- **Gain on disposal of assets** had a decrease of \$7,291,470 between FY 2021 and FY 2020. ECC recorded a gain on the sale of RAD III in FY 2020 of \$13,664,453 while the gain on RAD IV of \$6,372,983 was recorded in FY 2021. Due to the location of the RAD III properties, they sold at a much higher price than the RAD IV properties.
- **Interest and investment revenue** increased \$604,551 primarily because of the increase in the Investment in the financing of affordable housing developments balance.
- **HUD capital grants** decreased \$458,345. ECC's primary source of Capital Grants revenue is HUD's Capital Fund Program (CFP). Capital Grants revenues are matched dollar for dollar directly to capital expenditures from ECC's CFP. As the LIPH portfolio shrinks it is expected that these grants will decrease over time.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES**

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

The table below presents an analysis of total revenues by major revenue category:

Primary Government by Major Revenue Category

	FY 2021	FY 2020	Net Increase / (Decrease)	Percent Increase / (Decrease)
Tenant rental income	\$ 2,262,692	\$ 2,622,534	\$ (359,842)	-13.7%
HUD Grants	97,043,393	98,648,720	(1,605,327)	-1.6%
Other revenue	6,242,988	4,140,462	2,102,526	50.8%
Gain(loss) on disposal of assets	6,372,983	13,664,453	(7,291,470)	-53.4%
Operating Revenue	111,922,056	119,076,169	(7,154,113)	-6.0%
Interest and investment revenue	6,956,598	6,352,047	604,551	9.5%
HUD Capital grants	1,866,061	2,324,406	(458,345)	-19.7%
Non-Operating Revenue	8,822,659	8,676,453	146,206	1.7%
Total Revenue	\$ 120,744,715	\$ 127,752,622	\$ (7,007,907)	-5.5%

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES**

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

Analysis of Entity Wide Expenses (Primary Government Only)

ECC administers the following programs and the related expenses during FY 2021:

Primary Government FY 2021 Expenses by Programs

		Non-Capital Expenditures	Capital Expenditures	Total Expenditures
MTW Block Programs				
Low Rent Public Housing	\$ 10,845,551			
Section 8 Housing Choice Voucher Program (HCVP)	66,542,364			
Capital Fund Program Funding	1,936,047			
Total MTW Expenses		79,323,962	2,062,250	81,386,212
Non-MTW Programs				
Business Activities		1,003,902	1,052,018	2,055,920
Central Office Cost Center		8,148,474	3,333,023	11,481,497
ROSS & Family Self-Sufficiency Programs		233,800	--	233,800
Total Non-MTW Programs Expenses		9,386,176	4,385,041	13,771,217
Total Expenses		\$ 88,710,138	\$ 6,447,291	\$ 95,157,429
Depreciation Expenses	2,534,563			
Interest Expense	96,900			
Total Primary Government Expenses		\$ 91,341,601		
Per Statement of Revenues, Expenses and Changes in Net Position for FY 2021:				
Operating Expenses		\$ 91,244,701		
Non-Operating Expenses		96,900		
Total Primary Government Expenses		\$ 91,341,601		

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

Total expenses were \$91,341,601 in FY 2021 and \$93,102,101 in FY 2020. Total expenses decreased by \$1,760,500 as discussed in further detail below:

- **Administrative Expenses** increased \$257,363. Administrative expenses increased as a result of additional administrative expenses to facilitate remote work due to the COVID-19 pandemic. Administrative salaries and benefits also increased as compared to the prior year.
- **Tenant Services** increased \$333,607. Salaries and benefits expenses related to resident services increased as compared to the prior year.
- **Utilities** decreased \$731,337. Utility expenses decreased for reduced number of units due to the sale of public housing sites.
- **Maintenance** increased \$508,740. Non-routine maintenance expenses included predevelopment costs that increased as compared to FY 2020. These expenses would fluctuate based on future redevelopment activities. In addition, ECC incurred many additional maintenance costs to turn vacant units in FY 2021, as certain LIPH units were used to house relocated residents from tax credit sites while those units were being rehabbed.
- **Housing Assistance Payments (HAP)** increased \$1,540,249 primarily due to an increase in the number of units under lease of 211 per month.
- **Insurance Expenses** decreased \$15,743 due to reduced number of public housing units.
- **Other general expense** decreased \$580,757 as compared to the prior year. Most of the increase can be attributed to \$420K given as one-months rent relief to ECC tenants at the start of the COVID pandemic.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A
ELM CITY COMMUNITIES

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2021

Primary Government Expenses by Category

	FY 2021	FY 2020	Net Increase / (Decrease)	Percent Increase / (Decrease)
Administrative	\$ 12,508,994	\$ 12,251,631	\$ 257,363	2.1%
Tenant services	2,389,096	2,055,489	333,607	16.2%
Utilities	2,832,553	3,563,890	(731,337)	-20.5%
Repair and maintenance	6,769,394	6,260,654	508,740	8.1%
Protective services	394,265	321,082	73,183	22.8%
Housing assistance payments	60,485,367	58,945,118	1,540,249	2.6%
Insurance expense	1,281,544	1,297,287	(15,743)	-1.2%
Other general expenses	2,048,925	2,629,682	(580,757)	-22.1%
Expenses before depreciation and interest	88,710,138	87,324,833	1,385,305	1.6%
Depreciation expense	2,534,563	5,627,067	(3,092,504)	-55.0%
Interest expense	96,900	150,201	(53,301)	-35.5%
Total Expenses	\$ 91,341,601	\$ 93,102,101	\$ (1,760,500)	-1.9%

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

MANAGEMENT'S DISCUSSION & ANALYSIS

SEPTEMBER 30, 2021

Future Events

As outlined in its FY 2021 MTW Annual Plan, ECC intends to aggressively implement the MTW initiatives to increase housing choice, promote cost effectiveness and increase family self-sufficiency. These initiatives include deconcentration of poverty through expanded housing opportunities and project-based vouchers program, caring about resident economic self-sufficiency program, development of replacement public housing units and continued conversion of the RAD units.

ECC's Glendower Group, Inc. is pursuing new development projects for Valley, Westville Manor, and McConaughy Terrace and some of our Scattered Sites properties. In addition, they are looking to develop the property at 34 Level Street which was purchased previously and currently sits vacant. ECC plans to utilize the MTW funding flexibility to leverage about 10% for these development projects.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

STATEMENT OF NET POSITION

SEPTEMBER 30, 2021

	Primary Government	Discrete Component Units
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 51,880,450	\$ 12,419,275
Restricted cash	2,179,700	297,872
Accounts receivable, net	580,288	857,115
Due from Component Units, Current	3,108,769	239,838
Current portion of notes receivable	--	18,280
Prepaid expenses and other current assets	485,972	631,750
Total Current Assets	58,235,179	14,464,130
Noncurrent Assets		
Restricted cash	2,349,265	26,586,847
Due from Component Units, Non-Current	2,287,121	--
Investment in the financing of affordable housing developments	280,572,395	2,861,055
Capital assets, non-depreciable	34,409,142	45,809,854
Capital assets, net of accumulated depreciation	14,000,135	250,140,717
Other noncurrent assets	--	1,674,419
Total Noncurrent Assets	333,618,058	327,072,892
TOTAL ASSETS	391,853,237	341,537,022

The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

STATEMENT OF NET POSITION (CONTINUED)

SEPTEMBER 30, 2021

	Primary Government	Discrete Component Units
LIABILITIES		
Current Liabilities		
Accounts payable	1,595,751	12,528,621
Accounts payable, other government	--	139,937
Current portion of long term debt	265,000	28,991,649
Accrued wages and current portion of compensated absences	711,621	350,696
Interest payable	48,450	371,334
Due to Primary Government	--	2,013,097
Due to Other Component Units	--	225,000
Other accrued expenses	890,201	832,191
Unearned revenue	1,143,613	96,830
Tenant security deposits	180,791	297,872
Total Current Liabilities	4,835,427	45,847,227
Noncurrent Liabilities		
Long term debt, net of current portion	2,481,737	211,066,154
Accrued interest, net of current portion	--	17,081,636
Accrued compensated absences, net of current portion	770,081	131,831
Family self-sufficiency and other tenant-related escrows	2,288,631	--
Due to Primary Government	--	3,437,584
Total Noncurrent Liabilities	5,540,449	231,717,205
TOTAL LIABILITIES	10,375,876	277,564,432
NET POSITION		
Net investment in capital assets	48,409,277	41,098,253
Restricted:		
Housing assistance payments	114,954	--
Restricted reserves	60,634	26,586,847
Grants with continuing restrictions	--	3,064,912
Unrestricted	332,892,496	(6,777,422)
TOTAL NET POSITION	\$ 381,477,361	\$ 63,972,590

The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

FOR THE YEAR ENDED SEPTEMBER 30, 2021

	Primary Government	Discrete Component Units
OPERATING REVENUES		
HUD grants	\$ 97,043,393	\$ --
Gain on sale of capital assets	6,372,983	--
Other government grants	4,706,738	--
Tenant rental income	2,262,692	15,118,998
Other revenue	1,536,250	691,976
Developer fee	--	2,116,726
Property management fees	--	2,588,329
Total Operating Revenues	<u>111,922,056</u>	<u>20,516,029</u>
OPERATING EXPENSES		
Housing assistance payments	60,485,367	--
Administration	12,508,994	8,428,697
Repair and maintenance	6,769,394	3,274,720
Utilities	2,832,553	2,348,951
Depreciation expense	2,534,563	7,209,692
Tenant services	2,389,096	731,957
Other general expenses	2,048,925	944,511
Insurance expense	1,281,544	1,097,649
Protective services	394,265	148,038
Amortization	--	69,577
Total Operating Expenses	<u>91,244,701</u>	<u>24,253,792</u>
Operating Income	<u>20,677,355</u>	<u>(3,737,763)</u>
NONOPERATING REVENUES (EXPENSES)		
Interest and investment revenue	6,956,598	50,893
Interest expense	(96,900)	(8,659,502)
Total Nonoperating Revenues (Expenses)	<u>6,859,698</u>	<u>(8,608,609)</u>
Income before Capital Grants	27,537,053	(12,346,372)
CAPITAL GRANTS & CONTRIBUTIONS		
HUD capital grants	1,866,061	--
Investor capital contributions, net of syndication fees	--	13,383,483
Investor capital distributions	--	(48,730)
Total Capital Grants & Contributions	<u>1,866,061</u>	<u>13,334,753</u>
Change in Net Position	29,403,114	988,381
Net Position, Beginning of Year	<u>352,074,247</u>	<u>62,984,209</u>
Net Position, End of Year	<u>\$ 381,477,361</u>	<u>\$ 63,972,590</u>

The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

STATEMENT OF CASH FLOWS (CONTINUED)

FOR THE YEAR ENDED SEPTEMBER 30, 2021

CASH FLOWS FROM OPERATING ACTIVITIES

HUD grants	\$ 94,299,218
Other government grants	4,825,986
Receipts from tenants	2,185,546
Other operating receipts	2,591,850
Payments to employees	(13,004,355)
Payments to suppliers	(14,473,338)
Payments to landlords	<u>(60,485,367)</u>
Net cash provided by operating activities	<u>15,939,540</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Interest expense	(110,606)
Proceeds from long term debt	706,737
Payments on long term debt	(645,000)
Repayments from Component Units	1,262,248
Advances to Component Units	<u>(1,466,406)</u>
Net cash used in noncapital financing activities	<u>(253,027)</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

HUD capital grants	1,420,336
Acquisitions of capital assets	<u>(3,971,872)</u>
Net cash used in capital and related financing activities	<u>(2,551,536)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest and dividends received	1,066,937
Proceeds from investments in the financing of affordable housing developments	83,879
Issuance of investments in affordable housing	<u>(7,613,679)</u>
Net cash used in investing activities	<u>(6,462,863)</u>

Net increase in cash, cash equivalents and restricted cash 6,672,114

Cash, cash equivalents and restricted cash, beginning of year 49,737,301

Cash, cash equivalents and restricted cash, end of year \$ 56,409,415

The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

STATEMENT OF CASH FLOWS (CONTINUED)

FOR THE YEAR ENDED SEPTEMBER 30, 2021

Reconciliation of operating income to net cash provided by operating activities:

Operating Income	\$ 20,677,355
Adjustments:	
Depreciation	2,534,563
Non-cash gain on sale of capital assets	(6,372,983)
Change in assets and liabilities:	
(Increase) decrease in accounts receivable, tenants	(6,457)
(Increase) decrease in accounts receivable, other	1,115,597
(Increase) decrease in accounts receivable, HUD	(32,788)
(Increase) decrease in accounts receivable, other government	119,248
(Increase) decrease in prepaid expenses and other current assets	(371,556)
(Decrease) increase in accounts payable	1,019,515
(Decrease) increase in accounts payable, HUD	(1,381,881)
(Decrease) increase in compensated absences and accrued wages	136,864
(Decrease) increase in accrued expenses and other current liabilities	(124,912)
(Decrease) increase in tenant security deposits	(32,491)
(Decrease) increase in unearned operating revenue	<u>(1,340,534)</u>
Net cash provided by operating activities	<u>\$ 15,939,540</u>

Cash, cash equivalents and restricted cash per Statement of Net Position:

Cash and cash equivalents	\$ 51,880,450
Restricted cash - current	2,179,700
Restricted cash - noncurrent	<u>2,349,265</u>
Total cash, cash equivalents and restricted cash per Statement of Net Position	<u><u>\$ 56,409,415</u></u>

Supplemental Disclosure of Cash Flow Information:

Gain on sale of capital assets financed by Notes Receivable	<u>\$ 7,900,000</u>
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The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 1 – ORGANIZATION

PRIMARY GOVERNMENT

The Housing Authority of the City of New Haven d/b/a Elm City Communities (Elm City Communities) was incorporated under the laws of the State of Connecticut. Elm City Communities operates under a board of commissioner form of government to provide safe and decent housing to low and moderate-income families and elderly individuals. The Board is comprised of five members, four members appointed by the Mayor and affirmed by a vote of the City Alders, and one resident member elected by their peers. The Board appoints the President/Executive Director to administer the affairs of Elm City Communities. Elm City Communities is not a component unit of the City of New Haven, and as a result, Elm City Communities financial statements are not included in the City's financial statements.

Elm City Communities maintains its accounting records by program and operates the following programs:

Moving-to-Work Demonstration Program (MTW) – This is a demonstration program for public housing authorities (PHAs) that provides them the opportunity to design and test innovative, locally-designed strategies that use federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. MTW gives PHAs exemptions from many existing public housing and voucher rules and more flexibility with how they use their Federal funds.

Low Rent Public Housing – (Asset Management Projects (AMPS)) – This program accounts for all activities relating to the leasing and operation of apartments in buildings that were constructed and are owned by Elm City Communities. These units are rented to low income families and low-income elderly, disabled, and special needs individuals. The properties were constructed with grants and or loans provided by the U.S. Department of Housing and Urban Development (HUD). Elm City Communities receives grants from HUD to subsidize operating deficits. Tenants are charged rents based on a percentage of their income.

Public Housing Capital Fund – HUD provides grant funds to authorities with Low Rent Public Housing units on a formula basis. The funds are predominantly used to make physical improvements to buildings and dwelling units owned by Elm City Communities under the Low Rent Public Housing Program. A portion of these funds may also be used to support operations and to make improvements in the management and operation of Elm City Communities.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 1 – ORGANIZATION (CONTINUED)

PRIMARY GOVERNMENT (CONTINUED)

Section 8 Housing Choice Voucher – HUD provides grants to Elm City Communities to subsidize rents paid by low income families and individuals who rent dwelling units from private landlords. Under this program, qualified applicants are issued vouchers which may be used by the applicant to obtain housing in the private rental market. Elm City Communities will subsidize the landlord for the difference between the rent requested and the tenant’s share of the rent not to exceed a predetermined payment standard.

Emergency Housing Vouchers (EHV) - The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). HUD awarded Elm City Communities 37 Emergency Housing Vouchers in order to assist individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability.

Family Self Sufficiency Program (FSS) – This HUD-funded program helps eligible individuals acquire the skills and experience needed to obtain work that pays a living wage, and also offers them an opportunity to save towards home-ownership. Elm City Communities works with welfare agencies, schools, businesses, and other local partners to help FSS participants access services including but not limited to; child care, transportation, education and training, and home-ownership counseling.

Resident Opportunities and Self Sufficiency (ROSS) - ROSS links public housing residents with supportive services, resident empowerment activities, and assistance in becoming economically self-sufficient. Grants are received from HUD pursuant to a detailed application submitted by Elm City Communities.

Central Office Cost Center (COCC) – This program tracks common overhead expenses incurred by Elm City Communities. In accordance with the MTW plan, to offset these common expenses, the COCC charges a management fee of 10% of the revenue of each project or program.

Business Activities – This program accounts for Elm City Communities redevelopment activity and investment in affordable housing developments, along with select social service activities. The redevelopment activity is consistent with the objectives of the revitalization of severely distressed public housing program (HOPE VI), for which Elm City Communities was awarded grants in prior years and the objectives of Elm City Communities’ MTW plan. This program is currently funded through the MTW program and other fee earnings.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 1 – ORGANIZATION (CONTINUED)

COMPONENT UNITS

Elm City Communities' financial statements include the accounts of all of Elm City Communities' operations. The criteria for including organizations as component units within Elm City Communities' reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include whether:

- The Entity is legally separate (can sue and be sued in their own name)
- Elm City Communities holds the corporate powers of the entity
- Elm City Communities appoints a voting majority of the entity's board
- Elm City Communities is able to impose its will on Entity
- The Organization has the potential to impose a financial benefit/burden on Elm City Communities
- There is fiscal dependency by Organization on Elm City Communities

Based on the aforementioned criteria, Elm City Communities has two component units;

Discretely Presented Component Units

The Glendower Group, Inc. (Glendower) – Glendower is a nonprofit organization committed to providing promotion and advancement of neighborhood economic development, property management, and related employment opportunities and housing revitalization and urban renewal in the City of New Haven, Connecticut. This is done through a cooperative effort with Elm City Communities. The Board of Commissioners of the Housing Authority of the City of New Haven has appointment powers for the Board of The Glendower Group, Inc.

The consolidated financial statements of the Glendower Group, Inc. include the accounts of Glendower and its wholly-owned subsidiaries, Brookside HO-1 Associates, LLC (Brookside), Glendower Wilmot, LLC (Wilmot LLC), Glendower Chatham SP, LLC (Chatham), Glendower Brookside Phase 2 Rental, LLC (GBP2R) and Glendower Rockview Phases 1 Rental, LLC (GRP1R).

Glendower is the sole member of Brookside, Wilmot LLC, Chatham, GBP2R and GRP1R, which were formed to acquire, develop, construct and sell housing for low-income families

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 1 – ORGANIZATION (CONTINUED)

Additionally, Glendower wholly owns the managing members of the following entities. Each entity is an existing low-income housing tax credit (LIHTC) project under Section 42 of the Internal Revenue Code (IRC). Glendower has controlling financial interest of these entities and accordingly, the accounts of each entity are included in the consolidated financial statements. As permitted by U.S. GAAP, the Organization has elected to use, for consolidation purposes, the audited financial statements of the above entities for the year or period ending December 31, 2021.

Legal Name	Known As
Eastivew Terrace LLC	Eastview
ECC Group I RAD, LLC	RAD I
ECC Group II RAD, LLC	RAD II
ECC Group III RAD, LLC	RAD III
ECC Group IV RAD, LLC	RAD IV
Glendower Fair Haven, LLC	Fair Haven
Glendower Farnam Courts I, LLC	Farnam, aka Mill River Crossing
Glendower Farnam Courts II 4%, LLC	Farnam II 4%
Glendower Farnam Courts II 9%, LLC	Farnam II 9%
Glendower Ribicoff, LLC	Ribicoff
Glendower Ribicoff Four, LLC	Ribicoff Four
Glendower Rockview 2 Owner Entity Limited Partnership	Rockview II
Glendower Wilmot Road Residential, LLC	Wilmot

Management believes that the following transactions during the three-month increment materially affect the financial position of the organization and require disclosure in the financial statements.

- In October 2021, substantial construction was completed for Farnam II 4% and all of its units were placed in service. Based on the terms of the development agreement between Farnam II 4% and Glendower, Glendower earned \$789,604 in developer fees.
- Based on the terms of the development agreement between RAD IV and Glendower, Glendower earned \$435,827 in developer fees during the period from October 1, 2021 to December 31, 2021.
- Based on the terms of the development agreement between RAD III and Glendower, Glendower earned \$637,625 in developer fees during the period from October 1, 2021 to December 31, 2021.

Aside from the transactions above, all material inter-company transactions and accounts have been eliminated in consolidation.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 1 – ORGANIZATION (CONTINUED)

360 Management Group, Co. (360 Management) - a nonprofit organization established to provide property management and related services to properties owned by affiliates of Elm City Communities and to other properties in the region. Elm City Communities appoints a majority of the Board of Directors of 360 Management.

In accordance with Governmental Accounting Standards Board (GASB) Statement 61, Glendower and 360 Management are incorporated into the accompanying financial statements as of, and for the year ended, September 30, 2021. Separate financial statements for Glendower and 360 Management are issued and prepared in accordance with the Financial Accounting Standards Board (FASB) guidance and can be obtain by contacting the management of Elm City Communities

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PRESENTATION AND ACCOUNTING

The Primary Government is referred to as ECC/HANH or Elm City Communities and its financial statements are presented as a single enterprise fund utilizing the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses when the related liability for goods and services is incurred, regardless of the timing of the related cash flows. Elm City Communities' financial statements are prepared in accordance with Governmental Accounting Standards Board (GASB). The discretely presented component units are referred to either as Glendower or 360 Management.

Elm City Communities' primary source of nonexchange revenue relates to grants and subsidies. Grants and subsidies revenue is recognized at the time eligible program expenditures occur and/or Elm City Communities has complied with the grant and subsidy requirements, in accordance with GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. Grants received in advance of expenditures are recorded as a liability until earned.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

NOTES TO THE FINANCIAL STATEMENTS

Notes 2 through 18 of the Notes to the Financial Statements report on the Primary Government only, unless explicitly stated otherwise.

USE OF ESTIMATES

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires the use of estimates that affect reported amounts of assets, liabilities, revenues and expenses and related disclosures. Actual amounts could differ from those estimates.

CASH AND CASH EQUIVALENTS

Elm City Communities considers cash equivalents to be all highly liquid investments with a maturity of three months or less when purchased

ACCOUNTS RECEIVABLE

Accounts receivable from tenants are carried at the original amount billed less an estimate made for doubtful accounts based on a review of all outstanding amounts on a monthly basis. Management determines the allowance for doubtful accounts by using historical experience applied to an aging of accounts receivable. Accounts receivable from tenants are written off with board approval when deemed uncollectible. Recoveries of accounts receivable previously written off are recorded when received. Allowances for other non-tenant receivables are reviewed annually. See Note 6 for details of accounts receivable and allowances at year end.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CAPITAL ASSETS

Capital assets include property, furniture, equipment and machinery with initial, individual costs that equal or exceed \$5,000 and estimated useful lives of more than one year. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the time of acquisition. Major outlays for capital assets and improvements are capitalized as projects are constructed. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings	27.5 years
Land and Building Improvements	10 years
Furniture, Equipment and Machinery	5 years

PREDEVELOPMENT COSTS

Predevelopment costs are recorded at cost and consist of expenditures relating to the various projects under development by Elm City Communities and are included in construction in progress. Predevelopment costs include project consultants, legal, and architectural and engineering, costs to arrange syndication and tax credits, and internal and other costs related directly to the project development. No depreciation expense is recognized on these assets. In the event that Elm City Communities determines not to pursue a prospective development project or project development costs are not recoverable, the associated costs of the development project are expensed.

IMPAIRMENT OF CAPITAL ASSETS

Governmental Accounting Standards Board's, Statement No. 42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries* requires certain note disclosures or recognition regarding impairments of capital assets. The Authority did not recognize any impairments of capital assets in fiscal year 2021.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

UNEARNED REVENUE

Unearned revenue consists of prepaid tenant rents and grant funds that have been received but not yet earned. The following is a summary of unearned revenue at September 30, 2021:

Description	Amount
CARES Act grants	\$ 809,781
Capital fund grants	265,000
Emergency Housing Voucher grant	64,750
Prepaid rents	4,082
Net Receivables	<u>\$ 1,143,613</u>

COMPENSATED ABSENCES

Elm City Communities allows employees to carry forward a maximum of 240 hours of paid time off (PTO). Upon standard retirement or death, the employee or employees' beneficiary will be reimbursed for unused paid time off up to 240 hours. In the case of involuntary separation, the employee shall not receive a payout of accrued PTO time. PTO for all employees accrues from 189 to 320 hours per year, based on years of service and the employee's position. Total accrued compensated absences at September 30, 2021 aggregated \$1,257,226.

OPERATING REVENUES AND EXPENSES

Operating revenue includes operating grants and subsidies, rental income, management services provided and all other revenue relating to the provision of safe, decent and affordable housing services that do not result from transactions defined as capital and related financing, non-capital and related financing or investing activities. Operating expenses include wages, housing assistance payments, utilities, maintenance, depreciation of capital assets, administrative expenses and all other expenses relating to the provision of safe, decent and affordable housing services that do not result from transactions defined as capital and related financing, non-capital and related financing or investing activities.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

NON-OPERATING REVENUES AND EXPENSE

Elm City Communities nonoperating revenues relate primarily to capital grants provided by HUD and interest and investment income. For reporting purposes, capital grant revenue is recognized when expenditures are incurred, and advance receipts are initially recorded as unearned revenue. Nonoperating expenses are expenditures derived from transactions other than those associated with the Elm City Communities' primary housing operations and are reported as incurred. Nonoperating expenses consisted of interest expense.

ECONOMIC DEPENDENCY

Elm City Communities is economically dependent on annual contributions from HUD. Elm City Communities' federal programs operate at a loss prior to receiving these contributions. For the year ended September 30, 2021, Elm City Communities received approximately 82% of its total revenues from HUD through the Moving-to-Work Demonstration Program. HUD has extended Elm City Communities MTW agreement until 2028. A reduction in funding from HUD could significantly change the services provided by Elm City Communities.

INVESTMENT IN THE FINANCING OF AFFORDABLE HOUSING DEVELOPMENTS

Investment in the Financing of Affordable Housing Developments represents long-term subsidized loans to Public-Private Partnership entities formed to revitalize and preserve affordable housing properties. The loans were funded through the Federal Revitalization of Severely Distressed Public Housing (HOPE VI) Program, Moving-to-Work Demonstration Program, and various other Federal, State, City or Community Development programs such as the Federal Home loan program. As these loans were generally subsidized by HUD or other governmental organizations, instruments with below market interest rate have not been discounted. No currently known facts lead management of Elm City Communities to believe that there is a probability of default on the loans and accordingly no allowance on these investments has been recorded. These notes are supported by promissory notes and collateralized by the properties. Interest on these notes is recognized as accrued. Elm City Communities has not recorded an allowance on the accrued interest. See Note 8 for additional information.

APPLICATION OF RESOURCES

The Authority would first apply restricted resources when an expense is incurred for which both restricted and unrestricted resources are available.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

SUBSEQUENT EVENTS

Management has evaluated subsequent events through [Report Date], which is the date these financial statements were available to be issued. There were no subsequent events requiring recognition or disclosure in these financial statements.

NOTE 3 – NET POSITION

Primary Government

Net position is reported in three categories:

Investment in Capital Assets consists of all capital assets, reduced by accumulated depreciation, the outstanding balances of any bonds, mortgages, notes or other borrowing that are attributable to the acquisition, construction, or improvement of those assets. The Authority had no debt related to its capital assets at September 30, 2021. At September 30, 2021, the net investment in capital assets was \$48,409,277.

Restricted Net Position consists of restricted assets, when constraints are placed on the assets by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc. At September 30, 2021, restrictions of \$175,588 represent the net position restricted by HUD related to the Emergency Housing Voucher Program to be used for housing assistance payments and reserves held by Elm City Communities for various tenant and community related purposes. At September 30, 2021, restricted net position was categorized as follows:

<u>Category of Restriction</u>	<u>Amount</u>
Housing assistance payments	\$ 114,954
Restricted reserves	<u>60,634</u>
Total	<u><u>\$ 175,588</u></u>

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 3 – NET POSITION (CONTINUED)

Unrestricted Net Position consists of net position that does not meet the definition of “net investment in capital assets” or “restricted net position”. These funds are available to use for any lawful and prudent purpose of the Authority. At September 30, 2021, included in unrestricted net position of \$332,892,496 is investment in the financing of affordable housing developments of \$280,572,395, less related debt of \$2,746,737, for a net total of \$277,825,658 (See Note 8 for further detail).

Discretely Presented Component Units

Restricted Net Position consists of the net assets with donor restrictions of Glendower and 360 Management. At September 30, 2021, restrictions of \$29,651,759 represent grants received by Glendower with continuing affordability restrictions and reserves held by consolidated entities in accordance with the respective operating or partnership agreement. The following table summarizes the discretely presented component units’ restricted net position at September 30, 2021:

<u>Restriction</u>	<u>Amount</u>
Grants with continuing restrictions	\$ 3,064,912
Restricted reserves	<u>26,586,847</u>
Total	<u>\$ 29,651,759</u>

NOTE 4 – CASH AND CASH EQUIVALENTS

Elm City Communities has adopted HUD’s Investment Regulation PIH 1996-33 as its investment policy. HUD regulations require that all HUD deposits in financial institutions and investments be fully insured or collateralized, by U.S. Government obligations that have a fair value of not less than the principal amount of the deposits. The policy also requires that investments not have a maturity period longer than three years.

Custodial Credit Risk – Cash Deposits

At times, Elm City Communities’ balances may exceed the Federal insurance limits; however, Elm City Communities has not experienced any losses with respect to its bank balance in excess of government provided insurance. In addition, balances are fully collateralized through agreements with the financial institutions. Management believes that no significant risk exists with respect to cash balances as of September 30, 2021.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 5 – RESTRICTED CASH

The current restricted cash balances consists of funds held in escrow as tenant security deposits, debt service reserves, funding received from HUD through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and funds received from HUD for the Emergency Housing Voucher Program (EHV) to be used for housing assistance payments and client services.

The non-current restricted cash balances represents the following: funds held in escrow for tenants enrolled in the family Self-Sufficiency, community and support services in accordance with contractual agreements for HOPE VI projects or other tenant related programs, and funds held in an affordability reserve account maintained in accordance with contractual HOPE VI agreements. At September 30, 2021, restricted cash was categorized as follows:

Category of Restriction	Amount
Family self-sufficiency & other tenant escrows	\$ 1,956,230
Debt Service reserves	917,350
CARES Act funds	901,855
Affordability reserves	393,035
Tenant security deposits	180,791
EHV - Housing assistance payments	114,954
EHV - Client service fees	<u>64,750</u>
Total	<u>\$ 4,528,965</u>

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 6 – ACCOUNTS RECEIVABLE

Due from Component Units consists of receivable balances from Glendower of \$3,108,769 and 360 Management of \$2,287,121. The amount due from Glendower is comprised of \$1,105,228 from entities that are consolidated into Glendower for development advances made by Elm City Communities and \$2,003,541 due from Glendower. These development advances are noninterest bearing with no specified maturity date.

The following is a listing of receivables for the Authority including the applicable allowances for uncollectible accounts at September 30, 2021.

Category of Receivable	Amount
HUD	\$ 311,371
Other Government	88,084
Due from Component Units	5,395,890
Miscellaneous	108,975
Tenants	<u>170,669</u>
Gross Receivables	6,074,989
Allowance - Tenants	<u>(98,811)</u>
Net Receivables	<u><u>\$ 5,976,178</u></u>

Net receivables are presented on the Statement of Net Position as follows:

Description	Amount
Accounts receivable, net	\$ 580,288
Due from Component Units, current	3,108,769
Due from Component Units, non-current	<u>2,287,121</u>
Net Receivables	<u><u>\$ 5,976,178</u></u>

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 7 – CAPITAL ASSETS

The following is a summary of changes in capital assets and related accumulated depreciation.

	October 01, 2020	Additions	Disposals	Transfers	September 30, 2021
Capital assets not being depreciated					
Land	\$ 20,807,704	\$ --	\$ (269,964)	\$ --	\$ 20,537,740
Construction in progress	<u>11,731,730</u>	<u>5,918,247</u>	<u>(2,483,548)</u>	<u>(1,295,027)</u>	<u>13,871,402</u>
Total capital assets not being depreciated	<u>32,539,434</u>	<u>5,918,247</u>	<u>(2,753,512)</u>	<u>(1,295,027)</u>	<u>34,409,142</u>
Capital assets being depreciated					
Buildings	163,777,473	1,773,939	(24,247,090)	1,295,027	142,599,349
Furniture, equipment & machinery	<u>2,015,040</u>	<u>414,968</u>	<u>(117,695)</u>	<u>--</u>	<u>2,312,313</u>
Total capital assets being depreciated	<u>165,792,513</u>	<u>2,188,907</u>	<u>(24,364,785)</u>	<u>1,295,027</u>	<u>144,911,662</u>
Less accumulated depreciation					
Buildings	148,600,745	2,231,485	(21,340,101)	--	129,492,129
Furniture, equipment & machinery	<u>1,228,225</u>	<u>303,078</u>	<u>(111,905)</u>	<u>--</u>	<u>1,419,398</u>
Total accumulated depreciation	<u>149,828,970</u>	<u>2,534,563</u>	<u>(21,452,006)</u>	<u>--</u>	<u>130,911,527</u>
Capital Assets Net	<u>\$ 48,502,977</u>	<u>\$ 5,572,591</u>	<u>\$ (5,666,291)</u>	<u>\$ --</u>	<u>\$ 48,409,277</u>

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 8 – INVESTMENTS IN THE FINANCING OF AFFORDABLE HOUSING DEVELOPMENTS

Consistent with the objectives of Revitalization of Severely Distressed Public Housing (HOPE VI) and Elm City Communities Moving-to-Work (MTW) objectives, Elm City Communities has invested approximately \$234,000,000 in the debt financing of affordable housing developments. These developments, which had been obsolete conventional federally subsidized projects, have been sold and privately syndicated in order to utilize private investment incentives under the Low-Income Housing Tax Credit (LIHTC) program. The terms of these notes range from 12 months to 55 years and accrue interest at rates varying from 0.0% to 8.0%. Repayments of principal and accrued interest vary based on each individual note. Investments in financing of affordable housing developments are as follows:

Investment	Loan	Amount Invested	Accrued Interest	Amount Outstanding	Interest Rates	Maturity Date
Brookside I Associates, LLC	Second Mortgage	\$ 20,868,480	\$ 3,097,236	\$ 23,965,716	1.40%	March 31, 2053
Brookside II Associates, LLC	Second Mortgage	1,221,723	103,400	1,325,123	3.00%	July 31, 2053
Brookside HO I Associates	Homeownership	779,178	--	779,178	0.00%	Various
Eastview Terrace LLC	MTW Loan	25,190,366	--	25,190,366	0.00%	December 31, 2064
Eastview Terrace LLC	Capital Funds Loan	3,591,481	2,078,374	5,669,855	4.46%	December 31, 2064
Eastview Terrace LLC	AHP Loan	375,000	--	375,000	0.00%	January 31, 2063
Eastview Terrace LLC	Construction Loan	614,265	--	614,265	0.00%	December 31, 2064
ECC Group I RAD, LLC	Leasehold Mortgage	10,400,000	2,234,298	12,634,298	6.00%	June 1, 2060
ECC Group I RAD, LLC	MTW Loan	5,269,197	253,016	5,522,213	6.00%	June 1, 2060
ECC Group II RAD, LLC	Leasehold Mortgage	7,200,000	587,200	7,787,200	4.00%	April 1, 2061
ECC Group II RAD, LLC	MTW Loan	3,783,939	284,263	4,068,202	4.00%	April 1, 2061
ECC Group III RAD, LLC	Leasehold Mortgage	17,000,000	1,510,415	18,510,415	5.50%	October 1, 2061
ECC Group IV RAD, LLC	Leasehold Mortgage	7,900,000	276,500	8,176,500	7.00%	March 1, 2063
Elm Haven Rental LP I	HOPE VI Loan	21,162,172	4,142,782	25,304,954	1.00%	June 8, 2051
Elm Haven Rental LP I	Acquisition Loan	493,375	1,485,676	1,979,051	5.25%	June 30, 2052
Elm Haven Rental LP I	CPI Loan	1,425,993	291,866	1,717,859	1.00%	June 8, 2051
Elm Haven Rental LP I	HANH loan	2,250,254	36,662	2,286,916	0.01%	August 11, 2055
Elm Haven Rental LP II	HOPE VI Loan	3,178,172	9,051,413	12,229,585	5.05-7.18%	December 31, 2051
Elm Haven Rental LP III	HOPE VI Loan	2,274,275	4,084,750	6,359,025	5.05-7.18%	December 31, 2053
Elm Haven Rental LP III	AHP Loan	250,000	4,972	254,972	0.10%	December 31, 2053
Elm Haven Rental LP III	Bridge Loan	13,965	--	13,965	0.00%	December 31, 2053
Glendower Essex, LLC	Predevelopment	49,778	--	49,778	0.00%	September 30, 2014
Glendower Crawford, LLC	Predevelopment	87,069	--	87,069	0.00%	September 30, 2014
Glendower Fair Haven, LLC	MTW Loan	5,737,597	2,013,040	7,750,637	5.00%	December 1, 2055
Glendower Famam Courts I, LLC	MTW Loan	13,510,339	1,637,606	15,147,945	3.00%	December 31, 2058
Glendower Famam Courts I, LLC	DOH Bridge Loan	--	467,567	467,567	4.33%	December 31, 2058
Glendower Famam Courts I, LLC	City Funds Loan	592,100	--	592,100	0.00%	December 31, 2058
Glendower Famam Courts II 4%, LLC	MTW Loan	714,357	35,718	750,075	5.00%	July 1, 2063
Glendower Famam Courts II 4%, LLC	City Funds Loan	2,000,000	25,000	2,025,000	5.00%	July 1, 2063

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**NOTE 8 – INVESTMENTS IN THE FINANCING OF AFFORDABLE HOUSING DEVELOPMENTS
(CONTINUED)**

Investment	Loan	Amount Invested	Accrued Interest	Amount Outstanding	Interest Rates	Maturity Date
Glendower Famam Courts II 4%, LLC	Ground Lease Loan	900,000	45,000	945,000	5.00%	July 1, 2063
Glendower Famam Courts II 9%, LLC	DECD Loan	1,413,475	42,069	1,455,544	7.00%	December 1, 2061
Glendower Famam Courts II 9%, LLC	City Funds Loan	2,000,000	25,000	2,025,000	5.00%	December 1, 2061
Glendower Ribicoff Four, LLC	MTW Loan	9,679,062	1,575,306	11,254,368	3.00%	December 31, 2066
Glendower Ribicoff, LLC	MTW Loan	4,538,144	745,278	5,283,422	2.25%	December 31, 2065
Glendower Rockview 2 Owner Entity LP	MTW Loan	2,635,483	153,505	2,788,988	5.00%	June 1, 2061
Glendower Valley, LLC	Predevelopment	217,837	--	217,837	0.00%	December 31, 2013
Glendower Wilmot Road Residential, LLC	MTW Loan	1,645,602	1,810,097	3,455,699	6.23%	December 31, 2068
Glendower Westville, LLC	Predevelopment	94,724	--	94,724	0.00%	September 30, 2015
Glendower Group, Inc	HANH Bridge Loan	129,448	32,490	161,938	3.00%	December 31, 2059
Glendower Group, Inc	HANH Loan	703,703	--	703,703	0.00%	March 1, 2045
Rockview I Associates, LLC	Third Mortgage	3,799,227	114,316	3,913,543	0.75%	December 20, 2052
Trinity New Haven Housing LP	HANH loan	5,861,588	5,141,609	11,003,197	4.68-5.02%	December 31, 2046
Trinity New Haven Housing Two LP	Capital Funds Loan	2,956,933	1,420,011	4,376,944	3.25%	December 31, 2048
Trinity New Haven Housing Two LP	HOPE VI Loan	2,208,634	1,389,701	3,598,335	5.21%	December 31, 2048
Trinity New Haven Housing Three LP	MTW Loan	1,591,910	1,599	1,593,509	0.01%	December 31, 2052
Trinity New Haven Housing Three LP	COCC Loan	1,261,283	1,106	1,262,389	0.01%	December 31, 2052
Trinity New Haven Housing Three LP	CFRC Loan	5,000,000	5,414	5,005,414	0.01%	December 31, 2052
Trinity New Haven Housing Three LP	Developer Loan	360,381	183	360,564	0.01%	December 31, 2027
Trinity Rowe LP	Developer Loan	692,932	838	693,770	0.01%	December 31, 2027
Trinity Rowe LP	City Funds Loan	2,485,709	2,587	2,488,296	0.01%	December 31, 2052
Trinity Rowe LP	COCC Loan	593,584	559	594,143	0.01%	December 31, 2052
Trinity Rowe LP	CFRC Loan	10,000,000	11,009	10,011,009	0.01%	December 31, 2052
Trinity Rowe LP	RHF Loan	2,399,440	2,422	2,401,862	0.01%	December 31, 2052
Trinity Rowe LP	MTW Loan	2,976,976	2,984	2,979,960	0.01%	December 31, 2052
Trinity Rowe LP	DECD Loan	974,291	871	975,162	0.01%	December 31, 2052
Trinity Rowe LP	DECD Loan	2,025,709	1,817	2,027,526	0.01%	December 31, 2052
Trinity New Haven Site Work Inc	QT II - Demo	1,547,707	1,469	1,549,176	0.01%	September 29, 2048
Trinity New Haven Site Work Inc	QT II - Infrastructure	1,339,484	946	1,340,430	0.01%	September 29, 2048
Trinity New Haven Site Work Inc	QT II - Soil	527,229	1,054	528,283	0.01%	September 29, 2048
Trinity New Haven Site Work Inc	QT I - Demo	981,765	1,469	983,234	0.01%	September 29, 2048
Trinity New Haven Site Work Inc	QT I - ECCO Demo	636,645	946	637,591	0.01%	December 28, 2046
Trinity New Haven Site Work Inc	QT I - Infrastructure	770,825	1,154	771,979	0.01%	December 28, 2046
Trinity New Haven Site Work Inc	QT I - Soil	1,376,326	2,066	1,378,392	0.01%	December 28, 2046
Revolving Loan Fund	Revolving loan fund	5	--	5	0.00%	Various
West Rock	Predevelopment	76,630	--	76,630	0.00%	
Total investment in financing of affordable housing		<u>\$234,335,766</u>	<u>\$46,236,629</u>	<u>\$ 280,572,395</u>		

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**NOTE 8 – INVESTMENTS IN THE FINANCING OF AFFORDABLE HOUSING DEVELOPMENTS
(CONTINUED)**

DISCRETELY PRESENTED COMPONENT UNITS

In the furtherance of its affordable housing mission, Glendower has made various investments in affordable housing. These loans accrue interest at rates varying from 1.0% to 3.87%. Repayments of principal and accrued interest vary based on each individual note. As of September 30, 2021, the outstanding balance of the investments in the financing of affordable housing developments was \$2,246,957, with \$18,280 representing current maturities. Summarized investments in affordable housing developments is as follows:

Entity	Principal	Interest	Total
Brookside I Associates LLC	\$ 402,770	\$ 41,211	\$ 443,981
Brookside 2 Associates LLC	270,000	73,171	343,171
Brookside 2 Associates LLC	1,400,000	121,167	1,521,167
Commercial Tenant	320,240	--	320,240
Individual Homeowners	358,420	--	358,420
Loan Loss Reserve	(504,473)	--	(504,473)
	<u>\$ 2,246,957</u>	<u>\$ 235,549</u>	<u>\$ 2,482,506</u>

For the year ended September 30, 2021, Glendower earned developed fees of \$3,359,882, of which \$1,243,156 was eliminated upon consolidation. At September 30, 2021, developer fees receivable have been recorded at net realizable value and consists of the following:

Entity	Amount
Brookside I Associates, LLC	\$ 506,175
Less discount	<u>(109,346)</u>
Total net realizable value	<u>\$ 396,829</u>

The developer fee receivable is non-interest bearing and payments are subject to available cash flow. The developer fee is to be paid no later than September 30, 2053. At September 30, 2021, developer fees receivable earned from entities that are controlled by Glendower amounted to \$9,617,002, of which \$9,084,605 was eliminated upon consolidation.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 9 – NONCURRENT LIABILITIES

As described in Note 8, Elm City Communities has invested in the financing of various affordable housing developments. In addition to these investments, it has also leased several parcels of land to the third parties, in which it is invested, until between 2079 and 2119. Elm City Communities receives a dollar per year lease payment for each of these leases. The cost of the land under these leases reflected in Elm City Communities’ capital assets is \$16,505,066.

During 2021, Elm City Communities entered into a 98-year ground lease agreement with ECC Group IV RAD, LLC expiring in 2119 relating to the redevelopment of two developments. This lease called for an initial purchase price of \$7.9 million. This lease has been accounted for as a sales-type lease and accordingly, the carrying cost of the land and building has been removed from Elm City Communities financial statements. Elm City Communities recorded a gain on the disposition of approximately \$6.3 million.

NOTE 10 – NONCURRENT LIABILITIES

Noncurrent liability activity for the year ended September 30, 2021 is as follows:

	October 1, 2020	Additions	Reductions	September 30, 2021	Amount due within one year
Compensated Absences	\$ 1,189,821	\$ 880,519	\$ (813,114)	\$ 1,257,226	\$ 487,145
FSS & Homeownership Escrows	575,274	146,952	(93,383)	628,843	--
Cares REEF Escrow	1,192,840	186,490	(110,649)	1,268,681	--
Affordability Reserves	<u>391,107</u>	<u>--</u>	<u>--</u>	<u>391,107</u>	<u>--</u>
Total	<u>\$ 3,349,042</u>	<u>\$ 1,213,961</u>	<u>\$ (1,017,146)</u>	<u>\$ 3,545,857</u>	<u>\$ 487,145</u>

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 11 – LONG TERM DEBT

PRIMARY GOVERNMENT

Long term debt activity for the year ended September 30, 2021 is as follows:

	September 30 2020	Additions	Reductions	September 30 2021	Amount due within one year
Notes Payable	\$ --	\$ 706,737	\$ --	\$ 706,737	\$ --
Capital Fund Financing Program Bonds	<u>2,685,000</u>	<u>--</u>	<u>(645,000)</u>	<u>2,040,000</u>	<u>265,000</u>
Total	<u>\$ 2,685,000</u>	<u>\$ 706,737</u>	<u>\$ (645,000)</u>	<u>\$ 2,746,737</u>	<u>\$ 265,000</u>

CAPITAL FUND FINANCING PROGRAM BONDS

Elm City Communities sold \$11,655,000 of tax-exempt Capital Fund Financing Program Revenue Bonds (Series A) on January 13, 2011. Proceeds of the bonds were used to fund a portion of the development known as ‘Brookside Phase 1 Rental Project,’ fund a debt service reserve and pay certain costs of issuance. The debt service reserve fund is funded at approximately \$575,000 (the requirement of six months of maximum annual debt service) and Elm City Communities also made an equity contribution of \$333,759 in cash to fund the costs of issuance.

The repayment of the bonds is over a 14-year period with the first debt payment made in September of 2011, and subsequent payments made once a year. Interest payments are made semiannually, each March and October, at an effective rate of 4.85% per annum. The debt and interest payments are expected to be funded through subsequent annual grants received by Elm City Communities through the Capital Fund Program.

In September 2021, Elm City Communities received \$265,000 through its capital fund program to be used for the bond payment due October 1, 2021. This amount has been recorded as unearned revenue on the Statement of Net Position. At September 30, 2021, the outstanding principal balance was \$2,040,000 and accrued interest was \$48,450.

DECD LOAN

In December 2020, Elm City Communities entered into a loan agreement with the State of Connecticut Department of Economic and Community Development (DECD) in the amount of \$1,500,000. The proceeds of this loan were subsequently loaned to Glendower Farnam Courts II 9% to support the redevelopment of the development. The loan bears interest at a rate of 3% per annum and matures in April 2034.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 11 – LONG TERM DEBT (CONTINUED)

Based on the terms of the agreement, fifty percent (50%) of the outstanding amount of the loan, plus all accrued and unpaid interest thereon, shall be forgiven upon the satisfaction of the following (i) completion of all environmental remediation at the Project Property to the satisfaction of the State in its sole discretion and (ii) the issuance of a final certificate of occupancy for the entire Project to the satisfaction of the state. At September 30, 2021, the outstanding principal balance was \$706,737.

DEFEASED DEBT

On May 10, 2018, Elm City Communities deposited with US Bank, the trustee, in an irrevocable trust cash of \$575,724. The assets held in escrow contain obligations guaranteed by the U.S. government denominated in U.S. dollars that are essentially risk free as the escrow's cash flows approximately coincide as to timing and amount with the scheduled interest and principal payments of the defeased debt. Due to the defeasance, \$545,000 of the outstanding debt, was removed from the liabilities of Elm City Communities Statement of Net Position. In accordance with GASB Statement 86, *Certain Debt Extinguishment Issues*, the difference between the reacquisition price (the amount required to be placed in the trust) and the net carrying amount of the debt defeased in substance shall be recognized as a gain or loss in the period of the defeasance. This resulted in a loss on defeasance of \$30,724 which was recognized in a prior fiscal year. During the year ended September 30, 2021, the amounts held in trust were used to legally retire the outstanding debt and at September 30, 2021, \$0 of the defeased debt remains outstanding.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 11 – LONG TERM DEBT (CONTINUED)

The debt will be amortized as follows:

Year	Principal Payments	Interest Payments	Total
2022	\$ 265,000	\$ 90,606	\$ 355,606
2023	270,000	77,900	347,900
2024	290,000	64,600	354,600
2025	310,000	50,350	360,350
2026	905,000	21,494	926,494
2027-2031	--	--	--
2032-2036	<u>706,737</u>	<u>--</u>	<u>706,737</u>
Total	<u>\$ 2,746,737</u>	<u>\$ 304,950</u>	<u>\$ 3,051,687</u>

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 11 – LONG TERM DEBT (CONTINUED)

DISCRETELY PRESENTED COMPONENT UNITS

Long-term debt for the discretely presented component units as of September 30, 2021 is summarized below:

Entity	Outstanding Principal Balance
Eastview Terrace	\$ 30,863,745
Farnam Courts I	25,606,594
Farnam Courts II 4%	17,332,029
Farnam Courts II 9%	13,579,488
RAD I	21,524,822
RAD II	18,091,958
RAD III	43,952,650
RAD IV	14,677,767
Ribicoff Four	12,479,062
Fair Haven	12,030,563
Ribicoff	8,453,419
Rockview 2	19,473,974
Wilmot Road Residential	2,435,323
Wilmot LLC	833,150
360 Management Group	2,287,121
Subtotal	243,621,665
Less: Debt Issuance Costs, net	(3,563,862)
Less: Current Portion	(28,991,649)
Total Long Term Debt	\$ 211,066,154

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 11 – LONG TERM DEBT (CONTINUED)

		Principal Payments		Interest Payments
2022	\$	28,991,649	\$	2,586,694
2023		1,036,687		3,070,178
2024		1,083,228		3,028,427
2025		1,178,253		2,983,075
2026		1,235,882		2,935,578
2027-2031		8,312,862		13,862,975
2032-2036		18,417,619		11,690,355
2037-2041		11,034,564		8,107,206
2042-2046		8,588,256		6,274,420
2047-2051		14,570,438		4,509,512
2052-2056		30,520,315		2,200,055
2057-2061		51,136,634		735,086
2062-2066		65,869,676		--
2067-2071		1,645,602		--
Total Payments	\$	243,621,665	\$	61,983,561

During the year ended September 30, 2021, total interest cost incurred was \$9,693,997; of which \$1,034,495 was capitalized and \$8,659,502 was expensed. As of September 30, 2021, the outstanding principal balance of the mortgage and notes payable less unamortized debt issuance costs was \$240,057,803. As of September 30, 2021, unamortized debt issuance costs of \$3,563,862 consists of financing costs of \$4,295,579 less accumulated amortization of \$731,717. During the year ended September 30, 2021, amortization expense incurred was \$96,548 and was included in interest expense. The current portion of these mortgage and notes payable is \$28,991,649. Accrued interest on these mortgages and notes aggregated \$17,452,970, with \$371,334 reported as a current liability.

NOTE 12 – REAL ESTATE TAXES

Elm City Communities' property is exempt from local real estate taxes. Elm City Communities did not make a payment in lieu of taxes to the City of New Haven for the year ended September 30, 2021.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 13 – RETIREMENT PLANS

Elm City Communities provides pension benefits for all its full-time employees through a defined contribution plan entitled “Housing Authority of the City of New Haven Pension Plan.” The plan is administered by the Principle Financial Group with the Plan Trustee of Chase Manhattan Bank of CT, N.A. with principal place of business at 999 Broad Street, Bridgeport, CT 06604. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The Board of Commissioners for Elm City Communities is authorized to establish and amend plan benefits. Employees are eligible to participate from the date of employment. Elm City Communities contributes 5% of the employee’s base salary each month, while the employee also contributes 5%. Elm City Communities’ contributions for each employee (and interest allocated to the employee’s account) are fully vested after five years of continuous service, or until age 65, whichever is first.

Elm City Communities’ contributions for, and interest forfeited by, employees who leave employment before vesting are used to reduce Elm City Communities’ current-period contribution requirement. Elm City Communities’ total covered payroll for the period was approximately \$10 million. Elm City Communities’ required and actual contributions to the plan for the year ended September 30, 2021 were \$425,187. Employee contributions for those years were \$426,230.

Elm City Communities also provides to employees a separate deferred compensation plan in accordance with IRC §457. The plan is open to all employees. Employee contributions for the year ended September 30, 2021 were \$138,621. There were no employer contributions.

NOTE 14 – TERMINATION BENEFITS

In connection with the redevelopment of its existing public housing portfolio, Elm City Communities is undergoing a reorganization and restructuring. As a result of this, several employees were involuntarily terminated, with Elm City Communities paying a portion of their salary and health insurance for specified periods of time. Elm City Communities has recorded a liability for the involuntary termination benefits of \$46,504, which is recorded as a current liability on the Statement of Net Position. Management’s estimate of the liability is based on the employee’s current salary and health insurance premium.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 15 – RISK MANAGEMENT

LITIGATION

The Authority is contingently liable with respect to lawsuits and other claims incidental to the ordinary course of its operations. Claims covered by the risk management program are reviewed and losses are accrued as required in the judgment of management. In the opinion of management, based on the advice of legal counsel, the ultimate disposition of lawsuits and claims will not have a material adverse effect on the financial position of the Authority.

GRANTS

Amounts received or receivable from the grantor agencies are subject to audit and adjustment by grantor agencies. If expenditures are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

NOTE 16 – CONDUIT DEBT

Elm City Communities has issued special revenue bonds to provide financial assistance to not-for-profit agencies and private developers for the purpose of constructing or rehabilitating low-income housing. The bonds are limited obligation bonds of Elm City Communities and are payable solely from project revenue. These nonrecourse conduit bonds are secured by the property financed and are often collateralized by a letter of credit issued by a major bank. Elm City Communities is not obligated in any manner, and accordingly, the bonds have not been recorded in the accompanying financial statements except for the 4 series of bonds amounting to \$24,714,177 at September 30, 2021 that are obligations of the component units of Elm City Communities. These non-recourse conduit bonds are secured by the property financed.

Farnam Courts

To support the redevelopment of 175 units at Farnam Courts, Elm City Communities sold two series of Multifamily Housing Revenue Bonds (Farnam Courts Series A-1 & A-2) in the aggregate amount of \$20.2 million to fund the construction and redevelopment of the property. The construction loan bears interest at 3.62%. The bonds are constructed in a draw down format, and as of September 30, 2021, the outstanding balance on the Farnam Courts Series bonds aggregated \$7,870,848.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 16 – CONDUIT DEBT (CONTINUED)

Farnam Courts Phase II

Elm City Communities authorized the of \$10,650,000 in Multifamily Housing Revenue Bonds for the purpose of constructing phase II of the Farnam Courts redevelopment project consisting of 45 residential units a total investment of approximately \$19 million. At September 30, 2021, the outstanding balance of the Series 2020 (Farnam Courts Phase II Project) Bonds aggregated \$9,837,161.

Ribicoff Apartments

To Support the redevelopment of 51 units at Ribicoff Apartments, Elm City Communities issued three series of Multifamily Housing Revenue Bonds (Ribicoff Cottages Series A-1, A-2 & A-3). The proceeds of the Ribicoff Cottages Series A-2 and A-3 issues totaling \$6,450,000 were provided to Glendower Ribicoff Four, LLC as a construction loan. These bonds were redeemed in September 2017.

Ribicoff Cottages Series A-1 bonds were issued totaling \$3,715,000 and the proceeds were provided to Glendower Ribicoff Four, LLC as a construction and permanent loan with an interest rate of 5.4%. In November 2017, \$800,000 of the \$3,715,000 Ribicoff Cottages Series A-1 bonds of the bonds were redeemed and the \$2,915,000 balance was converted to a permanent loan. At September 30, 2021, the outstanding balance of the Ribicoff Series Bonds aggregated \$2,805,000.

Fairmont Heights and Ruppolo Manor

In January 2019, Elm City Communities authorized the issuance of \$18,750,000 in Multifamily Housing Revenue Bonds for the purpose of rehabilitating the Fairmont Heights and Ruppolo Manor housing developments consisting of 201 residential units for a total investment of \$32,413,944. At September 30, 2021, the outstanding balance of the Series 2021 (RAD Group IV Project) Bonds aggregated \$4,201,168.

St. Martins Preservation II LP

In February 2019, Elm City Communities (ECC) authorized the issuance of \$12,500,000 in Multifamily Housing Revenue Bonds that will earn bond fees from the making of a loan to finance the cost of St. Martins, which is a non-ECC 63 unit residential rental housing development. The outstanding balance of the bonds was not able to be determined at September 30, 2021.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 16 – CONDUIT DEBT (CONTINUED)

Fairbanks Apartments

In April 2021, Elm City Communities (ECC) authorized the issuance of \$18,944,000 in Multifamily Housing Revenue Bonds that will earn bond fees from the making of a loan to finance the cost of Fairbanks Apartments, which is a non-ECC 121 unit residential rental housing development. The outstanding balance of the bonds was not able to be determined at September 30, 2021

NOTE 17 – RENTAL ASSISTANCE DEMONSTRATION PROGRAM

The Rental Assistance Demonstration Program (RAD) is a voluntary program of HUD and was designed to support the preservation of public housing by providing public housing agencies (PHA) with access to more stable funding and leveraging opportunities to make improvements to properties or to redevelop them. Conversion to the RAD program does not have a financial impact on residents. Residents continue to pay 30% of their income towards their rent and they maintain the same basic rights as they possess in the public housing program. Through the RAD program Elm City Communities has the ability to transition Elm City Communities developments from HUD's Low-Income Public Housing Program to the Housing Choice Voucher (HCV) Platform, which historically has had a more consistent funding stream.

In the first year of a RAD deal (based on a HUD calendar year funding cycle), the public housing subsidies and capital fund program grants relating to the RAD deal remain in their originating programs – the LIPH program and the Capital Fund program. In subsequent years (based on a HUD calendar year funding cycle), the funding is removed from the originating funding program and moved to the Housing Choice Voucher HAP program.

- In February 2020, a RAD closing with HUD was completed for 213 of Elm City Communities public housing units (known as Group III). The monthly LIPH subsidy and Capital Fund grants will be provided to these public housing units through those respective programs from March 2020 through December 2020. In January 2021, funding was transferred to the Housing Choice Voucher Program.
- In February 2021, a RAD closing with HUD was completed for 201 of Elm City Communities public housing units (known as Group IV). The monthly LIPH subsidy and Capital Fund grants will be provided to these public housing units through those respective programs from March 2021 through December 2021. In January 2022, funding was transferred to the Housing Choice Voucher Program.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 18 – ECONOMIC UNCERTAINTIES

The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of business across the country for non-essential services. Elm City Communities has been able to continue its operations in this environment, however, at this point, management believes that the impact on the Elm City Communities' financial condition or results of operations is minimal.

HUD, through the Coronavirus Aid, Relief, and Economic Security Act, (CARES Act) provided the Authority with \$2,317,137 and \$2,601,707 in funding for the HCV and public housing programs, respectively. Under the CARES Act, the supplemental administrative fee funding for the HCV program may be used only for two purposes: (1) any currently eligible HCV administrative costs during the period that the program remains impacted by COVID-19; and (2) new COVID-19 related activities. The supplemental operating funds provided through the CARES act may be used for eligible operating fund and capital fund activities, or for coronavirus purposes.

In March 2021, the American Rescue Plan Act of 2021 (ARP) was signed into law to address the continued impact of the COVID-19 pandemic. Through the ARP, HUD awarded the Elm City Communities 37 Emergency Housing Vouchers (EHV) to assist individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 19 – DISCRETELY PRESENTED COMPONENT UNITS CONDENSED FINANCIAL INFORMATION

The following tables reflect the condensed statements of net position and statements of revenues, expenses and changes in net position for the discretely presented component units as of and for the year ended September 30, 2021:

		360	
	Glendower	Management	Total
ASSETS			
Current Assets			
Cash and cash equivalents	\$ 12,303,315	\$ 115,960	\$ 12,419,275
Restricted cash	297,872	--	297,872
Accounts receivable, net	617,277	239,838	857,115
Due from Component Units, current	239,838	--	239,838
Current portion of notes receivable	18,280	--	18,280
Prepaid expenses and other current assets	596,116	35,634	631,750
Total Current Assets	14,072,698	391,432	14,464,130
Noncurrent Assets			
Restricted cash	26,586,847	--	26,586,847
Notes receivable, net of current portion	2,861,055	--	2,861,055
Capital assets, non-depreciable	45,809,854	--	45,809,854
Capital assets, net of accumulated depreciation	250,129,350	11,367	250,140,717
Other noncurrent assets	1,674,419	--	1,674,419
Total Noncurrent Assets	327,061,525	11,367	327,072,892
TOTAL ASSETS	\$ 341,134,223	\$ 402,799	\$ 341,537,022

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 19 – DISCRETELY PRESENTED COMPONENT UNITS CONDENSED FINANCIAL INFORMATION

		360	
	Glendower	Management	Total
LIABILITIES			
Current Liabilities			
Accounts payable	\$ 12,511,788	\$ 16,833	\$ 12,528,621
Accounts payable, other government	139,937	--	139,937
Current portion of long term debt	28,991,649	--	28,991,649
Accrued wages and current portion of compensated absences	273,731	76,965	350,696
Accrued interest, current portion	371,334	--	371,334
Due to Primary Government	2,013,097	--	2,013,097
Due to Other Component Units	225,000	--	225,000
Other accrued expenses	820,191	12,000	832,191
Unearned revenue	96,830	--	96,830
Tenant security deposits	297,872	--	297,872
Total Current Liabilities	45,741,429	105,798	45,847,227
Noncurrent Liabilities			
Long term debt, net of current portion	208,779,033	2,287,121	211,066,154
Accrued interest, net of current portion	17,081,636	--	17,081,636
Accrued compensated absences, net of current portion	83,039	48,792	131,831
Due to Primary Government	3,437,584	--	3,437,584
Total Noncurrent Liabilities	229,381,292	2,335,913	231,717,205
TOTAL LIABILITIES	275,122,721	2,441,711	277,564,432
NET POSITION			
Net investment in capital assets	41,086,886	11,367	41,098,253
Restricted:			
Housing assistance payments			
Grants with continuing restrictions	26,586,847	--	26,586,847
Restricted reserves	3,064,912	--	3,064,912
Unrestricted (deficit)	(4,727,143)	(2,050,279)	(6,777,422)
TOTAL NET POSITION	\$ 66,011,502	\$(2,038,912)	\$ 63,972,590

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

NOTE 19 – DISCRETELY PRESENTED COMPONENT UNITS CONDENSED FINANCIAL INFORMATION

	360		
	Glendower	Management	Total
OPERATING REVENUES			
HUD grants			
Gain on sale of capital assets			
Tenant rental income	\$ 15,118,998	\$ --	\$ 15,118,998
Developer fees	2,116,726	--	2,116,726
Property management fees	--	2,588,329	2,588,329
Other revenue	608,282	83,694	691,976
Total Operating Revenues	17,844,006	2,672,023	20,516,029
OPERATING EXPENSES			
Administration	5,290,368	3,138,329	8,428,697
Repair and maintenance	3,263,667	11,053	3,274,720
Depreciation expense	7,191,472	18,220	7,209,692
Utilities	2,343,067	5,884	2,348,951
Other general expenses	944,511	--	944,511
Tenant services	731,957	--	731,957
Insurance expense	1,045,174	52,475	1,097,649
Amortization	69,577	--	69,577
Protective services	148,038	--	148,038
Total Operating Expenses	21,027,831	3,225,961	24,253,792
Operating Loss	(3,183,825)	(553,938)	(3,737,763)
NONOPERATING REVENUES (EXPENSES)			
Interest and investment revenue	50,893	--	50,893
Interest expense	(8,659,502)	--	(8,659,502)
Total Nonoperating Revenues (Expenses)	(8,608,609)	--	(8,608,609)
Loss before Capital Grants	(11,792,434)	(553,938)	(12,346,372)
CAPITAL GRANTS & CONTRIBUTIONS			
Investor capital contributions, net of syndication fees	13,383,483	--	13,383,483
Investor capital distributions	(48,730)	--	(48,730)
Total Capital Grants and Contributions	13,334,753	--	13,334,753
Change in Net Position	1,542,319	(553,938)	988,381
Net Position, Beginning of Year	64,469,183	(1,484,974)	62,984,209
Net Position, End of Year	\$ 66,011,502	\$(2,038,912)	\$ 63,972,590

SUPPLEMENTARY INFORMATION

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Total AMPs	ROSS	Moving to Work Demonstration Program	MTW - CFP	MTW - HCV	MTW - LIPH
111	Cash - Unrestricted	4,511,578	-	16,549,625	-	-	-
112	Cash - Restricted - Modernization and Development	-	-	-	-	-	-
113	Cash - Other Restricted	430,623	-	261,343	-	-	-
114	Cash - Tenant Security Deposits	180,791	-	-	-	-	-
115	Cash - Restricted for Payment of Current Liabilities	-	-	-	-	-	-
100	Total Cash	5,122,992	-	16,810,968	-	-	-
122	Accounts Receivable - HUD Other Projects	250,041	-	-	-	-	-
124	Accounts Receivable - Other Government	-	-	88,084	-	-	-
125	Accounts Receivable - Miscellaneous	27,744	-	38,985	-	-	-
126	Accounts Receivable - Tenants	170,669	-	-	-	-	-
126.1	Allowance for Doubtful Accounts - Tenants	(98,811)	-	-	-	-	-
126.2	Allowance for Doubtful Accounts - Other	-	-	-	-	-	-
127	Notes, Loans, & Mortgages Receivable - Current	-	-	-	-	-	-
120	Total Receivables, Net of Allowances for Doubtful Accounts	349,643	-	127,069	-	-	-
142	Prepaid Expenses and Other Assets	11,130	-	-	-	-	-
144	Inter Program Due From	-	-	-	-	-	-
150	Total Current Assets	5,483,765	-	16,938,037	-	-	-
161	Land	2,883,790	-	-	-	-	-
162	Buildings	128,686,511	-	-	-	-	-
163	Furniture, Equipment & Machinery - Dwellings	-	-	-	-	-	-
164	Furniture, Equipment & Machinery - Administration	981,439	-	20,501	-	-	-
166	Accumulated Depreciation	(120,016,072)	-	(20,501)	-	-	-
167	Construction in Progress	4,477,649	-	-	-	-	-
160	Total Capital Assets, Net of Accumulated Depreciation	17,013,317	-	-	-	-	-
171	Notes, Loans and Mortgages Receivable - Non-Current	-	-	-	-	-	-
174	Other Assets	-	-	-	-	-	-
180	Total Non-Current Assets	17,013,317	-	-	-	-	-
200	Deferred Outflow of Resources	-	-	-	-	-	-
290	Total Assets and Deferred Outflow of Resources	22,497,082	-	16,938,037	-	-	-
312	Accounts Payable <= 90 Days	604,566	-	1,826	-	-	-
321	Accrued Wage/Payroll Taxes Payable	73,727	-	104,389	-	-	-
322	Accrued Compensated Absences - Current Portion	73,804	-	48,465	-	-	-
325	Accrued Interest Payable	-	-	-	-	-	-

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Total AMPs	ROSS	Moving to Work Demonstration Program	MTW - CFP	MTW - HCV	MTW - LIPH
333	Accounts Payable - Other Government	-	-	-	-	-	-
341	Tenant Security Deposits	180,791	-	-	-	-	-
342	Unearned Revenue	4,082	-	-	-	-	-
343	Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	-	-	-	-	-	-
344	Current Portion of Long-term Debt - Operating Borrowings	-	-	-	-	-	-
345	Other Current Liabilities	-	-	-	-	-	-
346	Accrued Liabilities - Other	359,121	-	168,613	-	-	-
347	Inter Program - Due To	-	-	-	-	-	-
310	Total Current Liabilities	1,296,091	-	323,293	-	-	-
351	Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	-	-	-	-	-
352	Long-term Debt, Net of Current - Operating Borrowings	-	-	-	-	-	-
353	Non-current Liabilities - Other	428,696	-	261,343	-	-	-
354	Accrued Compensated Absences - Non Current	116,668	-	76,614	-	-	-
350	Total Non-Current Liabilities	545,364	-	337,957	-	-	-
300	Total Liabilities	1,841,455	-	661,250	-	-	-
400	Deferred Inflow of Resources	-	-	-	-	-	-
508.4	Net Investment in Capital Assets	17,013,317	-	-	-	-	-
511.4	Restricted Net Position	1,927	-	-	-	-	-
512.4	Unrestricted Net Position	3,640,383	-	16,276,787	-	-	-
513	Total Equity - Net Assets / Position	20,655,627	-	16,276,787	-	-	-
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	22,497,082	-	16,938,037	-	-	-
70300	Net Tenant Rental Revenue	2,262,692	-	-	-	-	-
70500	Total Tenant Revenue	2,262,692	-	-	-	-	-
70600	HUD PHA Operating Grants	-	98,471	-	1,556,333	75,203,976	15,830,783
70610	Capital Grants	-	-	-	1,866,061	-	-
70710	Management Fee	-	-	-	-	-	-
70700	Total Fee Revenue	-	-	-	-	-	-
70800	Other Government Grants	-	-	-	-	-	-
71100	Investment Income - Unrestricted	-	-	-	-	-	-
71400	Fraud Recovery	-	-	47,000	-	-	-
71500	Other Revenue	13,940	-	1,081,881	-	-	-
71600	Gain or Loss on Sale of Capital Assets	6,372,983	-	-	-	-	-
72000	Investment Income - Restricted	39	-	-	-	-	-

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Total AMPs	ROSS	Moving to Work Demonstration Program	MTW - CFP	MTW - HCV	MTW - LIPH
70000	Total Revenue	8,649,654	98,471	1,128,881	3,422,394	75,203,976	15,830,783
91100	Administrative Salaries	507,749	-	1,479,399	-	-	-
91200	Auditing Fees	-	-	-	-	-	-
91300	Management Fee	876,143	-	8,164,988	-	-	-
91400	Advertising and Marketing	19,255	-	14,871	-	-	-
91500	Employee Benefit contributions - Administrative	206,303	-	659,176	-	-	-
91600	Office Expenses	148,608	-	44,826	-	-	-
91700	Legal Expense	175,398	-	1,187	-	-	-
91800	Travel	638	-	1,242	-	-	-
91900	Other	130,656	-	481,603	-	-	-
91000	Total Operating - Administrative	2,064,750	-	10,847,292	-	-	-
92100	Tenant Services - Salaries	-	98,471	-	-	-	-
92200	Relocation Costs	84,785	-	-	-	-	-
92300	Employee Benefit Contributions - Tenant Services	-	-	-	-	-	-
92400	Tenant Services - Other	80,158	-	-	-	-	-
92500	Total Tenant Services	164,943	98,471	-	-	-	-
93100	Water	610,232	-	7,708	-	-	-
93200	Electricity	819,619	-	-	-	-	-
93300	Gas	540,081	-	-	-	-	-
93600	Sewer	638,309	-	-	-	-	-
93800	Other Utilities Expense	52,712	-	-	-	-	-
93000	Total Utilities	2,660,953	-	7,708	-	-	-
94100	Ordinary Maintenance and Operations - Labor	1,212,237	-	1,091,539	-	-	-
94200	Ordinary Maintenance and Operations - Materials and Other	728,954	-	329	-	-	-
94300	Ordinary Maintenance and Operations Contracts	1,248,322	-	-	-	-	-
94500	Employee Benefit Contributions - Ordinary Maintenance	583,393	-	368,884	-	-	-
94000	Total Maintenance	3,772,906	-	1,460,752	-	-	-
95200	Protective Services - Other Contract Costs	179,032	-	-	-	-	-
95300	Protective Services - Other	48,600	-	200	-	-	-
95000	Total Protective Services	227,632	-	200	-	-	-
96110	Property Insurance	269,050	-	23,159	-	-	-
96120	Liability Insurance	125,161	-	86,933	-	-	-
96130	Workmen's Compensation	161,285	-	200,923	-	-	-
96140	All Other Insurance	96,922	-	-	-	-	-
96100	Total insurance Premiums	652,418	-	311,015	-	-	-

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Total AMPs	ROSS	Moving to Work Demonstration Program	MTW - CFP	MTW - HCV	MTW - LIPH
96200	Other General Expenses	1,580,610	-	199,231	-	-	-
96210	Compensated Absences	55,684	-	-	-	-	-
96300	Payments in Lieu of Taxes	-	-	-	-	-	-
96400	Bad debt - Tenant Rents	87,167	-	-	-	-	-
96600	Bad debt - Other	4,090	-	-	-	-	-
96000	Total Other General Expenses	1,727,551	-	199,231	-	-	-
96710	Interest of Mortgage (or Bonds) Payable	-	-	-	-	-	-
96730	Amortization of Bond Issue Costs	-	-	-	-	-	-
96700	Total Interest Expense and Amortization Cost	-	-	-	-	-	-
96900	Total Operating Expenses	11,271,153	98,471	12,826,198	-	-	-
97000	Excess of Operating Revenue over Operating Expenses	(2,621,499)	-	(11,697,317)	3,422,394	75,203,976	15,830,783
97100	Extraordinary Maintenance	241,376	-	1,531	-	-	-
97300	Housing Assistance Payments	-	-	60,485,367	-	-	-
97350	HAP Portability-In	-	-	1,144,077	-	-	-
97400	Depreciation Expense	2,155,389	-	-	-	-	-
90000	Total Expenses	13,667,918	98,471	74,457,173	-	-	-
10010	Operating Transfer In	-	-	94,457,153	-	-	-
10020	Operating transfer Out	-	-	(5,470,099)	(3,422,394)	(75,203,976)	(15,830,783)
10080	Special Items (Net Gain/Loss)	-	-	-	-	-	-
10093	Transfers between Program and Project - In	10,879,439	-	2,919,385	-	-	-
10094	Transfers between Project and Program - Out	(9,140,065)	-	(12,558,759)	-	-	-
10100	Total Other financing Sources (Uses)	1,739,374	-	79,347,680	(3,422,394)	(75,203,976)	(15,830,783)
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	(3,278,890)	-	6,019,388	-	-	-
11020	Required Annual Debt Principal Payments	-	-	-	-	-	-
11030	Beginning Equity	23,926,154	-	10,257,399	-	-	-
11040	Prior Period Adjustments, Equity Transfers and Correction of Errors	8,363	-	-	-	-	-
11190	Unit Months Available	14,766	-	60,445	-	-	-
11210	Number of Unit Months Leased	13,085	-	60,445	-	-	-
11620	Building Purchases	1,866,061	-	-	-	-	-

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Lead Based- Paint CFP	MTWCARES	Emergency Housing Voucher	HCV CARES Act Funding	PIH CARES Act Funding	Family Self Sufficiency Program
111	Cash - Unrestricted	-	-	26,668	-	-	-
112	Cash - Restricted - Modernization and Development	-	-	-	-	-	-
113	Cash - Other Restricted	-	-	114,954	809,781	-	-
114	Cash - Tenant Security Deposits	-	-	-	-	-	-
115	Cash - Restricted for Payment of Current Liabilities	-	36,483	64,750	40,410	15,181	-
100	Total Cash	-	36,483	206,372	850,191	15,181	-
122	Accounts Receivable - HUD Other Projects	16,989	-	-	-	-	12,199
124	Accounts Receivable - Other Government	-	-	-	-	-	-
125	Accounts Receivable - Miscellaneous	-	-	-	-	-	-
126	Accounts Receivable - Tenants	-	-	-	-	-	-
126.1	Allowance for Doubtful Accounts - Tenants	-	-	-	-	-	-
126.2	Allowance for Doubtful Accounts - Other	-	-	-	-	-	-
127	Notes, Loans, & Mortgages Receivable - Current	-	-	-	-	-	-
120	Total Receivables, Net of Allowances for Doubtful Accounts	16,989	-	-	-	-	12,199
142	Prepaid Expenses and Other Assets	-	-	-	-	-	-
144	Inter Program Due From	-	-	-	-	-	-
150	Total Current Assets	16,989	36,483	206,372	850,191	15,181	12,199
161	Land	-	-	-	-	-	-
162	Buildings	-	-	-	-	-	-
163	Furniture, Equipment & Machinery - Dwellings	-	-	-	-	-	-
164	Furniture, Equipment & Machinery - Administration	-	-	-	-	-	-
166	Accumulated Depreciation	-	-	-	-	-	-
167	Construction in Progress	-	-	-	-	-	-
160	Total Capital Assets, Net of Accumulated Depreciation	-	-	-	-	-	-
171	Notes, Loans and Mortgages Receivable - Non-Current	-	-	-	-	-	-
174	Other Assets	-	-	-	-	-	-
180	Total Non-Current Assets	-	-	-	-	-	-
200	Deferred Outflow of Resources	-	-	-	-	-	-
290	Total Assets and Deferred Outflow of Resources	16,989	36,483	206,372	850,191	15,181	12,199
312	Accounts Payable <= 90 Days	-	15,338	-	2,177	-	-
321	Accrued Wage/Payroll Taxes Payable	-	3,118	-	5,476	2,479	2,312
322	Accrued Compensated Absences - Current Portion	-	-	-	-	-	-
325	Accrued Interest Payable	-	-	-	-	-	-

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Lead Based-Paint CFP	MTWCARES	Emergency Housing Voucher	HCV CARES Act Funding	PIH CARES Act Funding	Family Self Sufficiency Program
333	Accounts Payable - Other Government	-	-	-	-	-	-
341	Tenant Security Deposits	-	-	-	-	-	-
342	Unearned Revenue	-	-	64,750	809,781	-	-
343	Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	-	-	-	-	-	-
344	Current Portion of Long-term Debt - Operating Borrowings	-	-	-	-	-	-
345	Other Current Liabilities	-	-	-	-	-	-
346	Accrued Liabilities - Other	16,839	18,027	-	32,757	12,702	-
347	Inter Program - Due To	150	-	-	-	-	9,887
310	Total Current Liabilities	16,989	36,483	64,750	850,191	15,181	12,199
351	Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	-	-	-	-	-
352	Long-term Debt, Net of Current - Operating Borrowings	-	-	-	-	-	-
353	Non-current Liabilities - Other	-	-	-	-	-	-
354	Accrued Compensated Absences - Non Current	-	-	-	-	-	-
350	Total Non-Current Liabilities	-	-	-	-	-	-
300	Total Liabilities	16,989	36,483	64,750	850,191	15,181	12,199
400	Deferred Inflow of Resources	-	-	-	-	-	-
508.4	Net Investment in Capital Assets	-	-	-	-	-	-
511.4	Restricted Net Position	-	-	114,954	-	-	-
512.4	Unrestricted Net Position	-	-	26,668	-	-	-
513	Total Equity - Net Assets / Position	-	-	141,622	-	-	-
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	16,989	36,483	206,372	850,191	15,181	12,199
70300	Net Tenant Rental Revenue	-	-	-	-	-	-
70500	Total Tenant Revenue	-	-	-	-	-	-
70600	HUD PHA Operating Grants	379,714	-	141,622	1,394,256	2,302,909	135,329
70610	Capital Grants	-	-	-	-	-	-
70710	Management Fee	-	-	-	-	-	-
70700	Total Fee Revenue	-	-	-	-	-	-
70800	Other Government Grants	-	-	-	-	-	-
71100	Investment Income - Unrestricted	-	-	-	-	-	-
71400	Fraud Recovery	-	-	-	-	-	-
71500	Other Revenue	-	-	-	-	-	-
71600	Gain or Loss on Sale of Capital Assets	-	-	-	-	-	-
72000	Investment Income - Restricted	-	-	-	-	-	-

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Lead Based-Paint CFP	MTWCARES	Emergency Housing Voucher	HCV CARES Act Funding	PIH CARES Act Funding	Family Self Sufficiency Program
70000	Total Revenue	379,714	-	141,622	1,394,256	2,302,909	135,329
91100	Administrative Salaries	-	698,789	-	-	-	-
91200	Auditing Fees	-	-	-	-	-	-
91300	Management Fee	-	-	-	-	-	-
91400	Advertising and Marketing	-	-	-	-	-	-
91500	Employee Benefit contributions - Administrative	-	191,349	-	-	-	-
91600	Office Expenses	-	685,841	-	-	-	-
91700	Legal Expense	-	-	-	-	-	-
91800	Travel	-	-	-	-	-	-
91900	Other	-	707,561	-	-	-	-
91000	Total Operating - Administrative	-	2,283,540	-	-	-	-
92100	Tenant Services - Salaries	-	243,436	-	-	-	135,329
92200	Relocation Costs	17,173	-	-	-	-	-
92300	Employee Benefit Contributions - Tenant Services	-	88,157	-	-	-	-
92400	Tenant Services - Other	-	160,911	-	-	-	-
92500	Total Tenant Services	17,173	492,504	-	-	-	135,329
93100	Water	-	-	-	-	-	-
93200	Electricity	-	-	-	-	-	-
93300	Gas	-	-	-	-	-	-
93600	Sewer	-	-	-	-	-	-
93800	Other Utilities Expense	-	-	-	-	-	-
93000	Total Utilities	-	-	-	-	-	-
94100	Ordinary Maintenance and Operations - Labor	-	127,816	-	-	-	-
94200	Ordinary Maintenance and Operations - Materials and Other	-	48,603	-	-	-	-
94300	Ordinary Maintenance and Operations Contracts	-	64,237	-	-	-	-
94500	Employee Benefit Contributions - Ordinary Maintenance	-	9,254	-	-	-	-
94000	Total Maintenance	-	249,910	-	-	-	-
95200	Protective Services - Other Contract Costs	-	61,762	-	-	-	-
95300	Protective Services - Other	-	72,038	-	-	-	-
95000	Total Protective Services	-	133,800	-	-	-	-
96110	Property Insurance	-	-	-	-	-	-
96120	Liability Insurance	-	-	-	-	-	-
96130	Workmen's Compensation	-	-	-	-	-	-
96140	All Other Insurance	-	-	-	-	-	-
96100	Total insurance Premiums	-	-	-	-	-	-

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Lead Based- Paint CFP	MTWCARES	Emergency Housing Voucher	HCV CARES Act Funding	PIH CARES Act Funding	Family Self Sufficiency Program
96200	Other General Expenses	-	-	-	-	-	-
96210	Compensated Absences	-	-	-	-	-	-
96300	Payments in Lieu of Taxes	-	-	-	-	-	-
96400	Bad debt - Tenant Rents	-	-	-	-	-	-
96600	Bad debt - Other	-	-	-	-	-	-
96000	Total Other General Expenses	-	-	-	-	-	-
96710	Interest of Mortgage (or Bonds) Payable	-	-	-	-	-	-
96730	Amortization of Bond Issue Costs	-	-	-	-	-	-
96700	Total Interest Expense and Amortization Cost	-	-	-	-	-	-
96900	Total Operating Expenses	17,173	3,159,754	-	-	-	135,329
97000	Excess of Operating Revenue over Operating Expenses	362,541	(3,159,754)	141,622	1,394,256	2,302,909	-
97100	Extraordinary Maintenance	362,541	-	-	-	-	-
97300	Housing Assistance Payments	-	-	-	-	-	-
97350	HAP Portability-In	-	-	-	-	-	-
97400	Depreciation Expense	-	-	-	-	-	-
90000	Total Expenses	379,714	3,159,754	-	-	-	135,329
10010	Operating Transfer In	-	3,697,165	-	-	-	-
10020	Operating transfer Out	-	-	-	(1,394,256)	(2,302,909)	-
10080	Special Items (Net Gain/Loss)	-	-	-	-	-	-
10093	Transfers between Program and Project - In	-	-	-	-	-	-
10094	Transfers between Project and Program - Out	-	-	-	-	-	-
10100	Total Other financing Sources (Uses)	-	3,697,165	-	(1,394,256)	(2,302,909)	-
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-	537,411	141,622	-	-	-
11020	Required Annual Debt Principal Payments	-	-	-	-	-	-
11030	Beginning Equity	-	-	-	-	-	-
11040	Prior Period Adjustments, Equity Transfers and Correction of Errors	-	(537,411)	-	-	-	-
11190	Unit Months Available	-	-	-	-	-	-
11210	Number of Unit Months Leased	-	-	-	-	-	-
11620	Building Purchases	-	-	-	-	-	-

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Business Activities	Component Unit - Discretely Presented	COCC	Eliminations	Total
111	Cash - Unrestricted	29,318,307	12,419,275	1,474,272	-	64,299,725
112	Cash - Restricted - Modernization and Development	917,350	-	-	-	917,350
113	Cash - Other Restricted	1,657,299	26,586,847	-	-	29,860,847
114	Cash - Tenant Security Deposits	-	297,872	-	-	478,663
115	Cash - Restricted for Payment of Current Liabilities	-	-	-	-	156,824
100	Total Cash	31,892,956	39,303,994	1,474,272	-	95,713,409
122	Accounts Receivable - HUD Other Projects	-	-	32,142	-	311,371
124	Accounts Receivable - Other Government	-	104,654	-	-	192,738
125	Accounts Receivable - Miscellaneous	509,826	675,295	4,928,310	-	6,180,160
126	Accounts Receivable - Tenants	-	690,031	-	-	860,700
126.1	Allowance for Doubtful Accounts - Tenants	-	(296,777)	-	-	(395,588)
126.2	Allowance for Doubtful Accounts - Other	-	(76,250)	-	-	(76,250)
127	Notes, Loans, & Mortgages Receivable - Current	-	18,280	-	-	18,280
120	Total Receivables, Net of Allowances for Doubtful Accounts	509,826	1,115,233	4,960,452	-	7,091,411
142	Prepaid Expenses and Other Assets	-	631,750	474,842	-	1,117,722
144	Inter Program Due From	-	-	10,037	(10,037)	-
150	Total Current Assets	32,402,782	41,050,977	6,919,603	(10,037)	103,922,542
161	Land	17,557,470	19,587,721	96,480	-	40,125,461
162	Buildings	13,380,330	279,541,078	532,508	-	422,140,427
163	Furniture, Equipment & Machinery - Dwellings	-	8,294,099	-	-	8,294,099
164	Furniture, Equipment & Machinery - Administration	-	69,503	1,310,373	-	2,381,816
166	Accumulated Depreciation	(9,882,142)	(37,763,963)	(992,812)	-	(168,675,490)
167	Construction in Progress	5,750,053	26,222,133	3,643,700	-	40,093,535
160	Total Capital Assets, Net of Accumulated Depreciation	26,805,711	295,950,571	4,590,249	-	344,359,848
171	Notes, Loans and Mortgages Receivable - Non-Current	280,572,395	2,861,055	-	-	283,433,450
174	Other Assets	-	1,674,419	-	-	1,674,419
180	Total Non-Current Assets	307,378,106	300,486,045	4,590,249	-	629,467,717
200	Deferred Outflow of Resources	-	-	-	-	-
290	Total Assets and Deferred Outflow of Resources	339,780,888	341,537,022	11,509,852	(10,037)	733,390,259
312	Accounts Payable <= 90 Days	49,757	12,528,621	922,087	-	14,124,372
321	Accrued Wage/Payroll Taxes Payable	-	132,195	32,975	-	356,671
322	Accrued Compensated Absences - Current Portion	-	218,501	364,876	-	705,646
325	Accrued Interest Payable	48,450	371,334	-	-	419,784

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Business Activities	Component Unit - Discretely Presented	COCC	Eliminations	Total
333	Accounts Payable - Other Government	-	139,937	-	-	139,937
341	Tenant Security Deposits	-	297,872	-	-	478,663
342	Unearned Revenue	265,000	96,830	-	-	1,240,443
343	Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	-	28,991,649	-	-	28,991,649
344	Current Portion of Long-term Debt - Operating Borrowings	265,000	-	-	-	265,000
345	Other Current Liabilities	-	2,238,097	-	-	2,238,097
346	Accrued Liabilities - Other	120,372	832,191	161,770	-	1,722,392
347	Inter Program - Due To	-	-	-	(10,037)	-
310	Total Current Liabilities	748,579	45,847,227	1,481,708	(10,037)	50,682,654
351	Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	225,860,669	-	-	225,860,669
352	Long-term Debt, Net of Current - Operating Borrowings	2,481,737	2,287,121	-	-	4,768,858
353	Non-current Liabilities - Other	1,598,592	3,437,584	-	-	5,726,215
354	Accrued Compensated Absences - Non Current	-	131,831	576,799	-	901,912
350	Total Non-Current Liabilities	4,080,329	231,717,205	576,799	-	237,257,654
300	Total Liabilities	4,828,908	277,564,432	2,058,507	(10,037)	287,940,308
400	Deferred Inflow of Resources	-	-	-	-	-
508.4	Net Investment in Capital Assets	26,805,711	41,098,253	4,590,249	-	89,507,530
511.4	Restricted Net Position	58,707	29,651,759	-	-	29,827,347
512.4	Unrestricted Net Position	308,087,562	(6,777,422)	4,861,096	-	326,115,074
513	Total Equity - Net Assets / Position	334,951,980	63,972,590	9,451,345	-	445,449,951
600	Total Liab., Def. Inflow of Res., and Equity - Net Assets / Position	339,780,888	341,537,022	11,509,852	(10,037)	733,390,259
70300	Net Tenant Rental Revenue	-	15,118,998	-	-	17,381,690
70500	Total Tenant Revenue	-	15,118,998	-	-	17,381,690
70600	HUD PHA Operating Grants	-	-	-	-	97,043,393
70610	Capital Grants	-	-	-	-	1,866,061
70710	Management Fee	-	-	9,041,131	(9,041,131)	-
70700	Total Fee Revenue	-	-	9,041,131	(9,041,131)	-
70800	Other Government Grants	4,706,738	-	-	-	4,706,738
71100	Investment Income - Unrestricted	6,955,770	50,893	583	-	7,007,246
71400	Fraud Recovery	-	-	-	-	47,000
71500	Other Revenue	193,596	5,397,031	1,343,910	-	8,030,358
71600	Gain or Loss on Sale of Capital Assets	-	-	-	-	6,372,983
72000	Investment Income - Restricted	206	-	-	-	245

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Business Activities	Component Unit - Discretely Presented	COCC	Eliminations	Total
70000	Total Revenue	11,856,310	20,566,922	10,385,624	(9,041,131)	142,455,714
91100	Administrative Salaries	-	3,816,240	3,084,671	-	9,586,848
91200	Auditing Fees	-	276,875	43,200	-	320,075
91300	Management Fee	-	1,370,955	-	(9,041,131)	1,370,955
91400	Advertising and Marketing	164	27,178	36,940	-	98,408
91500	Employee Benefit contributions - Administrative	-	1,335,319	969,374	-	3,361,521
91600	Office Expenses	14,592	489,392	590,872	-	1,974,131
91700	Legal Expense	-	339,956	274,559	-	791,100
91800	Travel	-	4,209	8,683	-	14,772
91900	Other	471,697	768,573	859,791	-	3,419,881
91000	Total Operating - Administrative	486,453	8,428,697	5,868,090	(9,041,131)	20,937,691
92100	Tenant Services - Salaries	-	-	743,134	-	1,220,370
92200	Relocation Costs	-	501,388	4,150	-	607,496
92300	Employee Benefit Contributions - Tenant Services	-	-	478,602	-	566,759
92400	Tenant Services - Other	-	230,569	254,790	-	726,428
92500	Total Tenant Services	-	731,957	1,480,676	-	3,121,053
93100	Water	1,124	381,897	16,615	-	1,017,576
93200	Electricity	22,618	1,256,103	92,396	-	2,190,736
93300	Gas	8,142	286,467	7,609	-	842,299
93600	Sewer	323	366,288	15,065	-	1,019,985
93800	Other Utilities Expense	-	58,196	-	-	110,908
93000	Total Utilities	32,207	2,348,951	131,685	-	5,181,504
94100	Ordinary Maintenance and Operations - Labor	-	861,128	-	-	3,292,720
94200	Ordinary Maintenance and Operations - Materials and Other	18,195	249,487	14,077	-	1,059,645
94300	Ordinary Maintenance and Operations Contracts	63,474	1,417,278	166,768	-	2,960,079
94500	Employee Benefit Contributions - Ordinary Maintenance	-	10,305	-	-	971,836
94000	Total Maintenance	81,669	2,538,198	180,845	-	8,284,280
95200	Protective Services - Other Contract Costs	7,329	-	25,304	-	273,427
95300	Protective Services - Other	-	148,038	-	-	268,876
95000	Total Protective Services	7,329	148,038	25,304	-	542,303
96110	Property Insurance	2,583	995,449	1,431	-	1,291,672
96120	Liability Insurance	314	-	1,173	-	213,581
96130	Workmen's Compensation	-	102,200	227,841	-	692,249
96140	All Other Insurance	-	-	84,769	-	181,691
96100	Total insurance Premiums	2,897	1,097,649	315,214	-	2,379,193

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SUPPLEMENTARY FINANCIAL DATA SCHEDULE

SEPTEMBER 30, 2021

FDS Line Item	Description	Business Activities	Component Unit - Discretely Presented	COCC	Eliminations	Total
96200	Other General Expenses	-	-	12,420	-	1,792,261
96210	Compensated Absences	-	183,223	108,473	-	347,380
96300	Payments in Lieu of Taxes	-	258,849	-	-	258,849
96400	Bad debt - Tenant Rents	-	502,439	-	-	589,606
96600	Bad debt - Other	-	-	-	-	4,090
96000	Total Other General Expenses	-	944,511	120,893	-	2,992,186
96710	Interest of Mortgage (or Bonds) Payable	96,900	8,659,502	-	-	8,756,402
96730	Amortization of Bond Issue Costs	1,250	69,577	-	-	70,827
96700	Total Interest Expense and Amortization Cost	98,150	8,729,079	-	-	8,827,229
96900	Total Operating Expenses	708,705	24,967,080	8,122,707	(9,041,131)	52,265,439
97000	Excess of Operating Revenue over Operating Expenses	11,147,605	(4,400,158)	2,262,917	-	90,190,275
97100	Extraordinary Maintenance	392,097	736,522	25,767	-	1,759,834
97300	Housing Assistance Payments	-	-	-	-	60,485,367
97350	HAP Portability-In	-	-	-	-	1,144,077
97400	Depreciation Expense	197,638	7,209,692	181,536	-	9,744,255
90000	Total Expenses	1,298,440	32,913,294	8,330,010	(9,041,131)	125,398,972
10010	Operating Transfer In	3,376,268	-	2,093,831	(103,624,417)	-
10020	Operating transfer Out	-	-	-	103,624,417	-
10080	Special Items (Net Gain/Loss)	-	13,334,753	-	-	13,334,753
10093	Transfers between Program and Project - In	7,900,000	-	-	(21,698,824)	-
10094	Transfers between Project and Program - Out	-	-	-	21,698,824	-
10100	Total Other financing Sources (Uses)	11,276,268	13,334,753	2,093,831	-	13,334,753
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	21,834,138	988,381	4,149,445	-	30,391,495
11020	Required Annual Debt Principal Payments	645,000	-	-	-	645,000
11030	Beginning Equity	313,117,842	62,984,209	4,772,852	-	415,058,456
11040	Prior Period Adjustments, Equity Transfers and Correction of Errors	-	-	529,048	-	-
11190	Unit Months Available	-	-	-	-	75,211
11210	Number of Unit Months Leased	-	-	-	-	73,530
11620	Building Purchases	-	-	-	-	1,866,061

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

STATEMENT OF ACTUAL MODERNIZATION COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2021

Project:	CT26P004501-18
Modernization Funds Approved	\$ 5,108,032
Modernization Funds Expended	<u>5,108,032</u>
Excess of Modernization Funds Approved	<u>\$ --</u>
Modernization Funds Advanced	\$ 5,108,032
Modernization Funds Expended	<u>5,108,032</u>
Excess of Modernization Funds Advanced	<u>\$ --</u>

Based on our review of the completed projects:

- 1) All work in connection with the projects is complete.
- 2) All liabilities have been incurred and discharged through payment.

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

STATEMENT OF ACTUAL GRANT COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2021

Grant:	FSS20CT2949
Grant Funds Approved	\$ 141,596
Grant Funds Expended	<u>141,596</u>
Excess of Grant Funds Approved	<u>\$ --</u>
Grant Funds Advanced	\$ 141,596
Grant Funds Expended	<u>141,596</u>
Excess of Grant Funds Advanced	<u>\$ --</u>

Based on our review of the completed grant:

- 1) All work in connection with the grant is complete.
- 2) All liabilities have been incurred and discharged through payment.

See Independent Auditors' Report

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED SEPTEMBER 30, 2021

Federal Grantor / Pass-Through Grantor / Program or Cluster Title	Federal CFDA Number	Pass- Through Entity Identifying Number	Provided to Sub-recipients	Total Federal Expenditures
Department of Housing & Urban Development (HUD)				
Housing Voucher Cluster				
Section 8 Housing Choice Vouchers - Emergency Housing Vouchers	14.871	--	\$ --	\$ 141,622
Total Housing Voucher Cluster			--	141,622
Moving to Work Demonstration Program	14.881	--	--	94,457,153
Moving to Work Demonstration Program - CARES ACT	14.881	--	--	3,697,165
Total Moving to Work Demonstration Program			--	98,154,318
Resident Opportunity and Support Services	14.870	--	--	98,471
Lead-based Paint Capital Fund Program	14.888	--	--	379,714
PIH Family Self Sufficiency Program	14.896	--	--	135,329
Total Department of Housing & Urban Development			--	98,909,454
Total Expenditures of Federal Awards			\$ --	\$ 98,909,454

See Notes to the Schedule of Expenditures of Federal Awards

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED SEPTEMBER 30, 2021

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of Housing Authority of the City of New Haven, under programs of the federal government for the year ended September 30, 2021. The information in the schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Housing Authority of the City of New Haven, it is not intended to and does not present the financial position, changes in net position or cash flows of Housing Authority of the City of New Haven.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the accrual basis of accounting. For cost-reimbursement awards, such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. For performance-based awards, expenditures reported represent amounts earned.

NOTE 3 – INDIRECT COST RATE

The Housing Authority of the City of New Haven has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

FOR THE YEAR ENDED SEPTEMBER 30, 2021

<u>STATE GRANTOR / PASS-THROUGH GRANTOR / PROGRAM TITLE</u>	<u>STATE GRANT PROGRAM CORE-CT NUMBER</u>	<u>PASSED THROUGH TO SUBRECIPIENTS</u>	<u>STATE FINANCIAL ASSISTANCE EXPENDITURES</u>
Department of Economic and Community Development			
Brownfield Remediation Program	12052-ECD46260-43403	\$ --	\$ 1,413,475
Total Department of Economic and Community Development		--	1,413,475
Total Expenditures of State Financial Assistance		\$ --	\$ 1,413,475

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF STATE FINANCIAL
ASSISTANCE**

FOR THE YEAR ENDED SEPTEMBER 30, 2021

The State of Connecticut has provided financial assistance to the Housing Authority of the City of New Haven through grants in accordance with the General Statutes of the State of Connecticut. The financial assistance funds the Housing Authority of the City of New Haven's state housing developments.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Housing Authority of the City of New Haven conform to accounting principles generally accepted in the United States as applicable to government agencies. The Schedule of Expenditures of State Financial Assistance, contained in this report, is prepared based on regulations established by the State of Connecticut Office of Policy and Management.

NOTE 2 – BASIS OF ACCOUNTING

The expenditures reported on the Schedule of Expenditures of State Financial Assistance are reported on the accrual basis of accounting. In accordance with these regulations (Section 4-236- 22), certain grants are not dependent on expenditure activity, and accordingly are considered to be expended in the fiscal year of receipt. These grant program receipts are reflected in the expenditures column of the Schedule of Expenditures of State Financial Assistance. Loans payable, the proceeds of which were received and expended in a prior year are not considered state financial assistance expended.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To The Board of Commissioners
Housing Authority of the City of New Haven
d/b/a Elm City Communities
New Haven, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate discretely presented component units of the Housing Authority of the City of New Haven, as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of New Haven's basic financial statements, and have issued our report thereon dated [Report Date]. The financial statements of the aggregate discretely presented component units were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the aggregate discretely presented component units.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Housing Authority of the City of New Haven's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Housing Authority of the City of New Haven's internal control. Accordingly, we do not express an opinion on the effectiveness of Housing Authority of the City of New Haven's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of the City of New Haven's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Providence, Rhode Island

[Report Date]

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER
COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE**

To The Board of Commissioners
Housing Authority of the City of New Haven
d/b/a Elm City Communities
New Haven, Connecticut

Report on Compliance for Each Major Federal Program

We have audited the Housing Authority of the City of New Haven's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Housing Authority of the City of New Haven's major federal program for the year ended September 30, 2021. The Housing Authority of the City of New Haven's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal program.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for the Housing Authority of the City of New Haven's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority of the City of New Haven's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for its major federal program. However, our audit does not provide a legal determination of the Housing Authority of the City of New Haven's compliance.

Opinion on Each Major Federal Program

In our opinion, the Housing Authority of the City of New Haven complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended September 30, 2021.

Report on Internal Control over Compliance

Management of the Housing Authority of the City of New Haven is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Housing Authority of the City of New Haven's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of New Haven's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Providence, Rhode Island

[Report Date]

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2021

SECTION I - SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP: *Unmodified Opinions*

Internal control over financial reporting:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None Reported

Noncompliance material to financial statements noted? Yes No

FEDERAL AWARDS

Internal control over the major federal program:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None Reported

Type of auditors' report issued on compliance for the major federal program: *Unmodified Opinion*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes No

Identification of the major federal program:

CFDA #	Name of Federal Program or Cluster
---------------	---

14.881	Moving-to-Work Demonstration Program
--------	--------------------------------------

Dollar threshold used to distinguish between Type A and Type B programs: \$2,967,284

Auditee qualified as low-risk auditee? Yes No

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2021

SECTION II - FINANCIAL STATEMENTS FINDINGS

No matters were reported.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

No prior audit findings.

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE
STATE SINGLE AUDIT ACT**

To The Board of Commissioners
Housing Authority of the City of New Haven
d/b/a Elm City Communities
New Haven, Connecticut

Report on Compliance for Each Major State Program

We have audited the Housing Authority of the City of New Haven's compliance with the types of compliance requirements described in the Office of Policy and Management's Compliance Supplement that could have a direct and material effect on the Housing Authority of the City of New Haven's major state program for the year ended September 30, 2021. The Housing Authority of the City of New Haven's major state program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its state programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Housing Authority of the City of New Haven's major state program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority of the City of New Haven's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major State program. However, our audit does not provide a legal determination of the Housing Authority of the City of New Haven's compliance.

Opinion on Each Major State Program

In our opinion, the Housing Authority of the City of New Haven, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major state program for the year ended September 30, 2021.

Report on Internal Control over Compliance

Management of the Housing Authority of the City of New Haven is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Housing Authority of the City of New Haven's internal control over compliance with the types of requirements that could have a direct and material effect on its major state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major state program and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of New Haven's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act. Accordingly, this report is not suitable for any other purpose.

Providence, Rhode Island

[Report Date]

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2021

SECTION I - SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' opinion issued: *Unmodified Opinion*

Internal control over financial reporting:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None Reported

Noncompliance material to financial statements noted? Yes No

STATE FINANCIAL ASSISTANCE

Internal control over major programs:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None Reported

Type of auditors' report issued on compliance for major programs: *Unmodified Opinion*

Any audit findings disclosed that are required to be Reported in accordance with Section 4-236-24 of The regulations of the State Single Audit Act? Yes No

Identification of major federal programs:

State Grantor And Program	State Core-CT Number	Expenditures
Department of Economic and Community Development Brownfield Remediation Program	12052-ECD46260-43403	\$1,413,475

Dollar threshold used to distinguish between Type A and Type B programs: \$200,000

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
D/B/A ELM CITY COMMUNITIES**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED SEPTEMBER 30, 2021

SECTION II - FINANCIAL STATEMENTS FINDINGS

No matters were reported.

SECTION III – STATE FINANCIAL ASSISTANCE FINDINGS AND QUESTIONED COSTS

No matters were reported.

SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

No prior audit findings.

**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING
AGREED-UPON PROCEDURES**

To The Board of Commissioners
Housing Authority of the City of New Haven
D/B/A Elm City Communities
New Haven, Connecticut

We have performed the procedure described in the second paragraph of this report, which was agreed to by the Housing Authority of the City of New Haven (the Authority) and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), on whether the electronic submission of certain information agrees with related hard copy documents included within the audit reporting package. The Authority is responsible for the accuracy and completeness of the electronic submission. The sufficiency of the procedure is solely the responsibility of the Authority and REAC. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the chart below under the "UFRS Rule Information" column with the corresponding printed documents listed in the chart under the "Hard Copy Documents" column. The associated findings from the performance of our agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart below.

<u>PROCEDURE</u>	<u>UFRS RULE INFORMATION</u>	<u>HARD COPY DOCUMENTS</u>	<u>FINDINGS</u>
1	Balance Sheet and Revenue and Expense (data line items 111 to 13901)	Financial Data Schedule, all CFDA's	Agrees
2	Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	Agrees
3	Type of opinion on FDS (data element G3100-040)	Auditor's supplemental report on FDS	Agrees
4	Audit findings narrative (data element G5200-010)	Schedule of Findings and Questioned costs	Agrees
5	General information (data element series G2000, G2100, G2200, G9000, G9100)	OMB Data Collection Form	Agrees

<u>PROCEDURE</u>	<u>UFRS RULE INFORMATION</u>	<u>HARD COPY DOCUMENTS</u>	<u>FINDINGS</u>
6	Financial statement report information (data element G3000-010 to G3000-050)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form	Agrees
7	Federal program report information (data element G4000-020 to G4000-040)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form	Agrees
8	Type of Compliance Requirement (G4200-020 & G4000-030)	OMB Data Collection Form	Agrees
9	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	Agrees

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on whether the electronic submission of the items listed in the "UFRS Rule Information" column in the agrees with the related hard copy documents within the audit reporting package. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We were engaged to perform an audit in accordance with the *OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Uniform Guidance)*, by the Authority as of and for the year ended September 30, 2021 and have issued our reports thereon dated [Report Date]. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, our opinion on the fair presentation of the Authority's supplementary information dated [Report Date], was expressed in relation to the basic financial statements of the Authority taken as a whole.

A copy of the reporting package required by the OMB Uniform Guidance, which includes the auditors' reports, is available in its entirety from the Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This purpose of this report on applying the agreed-upon procedures is solely to describe the procedure performed on the electronic submission of the items listed in the "UFRS Rule Information" column and associated findings, and not to provide an opinion or conclusion. Accordingly, this report is not suitable for any other purpose.

Providence, Rhode Island
[Report Date]

MEMORANDUM

TO: Board of Commissioners

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

DATE: May 17, 2022

RE: Resolution Authorizing ECC/HANH'S Acceptance of Capital Fund Program (CFP) 2022 Funds

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 05-14/22-R

TIMING: Immediately

DISCUSSION: ECC/HANH received notification from HUD May 12, 2022 of its Fiscal Year 2022 Capital Fund Program (CFP) formula amount. HUD requires submission of a 5-Year Action Plan and Annual Statement/Budget through its EPIC computer portal to receive these funds.

HUD allocates its capital funds on a formula basis. The work items for ECC/HANH's Capital Funds are included in yearly Moving to Work Plans. ECC/HANH's 2022 CFP allocation is \$2,718,137. As ECC/HANH continues to convert developments from public housing to project based Section 8 housing under the Rental Assistance Demonstration Program (RAD), the CFP formula is expected to decrease.

ECC/HANH's 2021 CFP allocation was \$3,281,648.

ECC/HANH is requesting Board of Commissioners authorization to accept the CFP 2022 funds and authorization of the actions of the President/Executive Director to execute, submit to HUD and revise when necessary any required forms and supporting documents for CFP 2022, including those annual plans and five-year plans submitted through HUD's EPIC portal, and expend the authorized funds.

FISCAL IMPACT: 2022 CFP formula amount is \$2,718,137

STAFF: Hannah Sokal-Holmes, VP Planning & Modernization

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

RESOLUTION #05-14/22-R

**RESOLUTION AUTHORIZING ECC/HANH'S ACCEPTANCE OF CAPITAL
FUND PROGRAM (CFP) 2022 FUNDS IN THE AMOUNT OF \$2,718,137**

WHEREAS, ECC/HANH received notification from HUD May 12, 2022 of its Fiscal Year 2022 Capital Fund Program (CFP) formula amount; and

WHEREAS, HUD requires submission of a 5-Year Action Plan and Annual Statement/Budget through its EPIC computer portal to receive these funds; and

WHEREAS, ECC/HANH's 2022 CFP allocation is \$2,718,137; and

WHEREAS, as ECC/HANH continues to convert developments from public housing to project based Section 8 housing under the Rental Assistance Demonstration Program (RAD), the CFP formula is expected to decrease; and

WHEREAS, the CFP 2021 allocation was \$3,281,648; and

WHEREAS, the work items for this year's Capital Funds are included in ECC/HANH's Moving to Work Annual Plans.

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

- 1) The Housing Authority of the City of New Haven's acceptance of CFP 2022 grant funds in the amount of \$2,718,137 is approved.
- 2) The President/Executive Director is authorized to execute, submit to HUD and revise when necessary any required forms and supporting documents for CFP 2022, including annual and five-year plans submitted through HUD's EPIC portal.
- 3) The President/Executive Director be and hereby is authorized, empowered and directed to execute and deliver any other required forms and agreements and expend the authorized funds.
- 4) The President/Executive Director 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, including submission of subsequent budget and plan revisions/modifications.
- 5) 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, on May 17, 2022.

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

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

2022 Capital Fund

OMB Approval No. 2577-0075 (exp. 08/31/2023)

Capital Fund Program (CFP) Amendment Annual Contributions Contract Terms and Conditions (HUD-52840-A)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Whereas, (Public Housing Authority) Housing Authority of the City of New Haven CT004 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into an Annual Contributions Contract ACC(s) Numbers(s) (On File) dated (On File)

Whereas, in accordance with Public Law 117-103, Division L, Title II,

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. When HUD provides additional amounts, it will notify the PHA and those amended grants will be subject to these terms and conditions.

\$ 2,718,137.00 for Fiscal Year 2022 to be referred to under Capital Fund Grant Number CT26P00450122 PHA Tax Identification Number (TIN): On File UEI Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number On File

Now Therefore, the ACC is amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA projects. This CFP Amendment is a part of the ACC.

2. The PHA must carry out all capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in accordance with section 9(g)(2) of the Act.

3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.

4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.

5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s). (mark one): Yes [] No []

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must have a recorded and effective Declaration(s) of Trust on all property funded with Capital Fund grants (all types) or HUD will exercise all available remedies including recapture of grant funding.

The parties have executed this CFP Amendment, and it will be effective on May 12, 2022. This is the date on which CFP assistance becomes available to the PHA for obligation.

Table with 2 columns: U.S. Department of Housing and Urban Development (By: /s/ Robert E. Mulderig, Title: Deputy Assistant Secretary, Office of Public Hsg Investments) and PHA (Executive Director or authorized agent) (By: [blank], Title: [blank]).

Dear Executive Director,

Today HUD's Office of Capital Improvements (OCI) is announcing the award of \$3.2 billion in Fiscal Year (FY) 2022 Capital Fund Program (CFP) Formula Grant Awards to 2,813 housing authorities in all 50 states, as well as the District of Columbia, Guam, Puerto Rico and the U.S. Virgin Islands. We are so pleased to notify you of your agency's award!

Please visit the FY 2022 Capital Fund Processing Information web page at the link below to view a list of awards by PHA and development and to review guidance on the processing of these grant awards.

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund/2022pi

To streamline submission requirements and speed the flow of these critical funds to communities nationwide, we have made some important changes to the process of accepting the award and gaining access to the funds. These changes, which are further detailed on the FY 2022 Capital Fund Processing Information Web page, include:

- PIH is following a process similar to the one in effect in 2020 and prior years where PHAs will download the 2022 ACC Amendments Excel workbook from the OCI website. The PHA will then open the workbook, select the PHA code (causing the spreadsheet to prepopulate the grant specific information in the ACC Amendment) and then sign the ACC Amendment. Unlike previous years, PHAs now have the option to sign with a valid electronic signature. Alternatively, PHAs can print out the ACC Amendment, affix a written signature to it and then scan the signed ACC Amendment to upload to EPIC.
- On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (UEI). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov.

If you have any questions after viewing the processing guidance, please contact your local HUD Field Office or send an email to PIHOCI@HUD.gov with "Capital Fund Processing" as the subject.

Thank you for the important work you do on behalf of your residents and community. We look forward to partnering with you to put these funds to work improving Public Housing units nationwide and ensuring they provide decent, safe and healthy homes for their residents.

Sincerely,

David Fleischman
Director
Office of Capital Improvements

CAPITAL FUND PROCESSING GUIDANCE FOR FY 2022 GRANT AWARDS

This notice provides Public Housing Agencies (PHAs) with guidance on the Capital Fund Program (CFP) Award process for Fiscal Year (FY) 2022. The Department of Housing and Urban Development (HUD) will send each PHA receiving Capital Funds an email notifying the PHA of the award of a CFP Grant. PHAs are responsible for maintaining the correct contact information, including the correct email address for the Executive Director, in the Inventory Management System/Public Housing Information (IMS/PIC) system.

How will PHAs receive their FY 2022 Capital Fund ACC Amendments?

HUD will post a master ACC Amendment that has been signed by the Deputy Assistant Secretary (DAS) for the Office Public Housing Investments (OPHI) fulfilling the requirement for a HUD signature on the ACC Amendment.

PIH is following a process similar to the one in effect in FY 2020 where PHAs will download a spreadsheet Master ACC Amendment from the Office of Capital Improvements (OCI) website (https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund). The PHA will then open the spreadsheet, select the PHA code (causing the spreadsheet to prepopulate the grant specific information in the ACC Amendment) and then sign the ACC Amendment. Unlike previous years, PHAs now have the option to sign with a valid electronic signature. Alternatively, PHAs can print out the ACC Amendment, affix a written signature to it and then scan the signed ACC Amendment. Ultimately PHAs will upload the signed ACC Amendment in a Document Package in the EPIC system as explained later in this processing guidance. Note that PHAs will sign the ACC Amendment with a signature by a person authorized to enter into agreements for the PHA.

- **OCI will obligate the awards in LOCCS up-front.** For PHAs with active Universal Entity Identifiers (UEIs)/TINS, the FY 2022 CFP awards will show up in LOCCS. Note that the Federal Government transitioned from using DUNS numbers to UEIs as of April 1, 2022.
- **PHAs will submit signed ACC Amendments and other required forms electronically in EPIC.** Instructions for how to use the Document Management Center are on the OCI website. EPIC will not allow PHAs to submit an Annual Statement/Budget for the FY 2022 grant (triggering the spread of funds in LOCCS) until the FO has approved the document package in EPIC.

What can PHAs do now?

- PHAs must sign the ACC Amendments and have Board approved if required.
- PHAs without active UEI or TINS numbers should take immediate action to resolve these issues.
- PHAs should submit their 5-Year Action Plan into EPIC covering FY 2022 to be approved the FO office as soon as possible.
 - For PHAs with rolling plans – the years should include FY 2022 -2026

- For PHAs with fixed plans – FY 2022 must be included as one of the years. Please note, the PHA may need to revise its plan to be sure that the work activities it needs to accomplish with FY 2022 funds are in the approved plan
- PHAs should assemble but do **not yet submit** the following documents which will be submitted in EPIC when the CFP grants are uploaded into EPIC:
 - Written Statement Defining Significant Amendment/Modification
 - Lobbying Form - SFLLL
 - Certification of Compliance w/Public Hearing (HUD-50077-ST-HCV-HP for non-qualified PHAs or a statement for qualified PHAs)
 - Certification of Payments to Influence Federal Transactions - Form 50071
 - Civil Rights Certification:
 - If Non-Qualified PHAs, prepare HUD form HUD-50077-ST-HCV-HP
 - If Qualified PHA, prepare HUD form HUD-50077-CR

Energy and Performance Information Center (EPIC):

For FY 2022 CFP awards, all PHAs are required to submit a CFP 5-Year Action Plan that covers FY 2022 in EPIC. A 5-Year Action Plan will be either Fixed or Rolling.

Rolling 5-Year Action Plans: Covers a rolling, five-year period. A new plan is created every year and the current year becomes year one of each new rolling plan.

- For example, a PHA with a Rolling Plan is currently operating under a plan covering 2021 through 2025. The PHA would use the copy forward function to create a new CFP 5-Year Action Plan in EPIC. EPIC will automatically create a plan with a starting year of 2022, and the PHA will create and/or edit information on work activities for 2022 through 2026.

Fixed 5-Year Action Plans: Covers a static, five-year period. The same plan is used for 5 years even after the first year has passed. A new plan is created when the PHA completes the 5th year on the current plan.

- For example, suppose a PHA is currently operating under a Fixed CFP 5-Year Action Plan for FYs 2020 through 2024. The PHA would not be required to submit a new CFP 5-Year Action Plan in EPIC for the FY 2022 CFP award, but would revise the existing plan as needed to reflect changes. PHAs are still required to provide proof of board approval and certifications of compliance with annual hearing procedures.

5-Year Action Plan Approved in EPIC. To be authorized to spend FY 2022 CFP Grants, PHAs must have a CFP 5-Year Action Plan that includes FY 2022 approved in EPIC.

PHAs will use the approved 5-Year Action Plan as the basis for their 2022 Annual Statements/Budgets. HUD Field Offices (FOs) review and approve or withhold approval, as appropriate of each PHA’s 5-Year Action Plan in EPIC. PHAs with an approved 5-Year Action Plan in EPIC may revise amounts to reflect actual awards and may “funge”, or reschedule, approved activities from one year to another without seeking additional FO approval. PHAs

funing or rescheduling work activities should remain in compliance with statutory and regulatory requirements for obligations and expenditures. Once the FO has approved a CFP 5-Year Action Plan in EPIC, a PHA may continue to modify the plan to reflect changing circumstances and decisions: while many modifications, such as adjusting estimated amounts, do not require additional FO approval, other changes, such as the addition of new work activities, will require FO review and approval in EPIC. Such changes will trigger a Revision in the system.

For more information visit the Capital Fund Program EPIC website at:
https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund/epic

In order to spread or re-spread BLIs in LOCCS, PHAs submit an Annual Statement/Budget or Annual Statement/Budget Revision in EPIC. LOCCS will be updated to reflect the changes within a few business days without any action on the part of Field Offices. EPIC may prevent the submission of Annual Statements/Budgets that do not comply with all requirements, including ceilings on certain BLIs and restrictions on the use of BLIs specific to debt service and to the Rental Assistance Demonstration (RAD). PHAs should continually update Annual Statements/Budgets in EPIC to reflect the planned spending on specific work items as needed, even if the work categories fall under the same BLI. PHAs should submit a final Annual Statement/Budget or Performance and Evaluation Report reflecting final expenditure amounts and Work Activities and select the "Mark as Final" option when they have expended all of the grant funds they intend to expend on a grant.

Updated SAM registration/Unique Entity ID (UEI) Number. The UEI registration in the System for Award Management (SAM) is a requirement to receive federal awards, and the registration must be active. If you have an expired registration in SAM or there is a discrepancy between your UEI number and your Tax Identification Number (TIN), your FY 2022 CFP grant will not be obligated/awarded until the registration is updated. Contact your Field Office for assistance with resolving SAM/UEI number issues. Once the UEI registration is updated HUD will obligate the funds and issue an ACC Amendment. Please note that the obligation end date of the FY 2022 grant will remain the same, so PHAs with expired UEI numbers will have less than 2 years to obligate the funds.

What documents do PHAs have to submit to HUD in the EPIC Document Package?

- Lobbying Form - SFLLL
- Certification of Compliance w/Public Hearing: (PHA must have a copy of one of the following.)
 - For Non-Qualified PHAs** - HUD form HUD-50077-ST-HCV-HP includes this certification
 Y / N Was the public hearing conducted in FY 2022
 - For Qualified PHAs** - A statement certifying that the PHA conducted a public hearing in compliance with 24 CFR Part 905, signed and dated by the Executive Director.
 Y / N Was the public hearing conducted in FY 2022
- HUD form 50071, Certification of Payments to Influence Federal Transactions
- Civil Rights Certification: (PHA must have a copy of one of the following.)
 - For Non-Qualified PHAs** - HUD form HUD-50077-ST-HCV-HP
 - For Qualified PHAs** - HUD form HUD-50077-CR

Additionally, PHAs must submit the following:

Written Statement Defining Significant Amendment/Modification. Each PHA must submit a written statement defining the criteria the PHA will use for determining a significant amendment or modification to the CFP 5- Year Action Plan. **In addition to the criteria established by the PHA, a proposed demolition, disposition, homeownership, RAD conversion, Capital Fund Financing, development, or mixed finance proposal is considered by HUD to be significant amendment to the CFP 5-year Action Plan** based on the Capital Fund Final Rule. This must be submitted as a separate written statement.

Certification of compliance with Public Hearing and Resident Consultation Requirement. *Qualified PHAs must submit a separate statement certifying that a public hearing was held.* For Non-Qualified PHAs, this certification is included in the HUD form HUD-50077-ST-HCV-HP. The PHA is required to hold a public hearing and meet with the Resident Advisory Board (RAB) to advise residents of the proposed CFP 5-Year Action Plan covering FY 2022. The PHA may elect to conduct the annual public hearing at the same time as the hearing for the PHA Plan.

Recommendations and Comments Received during the Public Hearing and Resident Consultation. The PHA must include a copy of the comments and recommendations that were received during the public hearing and resident consultation. The PHA must also include a description of how it addressed the recommendations from the RAB and any comments from the public before it submits the 5-Year Action Plan to HUD.

Civil Rights Certification and Lobbying Form SFLLL. If the PHA has already submitted these forms, please submit a duplicate copy with the EPIC Document Package.

Additional Information Regarding the FY 2022 Capital Fund Grants:

Carbon Monoxide Detectors. PHAs must ensure that, no later than December 27, 2022, carbon monoxide alarms or detectors are installed in each dwelling unit that contains fuel-fired/burning appliance(s) or has an attached garage in public housing owned or operated by the PHA.^[1] These devices must be installed in a manner that meets or exceeds the standards described in chapters 9 and 11 of the 2018 publication of the International Fire Code, as published by the International Code Council.^[2] PHAs operating public housing units may use either Operating Funds or Capital Funds for the purchase, installation and maintenance of carbon monoxide alarms or detectors. See PIH Notice 2022-01 for more information on the carbon monoxide detector requirement for PHAs.

^[1] See Division Q, Title 1 of the Financial Services Provisions and Intellectual Property, of Section 101 of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260, 134 Stat. 2162 (2020). The Act requires carbon monoxide alarms or detectors be installed in all Public Housing units within two years of enactment. The law was enacted on December 27, 2020; therefore, HUD will begin enforcing this requirement on December 27, 2022.

^[2] See 2018 International Fire Code full code, Chapter 9, and Chapter 11:
<https://codes.iccsafe.org/content/IFC2018>; <https://codes.iccsafe.org/content/IFC2018/chapter-9-fire-protection-and-life-safety-systems>; <https://codes.iccsafe.org/content/IFC2018/chapter-11-construction-requirements-for-existing-buildings>

New Prohibition regarding Procurement of Security Equipment produced by Huawei Technologies Company or ZTE Corporation. Per 2 C.F.R. § 200.216 and Public Law 115-232, section 889, Capital Fund Program grantees are prohibited from using grant funds to purchase, lease, or renew or extend contracts for security equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

FY 2022 Capital Fund Allocations adjusted for prior year over funding. Section 237 of HUD's FY 2022 Appropriation (Public Law 117-103) authorizes HUD to offset current year grant amounts to adjust for instances where the Department inaccurately calculated a prior year Capital Fund grant amount resulting in over funding of the grant. Examples of this are: inaccurate information about a PHA's status as a High Performer under PHAS entitled to receive a High Performer Bonus; inaccurate information indicating that units are eligible to be included in the formula when they should not be such as when units were removed from the inventory under the Rental Assistance Demonstration but were not reported at the time OCI calculated the formula. Prior to receiving this authority, HUD would have had to recapture funds from the overfunded grants and reallocate the funding to the remaining grantees: following such a process was burdensome for all involved and would have resulted in multiple minor unscheduled increases to the rest of the grants allocated funding in a given year. In calculating FY 2022 grants, the Department offset the grants of a number of PHAs to account for overfunding in prior years and increased the grants for PHAs not subject to an offset in accordance with the FY 2022 formula calculation. OCI is separately notifying all PHAs impacted by an offset of the amount of the offset and the reason for the offset.

FY 2022 High Performer Designations. Pursuant to 9(d)(2)(E) of the United States Housing Act of 1937 (1937 Act) and 24 CFR 905.400(l), OCI adjusts formula allocations to award up to a 5% bonus to PHAs that are designated as High Performer PHAs under the Public Housing Assessment System (PHAS). In previous years the Department indexed the PHAS High Performer designations that it used to calculate a formula to designations determined for a specific Federal Fiscal Year. This year, the Department is shifting to using the most recent High Performer designation determined as of the date of the appropriation of funding for the Capital Fund. The shift is designed to more closely align with the regulatory language of 24 CFR 905.400(l): “. . . A PHA that is designated a high performer under the PHA's *most recent* [emphasis added] final PHAS score may receive a performance bonus . . .” OCI is publishing a list of the High Performer designations used in the calculation of the FY 2022 formula on its website: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund. If a PHA has questions about the list, it should forward those inquiries to the Real Estate Assessment Center with a copy to PIHOCI@hud.gov.

CARES Act Waivers, Extensions, and Administrative Flexibilities. The Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136) provided HUD with broad authority to waive or establish alternative requirements for numerous statutory and regulatory requirements for the Public Housing program. The waivers and flexibilities provided under the authority of the CARES Act were only applicable to *previously appropriated* Capital Funds, and therefore, do not apply to FY 2022 CFP grants. FY 2022 CFP grants are also not eligible to be used for activities authorized under BLI 1509 “Coronavirus.”

Reimbursement of CFP Eligible Activities Funded with other Sources. PHAs are not permitted to use any amount of a CFP grant to reimburse for eligible Capital Fund activities that were funded from another source. All Capital Fund obligations, expenditures, and disbursements must be recorded to the grant.

Notification of Closeout or Future Public Housing Development (HUD-5837). This form is notification to HUD of a PHA's intention to either closeout from the public housing program or develop new public housing units. Such removal may be through any applicable law or HUD program, which may include Sections 18, 22, 33, 32 of the 1937 Act or the Rental Assistance Demonstration (RAD) program.

Flexibility for Capital Fund Amounts. Starting with FY 2015 CFP awards, the limitation on Capital Funds used for Operating Fund eligible activities under BLI 1406 is increased from 20% to 25%, as identified in paragraph 2 of the FY 2022 CFP ACC Amendment.

A PHA with less than 250 public housing units, that is not designated as troubled under PHAS, may continue to use up to 100% of its annual CFP grant in BLI 1406 for activities that are eligible under the Operating Fund at 24 CFR Part 990, except that the PHA must have determined that there are no debt service payments, significant Capital Fund needs, or emergency needs that must be met prior to transferring 100% of its Capital Funds to Operating Fund purposes. A PHA may not use funds under BLI 1406 for CFP modernization activities. Those activities are to be reported under BLI 1480. A PHA must have an eligible Operating Fund expenditure that is due and payable within 3 days of disbursing funds from BLI 1406.

Waiver for Anticrime and Antidrug Activities for Large PHAs (those owning/operating 250 or more public housing units). As noted above, for FY 2022 the limitation in section 9(g)(1) of the 1937 Act is increased from 20% to 25%. For FY 2022 the Secretary may waive this limitation to allow PHAs to fund activities authorized under section 9(e)(1)(C) of the 1937 Act which allows PHAs to use Operating Funds for anticrime and antidrug activities, including the costs of providing adequate security for public housing residents, including above-baseline police service agreements.

Large PHAs seeking to place more than 25% of FY 2022 Capital Funds onto 1406 Operations for anticrime and antidrug activities ONLY must request a waiver in writing addressed to the Director of the Office of Capital Improvements, 451 7th St. SW, Washington, DC 20410, and the local field office.

The PHA *must* provide the following information and documentation along with its waiver request:

In thorough and concise narrative form,

- Identify the amount above 25% of the FY 2022 CFP award both in dollars and by percentage the PHA seeks to transfer to BLI 1406 Operations
- Identify and describe the threat that crime and drug-related activity poses to health and safety of PHA's public housing residents
 - Describe whether this is a new threat, ongoing, or increased threat

- Include the most recent crime data of the PHA's locality (e.g., town, city, parish, or county) from a recognized source such as local law enforcement or Uniform Crime Reports that lists types and numbers of offences (may include as an attachment)
- Identify the applicable projects(s)
- Identify and describe the specific anticrime and antidrug activities the PHA plans to undertake, including the costs of such activities
- Optional Attachments:* The PHA may also wish to include supporting narrative or agreements from one or more of the following:
 - Resident Advisory Boards or PHA security personnel;
 - local Community Policing Organizations; OR
 - local officials (e.g., business council executives, or city council executives).

PHA Plan Submission. In order to comply with the requirements of 24 CFR 903.7(g), PHAs are required to include a statement of capital improvements needed in the PHA Annual Plan. To satisfy that requirement, a PHA must reference its latest HUD approved CFP 5 Year Action Plan covering the current Fiscal Year in its PHA Plan, prior to submission of the PHA Annual Plan. PHAs can reference the form by including the following language in Section 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

Environmental Review. In accordance with the changes in process announced in Notice 2016-22, all activities at project site(s) assisted or to be assisted by HUD must receive environmental clearance before the PHA takes any choice-limiting actions or obligates any funds. HUD has made a programmatic determination under Part 50 that the operating activities listed in Appendix A of Notice 2016-22 are not subject to further environmental review; for any other activities, PHAs must request and receive clearance from either a Responsible Entity or HUD.

HUD Field Offices are not required to withhold approval of CFP 5-Year Action Plans or place manual holds on CFP grants in LOCCS, pending receipt of environmental clearance documentation. However, HUD Field Offices may elect to do so as part of enhanced monitoring.

Even though Field Offices are permitted to approve CFP 5-Year Action Plans without confirming environmental clearance, the Work Activity Description in a PHA's CFP 5-Year Action Plan must provide sufficient specificity to facilitate effective HUD Field Office review of the plan and subsequent environmental review monitoring. Specificity is required so that Field Office staff can determine the level of environmental review required for a given work activity. PHAs are encouraged to enter information in the Description field on the scope of the activity (e.g., number of units impacted). For example, for a work activity covering roof replacement, a sufficient description may read: "Installing new 20-year roof, as well as gutters and soffits, at low-rise building containing 5 Public Housing units." A work description simply stating "Roof" would be insufficient because it does not indicate whether the activity will cover full-scale replacement of the roof or simply patching portions of the roof, a distinction with implications for the level of environmental review required.

PHAs Rejecting a Capital Fund Grant. If a PHA elects to reject any CFP grant(s), the Executive Director must send a written statement to the local HUD FO which identifies the grant number(s) and dollar amount(s) of the grant(s) to be rejected. PHAs are also required to have on file a resolution from its board rejecting the CFP grant(s) for the fiscal year.

Additional Information. If you have any questions or need additional information, please contact the Field Office staff in your jurisdiction. For assistance from PIH Headquarters, Office of Capital Improvements, you may email your questions to PIHOCI@HUD.gov.

HUDPIH-516391410-334(332) Updated 05/02/2022

Part I: Summary						
PHA Name: Housing Authority of the City of New Haven		Grant Type and Number Capital Fund Program Grant No: CT26P00450122 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2022 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1480 General Capital Activity					
6	1492 Moving to Work Demonstration	2,355,399.50				
7	1501 Collateralization Expense/Debt Service Paid by PHA					
8	1503 RAD-CFP					
9	1504 RAD Investment Activity					
10	1505 RAD-CPT					
11	9000 Debt Reserves					
12	9001 Bond Debt Obligation Paid via System of Direct Payment	362,737.50				
13	9001 Loan Debt Obligation Paid via System of Direct Payment					
14	9900 Post Audit Adjustment					
15	Amount of Annual Grant: (sum of lines 2 - 14)	2,718,137.00				
16	Amount of line 15 Related to LBP Activities					
17	Amount of line 15 Related Sect 504, ADA, & Fair Housing Activities					

¹ To be completed for the Performance and Evaluation Report.

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

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

Part I: Summary					
PHA Name: Housing Authority of the City of New Haven		Grant Type and Number Capital Fund Program Grant No: CT26P00450122 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant:2022 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18	Amount of line 15 Related to Security - Soft Costs				
19	Amount of line 15 Related to Security - Hard Costs				
20	Amount of line 15 Related to Energy Conservation Measures				
Signature of Executive Director*: Karen DuBois-Walton, Ph.D., President/Executive Director Date _____			Signature of Public Housing Director Date _____		

*I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, or submitting a false fictitious or fraudulent statement, representation or certification may result in criminal, civil and/or administrative sanctions, including fines, penalties, and imprisonment.

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

Part II: Supporting Pages								
PHA Name: Housing Authority of the City of New Haven			Grant Type and Number Capital Fund Program Grant No: CT26P00450122 CFFP (Yes/ No): No Replacement Housing Factor Grant No:			Federal FFY of Grant: 2022		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
Agency-wide	Administration (salaries & benefits)	1492		271,000				
Agency-wide	IQC A&E (design, estimates, monitor); IQC Environmental (test, scope, monitor)	1492		250,000				
Agency-wide	Vacancy rehabilitation	1492		40,000				
CT004000010/Crawford	Interior & exterior upgrades: kitchens, baths, windows, floors, walls, ceilings, paving, masonry, etc.	1492		475,000				
CT004000013/Wolfe	Interior & exterior bldg upgrades: kitchens, baths, electrical, plumbing, floors, ceilings, etc.	1492		250,000				
CT004000020/Essex	Interior & exterior upgrade: kitchens, baths, electrical, plumbing, floors, walls, ceilings, paving, etc.	1492		100,000				
CT004000021/Scattered Sites Multi	Interior & exterior upgrade: mech-elect-plumb, kitchens, baths, roofs, siding, fencing, paving, etc.	1492		444,399.50				
CT004000022/Scattered Sites West	Interior & exterior upgrade: mech-elect-plumb, kitchens, baths, roofs, siding, fencing, paving, lighting, etc.	1492		125,000				
CT004000023/Scattered Sites East	Interior & exterior upgrade- mech-elect-plumb, kitchens, baths, roofs, siding, fencing, paving, lighting, etc.	1492		400,000				
CT004000076/Brookside Phase 1 Rental	Bond debt obligation	9001		362,737.50				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
Housing Authority of the City of New Haven				Federal FFY of Grant: 2022	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Agency-wide	5-11-24		5-11-26		
CT004000010/Crawford	5-11-24		5-11-26		
CT004000013/Wolfe	5-11-24		5-11-26		
CT004000020/Essex	5-11-24		5-11-26		
CT004000021/Scattered Sites Multi	5-11-24		5-11-26		
CT004000022/Scattered Sites West	5-11-24		5-11-26		
CT004000023/Scattered Sites East	5-11-24		5-11-26		
CT004000076/Brookside Phase 1 Rental	5-11-24		5-11-26		

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

Capital Fund Program—Five-Year Action Plan

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 03/31/2020**

Part I: Summary						
PHA Name/Number New Haven		Locality New Haven, CT		Original 5-Year Plan		Revision No:
CT004						
A.	Development Number and Name	Work Statement for Year 1 FFY 2022	Work Statement for Year 2 FFY 2023	Work Statement for Year 3 FFY 2024	Work Statement for Year 4 FFY 2025	Work Statement for Year 5 FFY 2026
B.	Physical Improvements Subtotal	Annual Statement \$515,045		\$509,770	\$509,770	\$509,770
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		\$114,889	\$114,889	\$114,889	\$114,889
F.	Other (Fees & Costs)		\$150,000.50	\$150,000.50	\$150,000	\$150,000
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service		\$368,962.50	\$374,237.50	\$0	\$0
K.	Total CFP Funds		\$1,148,897	\$1,148,897	\$774,659	\$774,659
L.	Total Non-CFP Funds					
M.	Grand Total		\$1,148,897	\$1,148,897	\$774,659	\$774,659

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/20011

Part I: Summary (Continuation)						
PHA Name/Number New Haven /CT004		Locality New Haven, CT		Original 5-Year Plan		Revision No:
Development Number and Name	Work Statement for	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5	
	FFY 2023	FFY 2023	FFY 2024	FFY 2025	FFY 2026	
	Year 1					
	FFY 2022					
	Annual Statement					
1	Administration	\$114,889	\$114,889	\$114,889	\$114,889	\$114,889
2	Agencywide A&E/environmental	\$150,000.50	\$150,000.50	\$150,000	\$150,000	\$150,000
3	Agencywide	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
4	CT004000004 McConaughy	\$215,045	\$182,385	\$182,385	\$182,385	\$182,385
5	CT004000010 Crawford	\$215,000	\$182,385	\$182,385	\$182,385	\$182,385
6	CT004000021 Scattered Sites Multi		\$20,000	\$20,000	\$20,000	\$20,000
7	CT004000022 Scattered Sites West		\$20,000	\$20,000	\$20,000	\$20,000
8	CT004000023 Scattered Sites East		\$20,000	\$20,000	\$20,000	\$20,000
9	CT004000020 Essex	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
10	CT004000076 Brookside Phase 1 Rental	\$368,962.50	\$374,237.50	\$0	\$0	\$0
	Total	\$1,148,897	\$1,148,897	\$774,659	\$774,659	\$774,659

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2022	Work Statement for Year 2 FFY 2023			Work Statement for Year 3 FFY 2024		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Administration		\$114,889	Administration		\$114,889
Annual	Agencywide IQC A&E/environmental		\$150,000.50	Agencywide IQC A&E/environmental		\$150,000.50
Statement	Agencywide vacancy turnover	Approx 2 units	\$40,000	Agencywide vacancy turnover	Approx 2 units	\$40,000
	CT004000010 Crawford interior upgrades: kitch, bath, floors, walls, ceilings, etc. in phases	Approx 5 units	\$215,045	CT004000010 Crawford interior upgrades: kitch, bath, floors, walls, ceils, etc. phased	Approx 4 units	\$182,385
	CT004000004 McConaughy interior upgrades: kitch, bath, floors, walls, ceilings, etc. in phases	Approx 5 units	\$215,000	CT004000004 McConaughy interior upgrades: kitch, bath, floors, walls, ceilings, etc. in phases	Approx 4 units	\$182,385
	CT004000076 Brookside Phase 1 Rental bond debt		\$368,962.50	CT004000076 Brookside Phase 1 Rental bond debt		\$374,237.50
	CT004000020 Essex interior (kitch, bath, floors, walls) & exterior (paving, sidewalks) upgrades, phased	CT004000020 Essex interior (kitch, bath,	\$45,000	CT004000020 Essex interior (kitch, bath, floors, walls) & exterior (paving, sidewalks) upgrades, phased	Approx 2 units	\$45,000
				CT004000021 Scattered Sites Multi interior kitch, bath & exterior paving, walks, fences in phases	Approx 2 units	\$20,000
				CT004000022 Scattered Sites West interior kitch, bath & exterior paving, walks, fences in phases	Approx 2 units	\$20,000
				CT004000023 Scattered Sites East interior kitch, bath & exterior paving, walks, fences in phases	Approx 2 units	\$20,000
						\$1,148,897
	Subtotal of Estimated Cost		\$1,148,897	Subtotal of Estimated Cost		

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2022	Work Statement for Year 4			Work Statement for Year 5		
	FFY 2025			FFY 2026		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Administration		\$114,889	Administration		\$114,889
Annual	Agencywide IQC A&E/environmental		\$150,000	Agencywide IQC A&E/environmental		\$150,000
Statement	Agencywide vacancy turnover	Approx 2 units	\$40,000	Agencywide vacancy turnover	Approx 2 units	\$40,000
	CT004000010 Crawford interior upgrades in phases	Approx 4 units	\$182,385	CT004000010 Crawford interior upgrades in phases	Approx 3 units	\$182,385
	CT004000004 McConaughy interiors: kitch, bath, floors, walls, ceilings, etc. in phases	Approx 4 units	\$182,385	CT004000004 McConaughy interiors, kitch, bath, floors, walls, ceilings, etc. phased	Approx 3 units	\$182,385
	CT004000021 Scattered Sites Multi interior kitch, bath & exterior paving, walks, fences in phases	Approx 2 units	\$20,000	CT004000021 Scattered Sites Multi interior kitch, bath & exterior paving, walks, fences in phases	Approx 2 units	\$20,000
	CT004000022 Scattered Sites West interior kitch, bath & exterior paving, walks, fences in phases	Approx 2 units	\$20,000	CT004000022 Scattered Sites West interior kitch, bath & exterior paving, walks, fences in phases	Approx 2 units	\$20,000
	CT004000023 Scattered Sites East interior kitch, bath & exterior paving, walks, fences in phases	Approx 2 units	\$20,000	CT004000023 Scattered Sites East interior kitch, bath & exterior paving, walks, fences in phases	Approx 2 units	\$20,000
	CT004000020 Essex interiors (kitch, bath, floors, walls & exterior (paving, sidewalks) upgrades, in phases	Approx 2 units	\$45,000	CT004000020 Essex interior (kitch, bath, floors, walls) & exterior (paving, sidewalks) upgrades, phased	Approx 2 units	\$45,000
	CT004000076 Brookside Phase 1 Rental bond debt		\$0			
						\$774,659
	Subtotal of Estimated Cost		\$774,659	Subtotal of Estimated Cost		

MEMORANDUM

TO: Board of Commissioners

DATE: May 17, 2022

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

RE: Resolution Authorizing Change Order #3 to Essex Fencing Improvements and Basement Abatement Contract with Elm City Carpentry, LLC in the Amount Not to Exceed \$14,371.97 for Shadow Box Style Fencing with Contract Completion Time Remaining at June 16, 2022

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 05-145/22-R

TIMING: Immediately

DISCUSSION: At Essex Townhouses, 1134 Quinnipiac Avenue, ECC/HANH determined a need to replace privacy fencing around rear patios and along a portion of the property line, remove asbestos-containing pipe insulation, and install new insulation in apartment basements.

Following a public bid solicitation, in August 2021, the Board of Commissioners authorized award of Contract #PM-21-C-508 for Essex Fencing Improvements and Basement Abatement to Elm City Carpentry, LLC who submitted the most responsive and responsible bid in the amount of \$289,000.00.

ECC/HANH approved Change Order #1 extending contract time until June 16, 2022, to allow for COVID delays and Change Order #2 in the amount of \$22,381.60 for additional basement pipe insulation that exceeded the allowance quantity included in the contract. Following authorizing of Change Order #2, the adjusted contract value increased from \$289,000.00 to \$311,381.60.

ECC/HANH is now requesting authorization for Change Order #3 for providing boards on both the inner and outer surfaces of the fence in a shadow box style instead of the outer only surface as specified, providing a stronger, more attractive fence in the amount not to exceed \$14,371.97 bringing the adjusted contract value from \$311,381.60 to \$325,753.57.

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 #3 to contract #PM-21-C-508 with Elm City Carpentry, LLC in the amount not to exceed \$14,371.97 for shadow box style fencing providing a stronger fence and increased privacy bringing the adjusted contract value from \$311,381.60 to \$325,753.57 with contract completion time remaining at June 16, 2022.

FISCAL IMPACT: \$14,371.97

SOURCE OF FUNDS: MTW

STAFF: Hannah Sokal-Holmes, Vice-President, Planning & Modernization

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution Number 05-15/22-R

RESOLUTION AUTHORIZING CHANGE ORDER #3 TO ESSEX FENCING IMPROVEMENTS AND BASEMENT ABATEMENT CONTRACT WITH ELM CITY CARPENTRY, LLC IN THE AMOUNT NOT TO EXCEED \$14,371.97 FOR SHADOW BOX STYLE FENCING WITH CONTRACT COMPLETION TIME REMAINING AT JUNE 16, 2022

WHEREAS, at Essex Townhouses, 1134 Quinnipiac Avenue, ECC/HANH determined a need to replace privacy fencing around rear patios and along a portion of the property line, remove asbestos-containing pipe insulation, and install new insulation in apartment basements; and

WHEREAS, following a public bid solicitation, in August 2021, the Board of Commissioners authorized award of Contract #PM-21-C-508 for Essex Fencing Improvements and Basement Abatement to Elm City Carpentry, LLC who submitted the most responsive and responsible bid in the amount of \$289,000.00; and

WHEREAS, ECC/HANH approved Change Order #1 extending contract time until June 16, 2022 to allow for COVID delays and Change Order #2 in the amount of \$22,381.60 for additional basement pipe insulation that exceeded the allowance quantity included in the contract; and

WHEREAS, following authorizing of Change Order #2, the adjusted contract value increased from \$289,000.00 to \$311,381.60; and

WHEREAS, ECC/HANH is now requesting authorization for Change Order #3 for shadow box style fencing providing a stronger fence and increased privacy in the amount not to exceed \$14,371.97 bringing the adjusted contract value from \$311,381.60 to \$325,753.57; 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 #3 to contract #PM-21-C-508 with Elm City Carpentry, LLC in the amount not to exceed \$14,371.97 bringing the adjusted contract value from \$311,381.60 to \$325,753.57 with contract completion time remaining at June 16, 2022.

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

- 1) Change Order #3 to Essex Fencing Improvements and Basement Abatement contract #PM-21-C-508 with Elm City Carpentry, LLC for providing boards on both the inner and outer surfaces of the fence in a shadow box style instead of the outer only surface as specified, providing a stronger, more attractive fence in the amount not to exceed \$14,371.97 bringing the adjusted contract value from \$311,381.60 to \$325,753.57 with contract completion time remaining at June 16, 2022 is hereby authorized.
- 2) The Executive Director-President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
- 3) The Executive Director-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.

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 May 17, 2022.

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

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

DETAILED CHANGE ORDER LOG

Project Name		Essex Fencing Improvements and Basement Abatement					
Contractor Name		Elm City Carpentry LLC					
Contract No.		PM-21-C-508					
Original Contract Value		\$289,000.00				Original start date:	10/6/2021
Original SOW Value		\$289,000.00				Original end date:	2/3/2022
Allowance		\$0.00					
Change Order Summary	No.	Proposed Value	Final Value	Adjusted Allowance	Adjusted SOW Value	Adjusted Contract Value	Contract End Time
Extend contract time 133 calendar days to allow for fence installation due to Covid delays	1	\$0.00	\$0.00	\$0.00	\$289,000.00	\$289,000.00	6/16/2022
Additional insulation on basement heating pipes.	2	\$24,508.00	\$22,381.60			\$311,381.60	6/16/2022
Shadow Box Fencing	3	\$17,178.58	\$14,371.97			\$325,753.57	6/16/2022

Elm City Communities/ Housing Authority New Haven/ Glendower Group
 360 Orange Street
 New Haven, CT 06511

Contract No.
 Project No.
 Change Request No.

PM-21-C-508
 Essex Fence
 3

CONTRACTOR'S CHANGE ORDER PROPOSAL

Contractor Name: <u>Elm City Carpentry LLC</u>	Date: <u>05/05/22</u>
Address: <u>319 Peck St J10</u>	Allowance Change Order
Telephone No.: <u>203.815.7543</u>	

SECTION A: CONTRACTOR WORK	HANH REVISIONS	
1. Total Contractor Labor (from Labor Worksheet)	\$4,420.00	
2. Total Contractor Material (from Material Worksheet)	\$7,556.64	
3. Total Contractor Equipment (from Equipment Expense Proposal)	\$0.00	
4 SUBTOTAL (total lines 1 through 3)	\$11,976.64	
5 Premium Portion of Overtime (from Labor Worksheet)	\$0.00	
6 Under Special conditions as permitted by Owner: Gen.Conditions up to 6%	\$718.60	
7 Contractor's Markup Combined Overhead and Profit (14% of line 4)	\$1,676.73	
8 CONTRACTOR TOTAL (Total lines 4, 5, 6 and 7)	\$14,371.97	

SECTION B: SUBCONTRACTOR WORK	(From Subcontractor's Proposal - Use a separate form for each Sub)	
9. Names of Subcontractors:	Base Cost Only (Line D3)	up to 8% Markup (Line D4)
A. _____	\$0.00	\$0.00
B. _____	\$0.00	\$0.00
C. _____	\$0.00	\$0.00
D. _____	\$0.00	\$0.00
10. TOTAL SUBCONTRACTORS' PROPOSALS	\$0.00	\$0.00
11. CM's/G Contractor's Markup on Subs' Cost (per Contract):		
11a. Overhead up to 2%	\$0.00	\$0.00
11b. Profit, Up to 6%	\$0.00	\$0.00
11c. _____	\$0.00	\$0.00
12. Subcontractors' Premium Portion of approved Overtime	\$0.00	\$0.00
13. SUBCONTRACTOR TOTAL	\$0.00	\$0.00

SECTION C: TOTAL CONTRACTED UNIT PRICE COSTS (from Unit Price Worksheet)	14.	\$0.00	
--	-----	--------	--

SECTION D: CONTRACTOR'S REQUESTED TOTAL	Round Totals to Nearest Dollar	
15. AMOUNT REQUESTED	\$14,371.97	
(Total lines 8, 13, and 14.)		
Signature of Contractor's Authorized Representative: <u>Andrew Small</u>	Date: <u>5/5/22</u>	
Print Name: <u>Andrew Small</u>	Print name of Contact Person (if different): _____	
Print Title: <u>Member</u>	Phone No. (if different from above): _____	

SECTION E: CONSTRUCTION MANAGER'S/A/E REVIEW

I have reviewed the labor hours, material quantities and equipment and no exceptions are taken to the Proposal. see comments noted on proposal or below: _____

By: _____ Date: _____ Phone No.: _____

Construction Manager/A/E _____

Project Manager _____

Construction Officer _____

Credit Change Order Payment Lines Affected					
Line	Amount	Line	Amount	Line	Amount

Elm City Communities/ Housing Authority New Haven/ Glendower Group
360 Orange Street
New Haven CT 06511

Contract No. PM-21-C-508
 Project No. Essex Fence
 Change Request No. 3

CHANGE ORDER LABOR WORKSHEET

Contractor Name: <u>Elm City Carpentry LLC</u>		Date: <u>05/05/22</u>	
Address: <u>319 Peck St J10</u>			
<u>New Haven, CT 06513</u>			
Telephone No.: <u>203.815.7543</u>			

STRAIGHT TIME LABOR AND PREMIUM PORTION OF OVERTIME (PPO)								ECC USE ONLY		
Work Description	Trade	Straight Time Hours	Straight Time Rate	Overtime Hours	Overtime Rate	Straight Time Cost	PPO Cost	ECC Revisions		
Install Fence in Shadowbox Pattern vs. Privacy Pattern. Extra 1/2 Hour Per Panel. 104 Total Panels	Carpentry	52.00	\$85.00			\$4,420.00	\$0.00			
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
							\$0.00	\$0.00		
		SUBTOTALS						\$4,420.00	\$0.00	
TOTAL LABOR						\$4,420.00				



AIA Document G701™ – 2017

Change Order

PROJECT: (Name and address)
Housing Authority of New Haven
Essex Townhouse Fencing Improvement
1134 Quinnpiac Avenue
New Haven CT

CONTRACT INFORMATION:
Contract For: General Construction
Date: November 2021

CHANGE ORDER INFORMATION:
Change Order Number: 003
Date: May 5, 2022

OWNER: (Name and address)
Housing Authority of New Haven
360 Orange Street
New Haven CT

ARCHITECT: (Name and address)
Silver Petrucelli & Associates, Inc.
3190 Whitney Avenue
Hamden CT 06518

CONTRACTOR: (Name and address)
Elm City Carpentry LLC
319 Peck Street 3-10
New Haven CT

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)


Install fence in Shadowbox pattern. See Contractor's PCO #3 dated May 5, 2022 attached.


The original Contract Sum was	\$	<u>289,000.00</u>
The net change by previously authorized Change Orders	\$	<u>22,381.60</u>
The Contract Sum prior to this Change Order was	\$	<u>311,381.60</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>14,371.97</u>
The new Contract Sum including this Change Order will be	\$	<u>325,753.57</u>

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be June 16, 2022

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silver Petrucelli & Associates, Inc.
ARCHITECT (Firm name)

 SIGNATURE
 Steven June, Construction Administration
 PRINTED NAME AND TITLE
 5/5/2022
 DATE

Elm City Carpentry LLC
CONTRACTOR (Firm name)

 SIGNATURE
 Andrew Small, Member
 PRINTED NAME AND TITLE
 5/5/22
 DATE

Housing Authority of New Haven
OWNER (Firm name)

 SIGNATURE

 PRINTED NAME AND TITLE

 DATE

Elm City Communities/ Housing Authority New Haven/ Glendower Group
 360 Orange Street
 New Haven, CT 06511

Contract No.
 Project No.
 Change Request No.

PM-21-C-508
 Essex Fence
 3

CONTRACTOR'S CHANGE ORDER PROPOSAL

Contractor Name: <u>Elm City Carpentry LLC</u>		Date: <u>05/05/22</u>
Address: <u>319 Peck St J10</u>		Allowance Change Order
Telephone No.: <u>New Haven, CT 06513</u> <u>203.815.7543</u>		
SECTION A:	CONTRACTOR WORK	HANH REVISIONS
	1. Total Contractor Labor (from Labor Worksheet)	\$4,420.00
	2. Total Contractor Material (from Material Worksheet)	\$7,556.84
	3. Total Contractor Equipment (from Equipment Expense Proposal)	\$0.00
	4 SUBTOTAL (total lines 1 through 3)	\$11,976.84
	5 Premium Portion of Overtime (from Labor Worksheet)	\$0.00
	6 Under Special conditions as permitted by Owner: Gen. Conditions up to 6%	\$718.80
	7 Contractor's Markup Combined Overhead and Profit (14% of line 4)	\$1,878.73
	8 CONTRACTOR TOTAL (Total lines 4, 5, 6 and 7)	\$14,371.97
SECTION B:	SUBCONTRACTOR WORK	
	<i>(From Subcontractor's Proposal - Use a separate form for each Sub)</i>	
	9. Names of Subcontractors:	
	A. _____	Base Cost Only (Line D3) up to 8% Markup (Line D4)
	B. _____	\$0.00
	C. _____	\$0.00
	D. _____	\$0.00
	10. TOTAL SUBCONTRACTORS' PROPOSALS	\$0.00
	11. CM's/G Contractor's Markup on Subs' Cost (per Contract):	
	11a. Overhead up to 2%	\$0.00
	11b. Profit, Up to 8%	\$0.00
	11c.	\$0.00
	12. Subcontractors' Premium Portion of approved Overtime	\$0.00
	13. SUBCONTRACTOR TOTAL	\$0.00
SECTION C:	TOTAL CONTRACTED UNIT PRICE COSTS (from Unit Price Worksheet)	14. \$0.00
SECTION D:	CONTRACTOR'S REQUESTED TOTAL	Round Totals to Nearest Dollar
	15. AMOUNT REQUESTED	\$14,371.97
	<i>(Total lines 8, 13, and 14.)</i>	
	Signature of Contractor's Authorized Representative: <u>[Signature]</u>	Date: <u>5/5/22</u>
	Print Name: <u>Andrew Small</u>	Print name of Contact Person (if different): _____
	Print Title: <u>Member</u>	Phone No. (if different from above): _____
SECTION E:	CONSTRUCTION MANAGER'S/A/E REVIEW	
	I have reviewed the labor hours, material quantities and equipment and no exceptions are taken to the Proposal. see comments noted on proposal or below:	

	By: _____	
	Construction Manager/A/E	Date
	Project Manager	Phone No.
	Construction Officer	
Credit Change Order Payment Lines Affected		
Line	Amount	Line
Line	Amount	Line
Line	Amount	Line
Line	Amount	Line

Elm City Communities/ Housing Authority New Haven/ Glendower Group
 360 Orange Street
 New Haven CT 06511

Contract No. PM-21-C-508
 Project No. Essex Fence
 Change Request No. 3

CHANGE ORDER LABOR WORKSHEET

Contractor Name: <u>Elm City Carpentry LLC</u>		Date: <u>05/05/22</u>								
Address: <u>319 Peck St J10</u>										
<u>New Haven, CT 06513</u>										
Telephone No.: <u>203.815.7543</u>										
STRAIGHT TIME LABOR AND PREMIUM PORTION OF OVERTIME (PPO)								ECC USE ONLY		
Work Description	Trade	Straight Time Hours	Straight Time Rate	Overtime Hours	Overtime Rate	Straight Time Cost	PPO Cost	ECC Revisions		
Install Fence in Shadowbox Pattern vs. Privacy Pattern. Extra 1/2 Hour Per Panel, 104 Total Panels	Carpentry	52.00	\$85.00			\$4,420.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
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						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
	SUBTOTALS						\$4,420.00	\$0.00		
	TOTAL LABOR						\$4,420.00			

Memorandum

TO: Board of Commissioners

DATE: May 17, 2022

FROM: Karen DuBois-Walton, President

RE: Resolution authorizing the disposal of assets to the Valley 2A RAD Group LLC property

ACTION: Recommend that the Board of Commissioners adopt Resolution Number #05-17/22-R

TIMING: Immediately

Background:

ECC/HANH is in the process of converting the LIPH property known as Valley Townhouses to a RAD property. ECC/ HANH will no longer be the owner of these properties and will need to dispose of the assets currently on the books at this property and transfer them to the new owners. A physical inventory was performed to confirm the existence of these assets and a listing is attached.

We are submitting this listing of assets to the Board of Commissioners for approval to dispose.

Fiscal Impact: None

Staff: Gary B. Hogan, Vice President Operations
John Rafferty, Senior Vice President Finance, Administration and IT

Housing Authority of the City of New Haven

RESOLUTION NUMBER #05-17/22-R

**RESOLUTION AUTHORIZING THE DISPOSAL OF ASSETS TO THE VALLEY
2A RAD GROUP LLC PROPERTY**

WHEREAS, ECC/HANH is converting the LIPH property known to Valley 2A RAD Group LLC; and

WHEREAS, ECC/HANH will no longer be the owner of these properties; and

WHEREAS, HANH needs to dispose of the fixed assets and inventory currently on the books at these locations; and

WHEREAS, a fixed asset inventory was performed to confirm the existence of the fixed assets at these locations; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that the disposal of the attached fixed assets are approved.

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 May 17, 2022.

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

Date

REVIEWED:
McCarter & English, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Senior Partner

Housing Authority of New Haven
Summary of Assets to Be Disposed
Valley Townhouses

<u>Description</u>	<u>Cost</u>	<u>Net Book Value</u>
Land - Valley Townhouses	44,164.00	44,164.00
Buildings (10 structures)	2,209,808.00	-
Bldg Improvements	940,180.00	136,328.00
Gator	1,396.00	-

MEMORANDUM

To: Board of Commissioners
From: Karen DuBois-Walton, President
Date: May 17, 2022
Re: Resolution Approving the Telecommuting Policy

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 05-17/22-R

TIMING: Immediately

DISCUSSION: Elm City Communities, HANH has established defined standards and guidelines regarding the use of the Telecommuting Policy for ECC, HANH and The Glendower Group employees.

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. ECC/HANH/GG considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with ECC/HANH/GG.

The policy provides an outline for the standards & guidelines of ECC/HANH's and The Glendower Group regarding telecommuting. Authorization to telecommute is at the full discretion of ECC/HANH/GG.

This resolution requests board ratification for approval of the Telecommuting Policy.

FISCAL IMPACT: \$0 Operating funds

STAFF: Iris M. Collazo, Vice President of Administration

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution Number 05-17/22-R

RESOLUTION APPROVING THE AUTHORIZATION OF THE TELECOMMUTING POLICY

WHEREAS, Elm City Communities, HANH has established defined standards and guidelines regarding the use of the Telecommuting Policy for ECC, HANH and The Glendower Group employees; and

WHEREAS, telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek; and

WHEREAS, ECC/HANH/GG considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement; and

WHEREAS, telecommuting may be appropriate for some employees and jobs but not for others: and

WHEREAS, telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with ECC/HANH/GG; and

WHEREAS, authorization to telecommute is at the full discretion of ECC/HANH/GG.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that the ratification of the Telecommuting Policy be approved and the President be and hereby is authorized, empowered and directed to act on behalf of ECC,HANH/GG to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the President deems necessary and appropriate and in the best interest of ECC, HANH/GG, the agreement contemplated hereby.

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 May 17, 2022.

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

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

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

ELM CITY COMMUNITIES, (HANH)

TOPIC: TELECOMMUTING POLICY		SOP #	Page 1 of 9
DEPARTMENT: ADMINISTRATION		APPLICABILITY: ALL NON BARGAINING, BARGAINING AND PART TIME EMPLOYEES	
PRESIDENT: Karen DuBois-Walton, Ph. D	EFFECTIVE DATE: <u>May 18, 2022</u>	REFERENCES:	

	SECTION	PGS
I	INTRODUCTION	3
II	PURPOSE	3
III	POLICY	3-4
IV	SUBMITTING REQUEST	4
V	REVIEW PROCESS	4
VI	EMPLOYEE ELIGIBILITY	4-5
VII	POSITION ELIGIBILITY	5
VIII	FINAL APPROVAL PROCESS	5
IX	TELECOMMUTING ARRANGEMENT REVIEWED	6
X	EQUIPMENT	6
XI	SECURITY	7
XII	SAFETY	7
XIII	WORK ENVIRONMENT	7
XIV	TIME WORKED	7
XV	VIOLATIONS AND PENALTIES	8
XVI	TERMINATING TELECOMMUTE ARRANGEMENT	8-9

XVII	APPEALS PROCESS	9
XVIII	CLOSING	9

I. INTRODUCTION

Elm City Communities, HANH and The Glendower Group mission is to make a positive difference in the lives of residents of the City of New Haven through the development and operation of affordable communities of choice and by providing opportunities for greater self-sufficiency.

As the push for flexible work environments continue to gain momentum, we look for ways to:

- Continue our Resident Focus
- Continue providing services
- Attract and retain a wider pool of qualified employees
- Reduce stress
- Provide Work Life Balance Programs
- Increase employee morale
- Lower real estate and overhead costs
- Be an employer of choice

II. PURPOSE

ECC, HANH and The Glendower Group considers telecommuting to be a viable and flexible work option when both the employee and the job, as determined by the Agency, are suited to such an arrangement. The employee must have a job function acceptable for telecommuting, i.e. one that can be performed at a remote site without diminishing the quality of the work, the availability of services, or disrupting the productivity of an office. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Authorization to telecommute is at the full discretion of ECC/HANH/GG.

Telecommuting is voluntary and is available contingent upon employee interest and workplace compatibility.

III. POLICY

This policy provides an outline for the standards & guidelines of ECC/HANH's and The Glendower Group regarding telecommuting.

Telecommuting is not an employee benefit and is not to be used as a substitute for normal absences from work. Telecommuting is not intended to be available to all employees as not all job roles or department functions are suitable for telecommuting.

Positions that require significant internal or external customer interaction may not be best suited for or eligible for telecommuting.

Work suitable for telecommuting will have defined tasks with clearly measurable results.

Telecommuting may also be suitable for those occasions when employees must attend off-site meetings, trainings, or events during portions of the day that make travel to their normal duty station impractical during the remainder of the workday.

Telecommuting can be requested on a temporary or occasional work arrangements such as dependent care, recovery from an illness, caring for an ill family member, or other circumstances where an employee is assigned to work at home.

The purpose of this program is to provide guidelines on how to submit a telecommuting request form, the criteria used to determine an employee's eligibility for telecommuting and to clearly delineate the requirements and obligations of an employee who has been approved for telecommuting.

Employees who are approved for telecommuting must continue to comply with all Agency rules, policies, practices, and instruction and be working during normal working hours as expected when working in an Agency facility. Telecommuting requests are considered on a case by case basis and do not change the duties, obligations, responsibilities, or terms and conditions of employment with the Agency.

IV. SUBMITTING REQUEST

Employees who are interested in telecommuting are encouraged to read this program document in its entirety. If after reviewing the eligibility criteria and other sections of this program an employee believes they can fulfill all of their obligations and meet the eligibility requirements then the next step would be to complete a Telecommuting Request Form identifying the date they would like to start telecommuting, the length of time they would like to telecommute and why they are submitting the request. The immediate supervisor will schedule a time to meet with the employee to discuss the request.

Employees who are requesting a temporary arrangement or occasional work arrangement must complete a Telecommuting Request Form identifying the date they would like to start telecommuting, the length of time they would like to telecommute and why they are submitting the request. The immediate supervisor will schedule a time to meet with the employee to discuss the request.

V. REVIEW PROCESS

As part of the telecommuting request review process the employee and manager will evaluate the suitability of such an arrangement, reviewing the following areas:

- *Job responsibilities*- The employee and manager will discuss the job responsibilities and determine if the job is suited or appropriate for a telecommuting arrangement.

- *Employee suitability*- The employee and manager will assess the criteria noted above, the work habits of the employee and if the employee is in good standing.
- *Equipment needs*- Workspace design considerations and scheduling issues. The employee and immediate supervisor will review the physical workspace needs and the appropriate location for the telework.
- *Review* the Department overlaps with other departments and the department interdependencies.

VI. EMPLOYEE ELIGIBILITY

All telecommuting arrangements will be evaluated on a case by case basis by the Agency. Employees should not assume eligibility or approval for a telecommuting assignment. Nor should they assume any specified period of time for telecommuting, if so assigned. In addition to meeting the eligibility requirements outlined below, it is necessary that employees meet the following criteria in order to be eligible to participate in the telecommuting program.

- Most recent performance evaluation that has a score of Satisfactory and above.
- Not currently on a Performance Improvement Plan.
- Demonstrate ability to sustain acceptable performance.
- No disciplinary action in the last 12 months.
- Demonstrated dependability and responsibility.
- Effective communication with supervisors, coworkers, and clients.
- Demonstrated motivation.
- The ability to work independently.
- A consistently high rate of productivity.
- A high level of skill and knowledge of the job.
- The ability to prioritize work effectively.
- Good organizational and time management skills

Employees must be able to perform all job duties assigned from the telecommuting location. While it is anticipated that the employee will be remotely (not on-site), there may be circumstances in which the employee is needed to return to their normal work site. In the event such on-site attendance is required, supervisors will make every effort to notify the employee, in advance, when on-site attendance is necessary, however employees must be available when needed to report on-site.

VII. POSITION ELIGIBILITY

Telecommuting is based on both the position and the employee. Not every job, or every employee, is well suited for telecommuting.

An employee's position may be suitable for telecommuting when the job duties:

- Are independent in nature
- Are primarily knowledge-based
- Lend themselves to measurable deliverables
- Do not require frequent interaction at the regular worksite with supervisors, colleagues, clients, or the public, in person or by phone.
- Do not require the employee's immediate presence at the regular worksite to address unscheduled events, unless alternative arrangements for coverage are possible.
- Are not essential to the management of on-site workflow.

VIII. FINAL APPROVAL PROCESS

Once the request has been reviewed by the employee and the immediate supervisor the completed form will be reviewed by VP of Administration and final approval will be from the President and/or his/her designee. After the telecommuting request has been reviewed the employee will be notified by Human Resources if the request has or has not been granted and if there are any special requirements given the nature of the work being performed. An employee should receive notice no longer than (10) days from submitting their request.

IX. TELECOMMUTING ARRANGEMENT REVIEWED

Once the request for telecommuting has been approved and the employee begins telecommuting both the employee and manager are required to have regular ongoing interaction. Dependent upon the circumstances such interaction may be by phone, video conferencing, e-mail and/or in person face-to-face meetings to discuss work progress and any barriers. It is the responsibility of each participating employee to be available during normal working hours, to respond in a timely fashion and to provide timely notice to the manager or the help desk when there are technology issues affecting the ability to work.

Employees working under a Temporary request to telecommute and wishes to extend their temporary arrangement will be allowed to request two extensions. The length of extension is at the discretion of the immediate supervisor. No more than two extensions will be permitted to be requested for any temporary request to telecommute.

Employees requesting an extension to their Temporary request to telecommute must fill out a new form for every extension.

Employees are encouraged to submit their request for an extension of their Temporary request to Telecommute as soon as it is feasible. At no time are employees to assume that extensions will be automatic.

For the first year of telecommuting the employee's arrangement will be reviewed by their immediate supervisor at 2 months, 5 months and during their yearly performance evaluation time frame to determine if the arrangement to work remotely is working.

It is the supervisor's responsibility to ensure the employees telecommuting review is completed at the 2 month, 5 month and yearly timeframes to ensure the continuation of an employee's telecommuting status.

X. EQUIPMENT

The Agency will determine, with information supplied by the, Innovation and Technology department (IT), employee, and their manager, the appropriate equipment needs (including but not limited to; hardware, software, communication and other office equipment) for each telecommuting arrangement.

- Equipment supplied by the organization will be maintained by the organization and documented on the Telecommuting Form.
- Equipment supplied by the employee must be approved by the Innovation and Technology department and will be maintained by the employee. The Agency accepts no responsibility for damage or repairs to employee-owned equipment.
- The Agency reserves the right to make determinations as to appropriate equipment and is subject to change at any time.
- Equipment used for telecommuting, whether owned by the Agency or the employee, is subject to the Agency Information Technology Policy.
- Employees are responsible for notifying a member of Agency management immediately when they believe equipment has been damaged. Early detection is critical in minimizing damage. In addition, it is essential to report the loss or theft of such devices immediately to Agency management
- The Agency will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Supplies can either be delivered to the work place or to the employees home address.
- The employee must make a reasonable effort to use Agency resources when available as well as use and safeguarding Agency equipment consistent with existing policy.
- Equipment supplied by the organization is to be used for business purposes only.

XI. SECURITY

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of

proprietary company and client/employee information accessible from their remote location or home office. Examples of steps to be taken include, but are not limited to, the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

XII. SAFETY

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a remote office location and in conjunction with his or her regular work duties are normally covered by the Agency's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors or non-employee inhabitants at his or her home worksite.

XIII. WORK ENVIRONMENT

The employee will establish an appropriate work environment for work purposes. Elm City Communities, HANH and The Glendower Group will not be responsible for costs associated with the setup of the employee's work office, such as remodeling, furniture or lighting, nor for repairs or modifications to the work office space.

XIV. TIME WORKED

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Agency's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Employees who are working under the telecommute policy are expected to work their regular scheduled hours, to be available for meetings and conference calls and to maintain satisfactory levels of productivity.

XV. VIOLATIONS AND PENALTIES

- Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected

to ensure the protection of proprietary company and customer information accessible from their home office.

- The employee will comply with all Elm City Communities, HANH and The Glendower Group Company rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
- The employee agrees that Elm City Communities, HANH and The Glendower Group Company equipment will not be used by anyone other than the employee and only for business-related work.
- The employee will not make any changes to security or administrative settings on Elm City Communities, HANH and The Glendower Group Company equipment.
- The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.
- The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to his or her manager immediately.
- The employee agrees to comply with Elm City Communities, HANH and The Glendower Group Company's policies and expectations regarding information security.
- The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

Any violations to this policy will result in disciplinary action, up to and including termination.

XVI. TERMINATING TELECOMMUTING ARRANGEMENT

The telecommuting arrangement for an employee or a department may be cancelled for any reason by Senior Management with a 2-week notice period. An individual employee's telecommute arrangement may be cancelled for any reason by Senior Management or by the employee (with or without recommendation of a Immediate supervisor) with a 2-week notice. A telecommuting arrangement is a voluntary work arrangement that may be established for an Eligible Employee and is not to be viewed as an entitlement. Telecommuting is not appropriate for all employees or positions and is not a universal employee benefit.

Immediate supervisor may recommend elimination of the temporary arrangement or telecommuting arrangement for an employee, group of employees or entire department based upon impact on work requirements, inadequate supervision, lack of interest or as a result of disciplinary action. This recommendation may be made at any time. Employees must be provided 2 weeks' notice by HR that his/her temporary arrangement or telecommuting arrangement is being terminated or modified, unless there is a specific operational/business need that has been approved by senior management that requires a modification/termination without the required notice.

The telecommuting arrangement for an employee or a department may be cancelled immediately for any reason by the agency without notice. Examples would be poor performance, urgent work matters, etc.

XVII. APPEAL PROCESS

The telecommuting policy and program is not subject to the grievance procedures in any memorandum of understanding, or to any other review or appeal procedures, except as noted in this section.

.. An employee who believes their telecommute application has been denied for arbitrary or capricious reasons may appeal the decision to the department head or designee and VP of Administration. Final decisions will be made by the president.

XVIII. CLOSING

Elm City Communities, HANH and The Glendower Group may require employees to return to regular, in-office work at any time.

Ultimate responsibility for judgements concerning whether or not an individual meets the guidelines presented in this policy rests with the President or his/her designee.

Any exceptions to this policy must be authorized by the President of Elm City Communities, HANH and The Glendower Group.

This policy will be reviewed and the impact of continuing to allow employees to remain on their individual telecommuting work week schedule will be assessed with a determination as to whether the program can still be functional for our work environment. The program may be discontinued if it is found that it cannot be sustained in our work environment.

The agency has the right to terminate the temporary arrangement, occasional work arrangement or telecommuting arrangement at any time as required by agency operating needs.

MEMORANDUM

To: Board of Commissioners
From: Karen DuBois-Walton, President
Date: May 17, 2022
Re: Resolution Approving the Substance Abuse Policy

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 05-18/22-R

TIMING: Immediately

DISCUSSION: Elm City Communities, HANH has established defined standards and guidelines regarding the use of the Substance Abuse Policy for ECC, HANH and The Glendower Group employees.

The safety of the Authority's (HANH/The Glendower Group) employees and equipment, as well as the safety of the general public, are of paramount concern to the Authority. Due to the nature of our work, imprecision, inaccuracy, or lack of clear thinking on the part of any employee brought about by the use or misuse of drugs, including the use of cannabis or alcohol is clearly unacceptable as it exposes employees, tenants, and guests to the risk of injury or death. For this reason, and also to comply with any obligations the Authority may have under the Drug-Free Workplace act of 1988, the attainment for an alcohol and drug free work force is one of the Authority's primary goals. This policy is an important subpart of the Authority's general policy which requires all employees to be in suitable mental and physical condition while at work and to perform their jobs in a satisfactory manner.

This resolution requests board approval of the Substance Abuse Policy.

FISCAL IMPACT: \$0 Operating funds

STAFF: Iris M. Collazo, Vice President of Administration

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution Number 05-18/22-R

RESOLUTION AUTHORIZING THE SUBSTANCE ABUSE POLICY

WHEREAS, Elm City Communities/HANH has established defined standards and guidelines regarding the use of the Substance Abuse Policy for ECC, HANH and The Glendower Group employees; and

WHEREAS, the safety of the Authority's (HANH/The Glendower Group) employees and equipment, as well as the safety of the general public, are of paramount concern to the Authority; and

WHEREAS, due to the nature of our work, imprecision, inaccuracy, or lack of clear thinking on the part of any employee brought about by the use or misuse of drugs, including the use of cannabis or alcohol is clearly unacceptable as it exposes employees, tenants, and guests to the risk of injury or death; and

WHEREAS, to comply with any obligations the Authority may have under the Drug-Free Workplace act of 1988, the attainment for an alcohol and drug free work force is one of the Authority's primary goals; and

WHEREAS, this policy is an important subpart of the Authority's general policy which requires all employees to be in suitable mental and physical condition while at work and to perform their jobs in a satisfactory manner; and

WHEREAS, because of the Authority's commitment to safety and to fulfilling any obligations it may have under Federal Laws, the Authority has established the following rules and regulations regarding alcohol and drugs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that the approval of the Substance Abuse Policy be approved and the President be and hereby is authorized, empowered and directed to act on behalf of ECC/HANH/GG to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the President deems necessary and appropriate and in the best interest of ECC/HANH/GG, the agreement contemplated hereby.

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 May 17, 2022.

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

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

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

ELM CITY COMMUNITIES, (HANH/GLENDOWER GROUP)

TOPIC: SUBSTANCE ABUSE POLICY		SOP #	Page 1 of 8
DEPARTMENT: ADMINISTRATION		APPLICABILITY: ALL EMPLOYEES	
PRESIDENT: Karen DuBois-Walton, Ph. D	EFFECTIVE DATE: May 18, 2022 SUPERSEDES: Substance Abuse Policy of 09/29/1994	REFERENCES:	

ARTICLE	SECTION	PGS
	INTRODUCTION	1-2
1	IN GENERAL	2
2	ALCOHOL	2
3	PERMITTED DRUGS	3
4	PROHIBITED DRUGS	3
5	DISCIPLINE/DISCHARGE FOR VIOLATION	3-4
6	POST EMPLOYMENT INVESTIGATION	4-5
7	TESTING PROCEDURE	5-6
8	EMPLOYEE ASSISTANCE PROGRAM	6-7
9	MISCELLANEOUS	7-8

INTRODUCTION

The safety of the Authority’s (HANH/The Glendower Group) employees and equipment, as well as the safety of the general public, are of paramount concern to the Authority. Due to the nature of our work, imprecision, inaccuracy, or lack of clear thinking on the part of any employee brought about by the use or misuse of drugs, including the use of cannabis or alcohol is clearly unacceptable as it exposes employees, tenants, and guests to the risk of injury or death. For this reason, and also to comply with any obligations the Authority may have under the Drug-

Free Workplace act of 1988, the attainment for an alcohol and drug free work force is one of the Authority's primary goals. This policy is an important subpart of the Authority's general policy which requires all employees to be in suitable mental and physical condition while at work and to perform their jobs in a satisfactory manner.

Because of the Authority's commitment to safety and to fulfilling any obligations it may have under Federal Laws, the Authority has established the following rules and regulations regarding alcohol and drugs

ARTICLE 1: IN GENERAL

1.1 Definitions and Scope:

- 1.1.1 For the purposes of this Policy, being "under the influence" means that the employee is affected by a drug, alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance.
- 1.1.2 "Prohibited drugs" means any drug (a) not legally obtainable; (b) legally obtainable but not legally obtained or used; or (c) cannabis/marijuana not possessed or used in accordance with Connecticut's laws on Palliative Use of Marijuana, such as recreational use or medicinal use not in accordance with those laws. The term includes prescription drugs obtained illegally and prescription drugs not being used for prescribed purposes. It also includes cocaine, and heroin and derivatives of those drugs, among other illegal drugs.
- 1.1.3 "Permitted Drugs" includes prescribed and over-the-counter drugs, including cannabis used or possessed in accordance with Connecticut's laws on Palliative Use of Marijuana, legally obtained and being used for the purpose for which they were prescribed and/or manufactured. It does not include cannabis/marijuana not possessed or used in accordance with Connecticut's laws on Palliative Use of Marijuana, such as recreational use or medicinal use not in accordance with those laws.
- 1.1.4 This Policy applies to all employees of the Authority.

ARTICLE 2: ALCOHOL:

- 2.1 Consuming alcohol or being under the influence of alcohol during working hours or in Authority vehicles at any time is prohibited.
- 2.2 The possession, purchase, transfer or sale of alcohol during working hours or in Authority vehicles at any time are prohibited.

ARTICLE 3: PERMITTED DRUGS:

- 3.1 No permitted drugs shall be brought onto Authority owned or controlled premises or into an Authority vehicle by any person other than the one for whom the drug was prescribed. Permitted drugs are to be used only in the manner, combination and quantity as prescribed or directed and must not be distributed or sold.
- 3.2 For certain job positions, an employee's use of permitted drug(s) can pose a significant risk to the safety of the employee or others. Therefore, employees shall immediately inform the Authority when advised by a health care provider that such drug(s) may impair working abilities.
- 3.3 The Authority prohibits the possession, use, or other consumption of medical cannabis by employees, on Authority property or while on duty, except as otherwise required by Connecticut law for palliative use.
- 3.4 Employees must not report to work under the influence of cannabis. Consuming cannabis or being under the influence of cannabis during working hours or in Authority vehicles at any time is prohibited.

ARTICLE 4: PROHIBITED DRUGS

- 4.1 Using or being under the influence of prohibited drugs, including cannabis, at any time is prohibited, except as otherwise required by Connecticut law for palliative use. .
- 4.2 The manufacture, distribution, dispensation, possession, purchase, storage, transfer or sale of prohibited or illegal drugs at any time is prohibited, except as otherwise required by Connecticut law for palliative use. .

ARTICLE 5: DISCIPLINE/DISCHARGE FOR VIOLATIONS

- 5.1 Any violation of Articles 2, 3, or 4 may subject the employee to discipline. All disciplinary action under this Substance Abuse Policy will be subject to, and in accordance with, the provisions of the collective bargaining agreement (the "Contract") between the Authority and Local 713, Council #4, AFSCME, AFL-CIO, (the "Union") for employees in that bargaining unit.
- 5.2 The Authority will not make accommodations for an employee or allow an employee to perform his or her duties while under the influence of cannabis or to possess, use or otherwise consume cannabis while performing such duties or on the premises of the employer, except possession of palliative cannabis by a qualifying patient in accordance with Connecticut law for palliative use.
- 5.3 Employees will not be discriminated against based solely on their status as a qualifying patient or primary caregiver in accordance with Connecticut law for palliative use.

ARTICLE 6: POST-EMPLOYMENT INVESTIGATIONS

6.1 Chemical Testing

- 6.1.1. The Authority, acting through a Department Head or above (“Designee”), may require an employee to submit a blood test, breathalyzer test, screening test or urinalysis for drugs and/or alcohol if the Department Head believes there is probable cause that the employee is under the influence of drugs or alcohol during working time or in or operating an Authority vehicle. Any such employee will be required to submit to testing as provided herein and refusal to submit to testing, including failure to execute the attached consent form, may subject an employee to disciplinary action. For all purposes under this Policy, probable cause shall be defined as a belief based on observed, specific, objective facts where the rational inference to be drawn under the circumstances is that the person is under the influence of drugs or alcohol.
- 6.1.2. Specimens for blood tests, breathalyzer tests and/or urinalysis testing (screening or confirmatory) shall be collected at the Occupational Health Facility and shall be tested at Smith/Kline/Beecham or at another National Institute of Drug Abuse approved laboratory or at another testing facility which is mutually acceptable to the Authority and the Union. Any employee, who receives a confirmed positive drug test for prohibited drugs in section 7.2., may be subject to discipline.
- 6.1.3. An employee who is subject to discipline for the first time for violation of this Substance Abuse Policy may elect to enter the Employee assistance Program (EAP) for treatment for substance abuse. In the event that the employee enters EAP, the initial disciplinary action for violation of the Substance Abuse Policy will be held in abeyance subject to the following conditions:
 - (a.) No other violation(s) of Authority requirements for employee conduct regarding theft, physical assault, motor vehicle accidents, injury, or substantial risk thereof, to a third party, or deliberate destruction of property, are involved.
 - (b.) The employee must provide acceptable documentation that any in-patient portion of the program has been satisfactorily completed.
 - (c.) The employee must continue with an approved out-patient treatment program.
 - (d.) The employee must execute an appropriate consent form which will grant the Authority to contact program officials to verify the employee’s continued successful participation in the out-patient program.
 - (e.) Violation of the above terms, including, but not limited to, failure to complete the program(s) or further violation of the provisions of this Substance Abuse Policy may subject the employee to further disciplinary action.

(f.) Upon satisfactory completion of the program by the employee, the original disciplinary action will be considered of no further action.

6.1.4. Employees will be given a reasonable opportunity to provide a proper medical explanation for a confirmed positive drug test for legal or illegal drugs, whether or not listed in Section 7.2, or a positive alcohol test. Any such medical explanation will be subject to review by the Occupational Health Facility.

ARTICLE 7: TESTING PROCEDURE

7.1 All employees subject to testing pursuant to Article 6 will be provided with consent forms for post-employment alcohol and drug screening. No individual will be tested without having first executed such form. Refusal to test may be grounds for disciplinary action.

7.2 The Authority may test for the following substances, for other illegal or prohibited drugs, and for any other substances as may be required by State or Federal Law or Regulation:

Alcohol	Methadone
Amphetamines	Methaqualone
Barbiturates	Opiate derivatives
Benzodiazepines	(Heroin, morphine, codeine)
Cocaine metabolites	Phencyclidine (PCP)
Hallucinogens	Propoxyphene
Marijuana (cannabinoid metabolites)	

Substances included in Schedules I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. Section 812.

A result that is positive solely for 11-nor-9-carboxy-delta9-tetrahydrocannabinol (a cannabis metabolite) may form the basis for an adverse employment action

The Authority reserves the right to conduct a periodic review of the foregoing list and to add additional drugs to the list, after notice to and meeting with the Union.

7.3 All specimens for urinalysis testing will be collected at the Occupational Health Facility and tested at the Smith/Kline/ Beecham testing facilities or another NIDA approved laboratory acceptable to the Authority and the Union. All testing will be performed at the Authority's expense.

7.4 Any urinalysis drug test determined to be positive shall be confirmed by a second test on that specimen performed utilizing Gas chromatography/Mass Spectrometry or an equally reliable methodology approved by the Connecticut Commissioner of Labor. All testing shall be conducted in a manner that will ensure that the chain of custody had been maintained.

- 7.5 If urinalysis drug testing is used, no Authority representative or agent shall directly observe the employee producing a urine specimen.
- 7.6 Employees will be provided test results and copies thereof upon request.
- 7.7 All medical records, including records pertaining to alcohol or drug tests or the therapy or rehabilitation efforts of drug or alcohol-dependent employees are protected as medical confidential. The only information which will be revealed to the Authority is whether the test results were positive or negative and whether the employee had satisfactorily completed and/or continue to satisfactorily participate in treatment program(s) as provided herein.

ARTICLE 8: EMPLOYEE ASSISTANCE PROGRAM

- 8.1 Both the Authority and Union strongly favor a drug free work environment. To that end, employees are urged to seek counseling evaluation, and treatment if needed. The Authority shall establish a list of area resources for counseling, evaluation and treatment.
- 8.2 **Voluntary Requests for Assistance:** If an employee requests help for a substance abuse problem before his or her job performance has been adversely affected, the Authority will offer rehabilitation assistance. The employee must voluntarily request this assistance and must voluntarily agree to comply with the terms of the rehabilitation program. All requests for such assistant shall be made by the President.

Certain approved treatment expenses are covered by the Authority's major medical plan. If an unpaid leave of absence is required for adequate treatment, it will be granted in accordance with the provisions of the Contract concerning family and medical leave. Accrued Paid Time Off days may also be utilized in accordance with such provisions. Any information which the Authority receives from the employee or others in connection with treatment, such as requests for leave of absence, etc., will be treated with confidentiality. It is the responsibility for each employee, however, to seek assistance from the Authority before alcohol and drug problems lead to disciplinary action. The employee's decision to seek assistance through the Authority for a rehabilitation program prior to disciplinary action will not be used against the employee in any future disciplinary proceeding. Further, the employee's job, career, and promotability are not diminished due to any application for assistance or involvement in a treatment program.

In coordination with rehabilitation program and/or upon the expiration of a leave of absence for rehabilitation purposes, the employee will be allowed to continue working or will be returned to work when the employee voluntarily agrees to submit to alcohol and drug screening, including blood or urine tests on a periodic or random basis during the out-patient portion of the rehabilitation program. The Authority shall have the option, in its sole discretion, to accept the testing results of the program in which the employee is enrolled or to have the employee tested at the Authority's expense. Failure to request to remain alcohol and drug free during such period may result in discipline.

Employee assistance is a two-way street. The Authority recognizes the need for management's understanding and involvement and its committed to offer employees such understanding and involvement. Individuals who are afflicted by these disabilities, however, must recognize the need to seek aid immediately. Since a violation of the rules established by this Substance Abuse Policy may result in immediate discipline, a request for employee assistance after such a violation may be too late.

ARTICLE 9: MISCELLANEOUS

9.1 Amendment of Substance Abuse Policy

The Authority reserves the right to reopen negotiations to amend any or all of this Substance Abuse Policy or to terminate it in its entirety.

RELATONSHIP BETWEEN SUBSTANCE ABUSE POLICY, STATE LAW OR REGULATION, ANY COLLECTIVE BARGAINING AGREEMENT, AND THE AUTHORITY'S RULES AND REGULATIONS

Nothing contained in this Policy shall be deemed or construed to limit in a any way whatsoever any of the Authority's rights or obligations under Federal or State law or regulation or rights under Management Rights clause or other provision of the Contract or existing work rules. The Authority specifically reserves the right to determine, consistent with the provisions of the contract, the nature and level of discipline which may be imposed upon an employee for violation of this Substance Abuse Policy.

EMPLOYEE CONSENT TO ALCOHOL AND DRUG TESTING

Pursuant to the Housing Authority of the City of New Haven's Substance Abuse Policy, I have been instructed by the Authority to submit to a test which includes the collection of blood, urine and or breath samples and other necessary medical procedures to determine the presence or use of alcohol, drugs, or controlled substances

In accordance with the Authority's Substance Abuse Policy, I hereby voluntarily consent to provide the Authority with blood, urine, and/or breath samples for testing facilities. I consent to provide the samples as instructed at the Hospital of St. Raphael and to have the samples tested at Smith/Kline/Beecham or another NIDA approved laboratory mutually acceptable to the Authority and Local #713, Council 4, AFSCME, AFL-CIO. Further, I certify that the specimen collected from me will be mine and will not be adulterated and altered in any manner.

The tests may be used to detect the presence of:

- | | |
|---------------------|-----------------------------|
| Alcohol | Methadone |
| Amphetamines | Metahaqualone |
| Barbiturates | Opiate derivatives |
| Benzodiazepines | (Heroin, morphine, codeine) |
| Cocaine metabolites | Phencyclidine (PCP) |

Hallucinogens
Marijuana (cannabinoid metabolites)

Propoxyphene

Substances included in Schedules I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. Section 812.

A result that is positive solely for 11-nor-9-carboxy-delta9-tetrahydrocannabinol (a cannabis metabolite) may form the basis for an adverse employment action.

I have taken the following drugs, alcohol or substance(s) with in the last thirty days:

	Name	Amount
Sleeping Pills	_____	_____
Diet Relief Pills	_____	_____
Pain Relief Pills	_____	_____
Cold Tablets	_____	_____
Any other prescribed medications or substances	_____	_____
Alcohol	_____	_____

All screening tests for drugs are subject to careful testing procedures with mandatory confirmation of any preliminary positive tests. I understand that if my test(s) indicates a confirmed positive result for drugs or alcohol, I may be subject to discipline. I will be given reasonable opportunity to provide a proper medical explanation for positive test(s). I understand that an employee providing an unacceptable explanation is subject to discipline.

I understand the results of these tests and other relevant medical information may be used for employment decisions and I hereby authorize the Occupational Health Facility and/or the designated laboratory to release test results to the Authority's outside medical advisor for appropriate review. I understand that I may request a copy of any tests taken upon receipt of the results by the Authority's outside medical advisor from the laboratory.

I only authorize the release to the Authority of a statement of whether test result(s) were positive or negative and whether I have satisfactorily completed and/or continue to satisfactorily participate in treatment program(s) as provided under the Authority's Substance Abuse Policy.

MEMORANDUM

To: Board of Commissioners

From: Karen DuBois-Walton, President

Date: May 17, 2022

Re: Resolution authorizing revision of The Statement of Personnel Policy.

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 05-19/22-R

TIMING: Immediately.

DISCUSSION: Elm City Communities, HANH has established a Statement of Personnel Policy as a set of rules and guidelines to define employee conduct, benefits, company procedures, and establish safety protocols. The policy also describes the type of job performance and workplace behavior the agency expects from its employees, and what type of compensation and opportunities for advancement it offers.

On April 18, 2013 the Board approved Resolution #04-82/13-R, on December 16, 2014 the Board approved Resolution #12-211/14-R, on November 17, 2015 the Board approved Resolution #11-148/15, and on August 18, 2020 the Board approved Resolution #08-74/20-R to revise the Statement of Personnel Policy which contained several significant changes applicable to employees in the agency's non-bargaining group.

The agency has made several other changes in the areas of medical insurance coverage, premium cost share levels, employee titles, new salary classification plan, changes to the medical providers, and the addition of authority policies.

This resolution requests Board approval to revise the Statement of Personnel Policy and incorporate the changes.

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 revision of the Statement of Personnel Policy and incorporate the changes.

FISCAL IMPACT: Available in annual Operating Funds

STAFF: Iris M. Collazo, Vice President of Administration

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

Resolution Number 05-19/22-R

**RESOLUTION APPROVING THE REVISIONS TO THE
STATEMENT OF PERSONNEL POLICY.**

WHEREAS, Elm City Communities, HANH has established a Statement of Personnel Policy as a set of rules and guidelines to define employee conduct, benefits, company procedures, and establish safety protocols. The policy also describes the type of job performance and workplace behavior the agency expects from its employees, and what type of compensation and opportunities for advancement it offers; and

WHEREAS, On April 18, 2013, the Board approved Resolution #04-82/13-R, on December 16, 2014 the Board approved Resolution #12-211/14-R, on November 17, 2015 the Board approved Resolution #11-148/15, and on August 18, 2020 the Board approved Resolution #08-74/20-R to revise the Statement of Personnel Policy which contained several significant changes applicable to employees in the agency's non-bargaining group; and

WHEREAS, the agency has made several other changes in the areas of medical insurance coverage, premium cost share levels, employee titles, new salary classification plan, changes to the medical providers, and the addition of authority policies; and

WHEREAS, this resolution requests Board approval to revise the Statement of Personnel Policy and incorporate the changes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN the revised Statement of Personnel Policy is authorized to take effective immediately and the President 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, such terms as the President deems necessary and appropriate and in the best interest of HANH, the agreement contemplated hereby.

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 May 17, 2022.

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

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

ELM CITY COMMUNITIES, (HANH)

TOPIC: PERSONNEL POLICY		SOP #	Page 1 of 40
DEPARTMENT: ADMINISTRATION		APPLICABILITY: ALL NON BARGAINING EMPLOYEES	
PRESIDENT: Karen DuBois-Walton, Ph. D	EFFECTIVE DATE: <u>May 18, 2022</u> SUPERSEDES: RES #08-74/20-R Last revised 08/18/2020	REFERENCES:	

	SECTION	PGS
I	PREAMBLE	2
II	RESERVED RIGHTS	3
III	GENERAL RULES	4-5
	A. Group I	
	B. Group II	
	C. Group III	
IV	TABLE OF CONTEXTS	6-8
V	BASIC PRINCIPLES	9-11
VI	ORGANIZATION	12-13
VII	EMPLOYMENT PROCEDURES	13-14
VIII	PROVIDING REASONABLE ACCOMMODATION TO QUALIFIED PERSONS WITH DISABILITIES	14
IX	EMPLOYMENT APPLICATION	15
X	SELECTION OF PERSONNEL	15-16
XI	POSITION CLASSIFICATION	16
XII	COMPENSATION	16-23
XIII	AUTHORITY TO EFFECT PERSONNEL ACTIONS	23

XIV	SELECTION OF APPLICANTS	23
XV	INSURANCE	23-24
XVI	WORKING HOURS	24-25
XVII	ABSENCE FROM WORK	25-33
XVIII	EDUCATIONAL ASSISTANCE PROGRAM	33-37
XIX	CHANGE OF STATUS OF EMPLOYMENT	37
XX	SEPERATIONS	37-39
XXI	PERSONNEL SERVICE RECORDS	39
XXII	SAFETY	39
XXIII	TRAINING	39
XXIV	GRIEVANCES	39-41
XXV	STATUS OF HANH EMPLOYEES DURING EXTENDED ABSENCES	41
XXVI	ADMINISTRATION	41
XXVII	AMENDMENT	41
XXVIII	AUTHORITY POLICIES	42-43
XXIX	CLOSING	43

I. PREAMBLE

Elm City Communities, HANH (Authority) has a mission to provide safe, sanitary and decent housing for its tenants. The Authority's employees fill essential roles in ensuring that tenants receive the services to which they are entitled in an economic and efficient fashion. The Authority rightfully expects its employees to perform in an honest and effective manner for the benefit of the tenants and ultimately, the public. It is essential that bargaining and non-bargaining employees willingly cooperate with each other to guarantee the Authority's success in fulfillment of its mission.

II. RESERVED RIGHTS

The Authority maintains the exclusive right to: (a) direct employees; (b) hire, promote, transfer and assign; (c) suspend, discharge, or take other disciplinary action; (d) relieve employees from duty due to lack of work or for other legitimate reasons; (e) take any action necessary in order to maintain the efficient operation of the Authority's properties; (f) determine the methods, means, manner and personnel by which services shall be rendered; (g) to take any actions necessary in situations of emergency; (h) carry out the responsibilities of the Authority to the public housing residents of New Haven; and (i) make reasonable rules and regulations which shall be considered an acknowledged function of the Authority. The enumeration of reserved rights shall not be deemed to exclude other rights and prerogatives not listed.

III. GENERAL RULES

The following rules are not all-inclusive, and any conduct falling below traditional standards for employees will be considered an appropriate basis for disciplinary action.

Recurring violations of any of the rules in Group II and III will subject the employee to further disciplinary action up to and including discharge.

A. GROUP I

Violation in the first instance of any of the following rules will, in all probability; result in the discharge of an employee.

1. Refusal to carry out work assignments or obey orders.
2. Insubordination.
3. Stealing company or employee property.
4. Stealing the property of tenants, agencies or organizations which utilize the Authority's property and/or provide services to tenants.
5. Falsifying company records or reports.
6. Deliberate abuse or destruction of Authority or employee property.
7. Using or possession of illegal narcotics or intoxicants.
8. Conducting personal business while on duty.
9. Engaging in illegal conduct while on duty.
10. Deliberate sleeping while on duty.
11. Carrying concealed weapons.
12. Malicious attack on supervisors or fellow employees.
13. Fighting, aggravated horseplay or any violation of the Authority's Workplace Violence Policy.
14. Gambling.
15. Departure from work station on continuous basis before being properly relieved or without authorization.
16. Harassment of fellow employees, tenants, contractors, vendors or others doing business with the Authority or servicing its tenants, including violation of the Authority's Sexual Harassment Policy.
17. Violation of any of the Authority's Policies.

B. GROUP II

Violation in the first instance of any of the following rules will, in all probability, result in disciplinary suspension for an employee, and where circumstances warrant, discharge.

1. Reporting to work in an unfit condition.
2. Failure to follow safety rules and regulations.
3. Careless or negligent performance of work.
4. Walking off the job or leaving without permission.

C. GROUP III

Violation in the first instance of any of the following rules will, in all probability, result in a verbal or written warning for an employee, or where circumstances warrant, disciplinary action up to and including discharge.

1. Excessive absenteeism and/or tardiness.
2. Poor housekeeping.
3. Unsatisfactory work performance.
4. Unauthorized posting, removing or defacing material on Authority bulletin boards.
5. Unauthorized collections while on duty.
6. Distributing written and/or printed matter or circulating a petition without proper authorization while on duty.

IV. TABLE OF CONTEXTS

V. BASIC PRINCIPLES.....	8
MERIT SYSTEM.....	9
EQUAL EMPLOYMENT.....	9
POLITICAL ACTIVITY.....	8
THE HATCH ACT.....	9
<i>Permissible Activities:</i>	9
<i>Prohibited Activities:</i>	10
NEPOTISM.....	10
NOTIFICATION OF JOB OPPORTUNITIES.....	10
VI. ORGANIZATION.....	11
BOARD OF COMMISSIONERS.....	11
<i>Compensation</i>	11
<i>Tenant-Commissioners</i>	11
<i>Employment</i>	11
ORGANIZATION.....	12
DELEGATION OF AUTHORITY.....	12
VII. EMPLOYMENT PROCEDURE.....	12
VIII. PROVIDING REASONABLE ACCOMMODATION TO QUALIFIED PERSONS WITH DISABILITIES.....	13
DISCRIMINATION.....	13
QUALIFIED PERSON(S) WITH DISABILITY(S).....	13
IX. EMPLOYMENT APPLICATIONS.....	14
X. SELECTION OF PERSONNEL.....	14
SELECTION.....	14
PROBATION.....	14
RESIDENT EMPLOYMENT.....	14
EMPLOYMENT OF RELATIVES AND SPOUSES.....	15
XI. POSITION CLASSIFICATION.....	15
ESTABLISHMENT OF CLASSES.....	15
JOB/CLASS TITLES.....	15
JOB/CLASS DESCRIPTIONS.....	15
CLASSIFICATION PLAN.....	15
POSITION DESCRIPTION.....	15
XII. COMPENSATION.....	15
DETERMINATION OF RATES.....	15
CLASS SALARY RANGES.....	16
<i>New Employees</i>	17
<i>Merit Increases-Exempt & Non Exempt Staff</i>	17
<i>Merit Increases-Senior Staff</i>	18
<i>Performance Categories</i>	19
<i>Longevity</i>	19
<i>Promotions (To a job in a higher Grade Level)</i>	20
<i>Transfers</i>	20
<i>Demotion (To a job in a lower Grade Level)</i>	20
<i>Bargaining Unit to Non-Bargaining Unit Transfers and Promotions</i>	21

<i>Re-Evaluation</i>	21
<i>Upgrading</i>	21
<i>Same Grade</i>	21
<i>Downgrading</i>	21
<i>Program Administration</i>	21
XIII. AUTHORITY TO EFFECT PERSONNEL ACTIONS	22
XIV. SELECTION OF APPLICANTS	22
XV. INSURANCE	22
<i>Voluntary Alternative HSA</i>	23
<i>Alternative Plan for Employees Ineligible for HSA</i>	23
<i>Premium Differential</i>	23
<i>Substantially Equivalent Plan or Carrier</i>	23
XVI. WORKING HOURS	24
XVII. ABSENCE FROM WORK	24
PAID HOLIDAYS	24
PAYROLL REPORT	25
PAID TIME OFF (PTO) LEAVE	26
SICK LEAVE	26
PAYMENT FOR LEAVE UPON DEATH OF AN EMPLOYEE	28
LEAVE WITHOUT PAY	28
ABSENCE WITHOUT AUTHORIZATION	28
BEREAVEMENT LEAVE	28
MILITARY SERVICE LEAVE	28
OTHER MILITARY LEAVE	29
COURT LEAVE	29
FAMILY AND MEDICAL LEAVE ELIGIBILITY	29
DONATING ACCRUED SICK LEAVE/VACATION/PTO	29
PROCEDURE FOR REQUESTING FAMILY OR MEDICAL LEAVE	30
REINSTATEMENT AT EXPIRATION OF LEAVE	30
XVIII. EDUCATIONAL ASSISTANCE PROGRAM	31
PROGRAM STATEMENT	31
COURSES	31
REIMBURSEMENT	32
ADVANCES	33
STUDY DATES	33
CRITERIA FOR APPROVALS	33
GENERAL	33
XIX. CHANGE OF STATUS OF EMPLOYMENT	34
PROMOTIONS, DEMOTIONS, TRANSFERS	34
SUSPENSION WITHOUT PAY	34
SUSPENSION WITH PAY	34
XX. SEPARATIONS	34
RESIGNATION	34
DISMISSAL	34
REDUCTION IN FORCE	35
TERMINATION PAY	36
<i>Sick Pay</i>	36
<i>Vacation Pay</i>	36

XXI. PERSONNEL SERVICE RECORDS	36
XXII. SAFETY	36
XXIII. TRAINING.....	36
XXIV. GRIEVANCES	37
RIGHT OF EMPLOYEES.....	37
SUPERVISORY RESPONSIBILITY	37
APPEARANCE BEFORE THE EXECUTIVE DIRECTOR.....	37
APPEARANCE BEFORE THE BOARD OF COMMISSIONERS.....	37
504/ADA GRIEVANCE PROCEDURE	37
XXV. STATUS OF HANH EMPLOYEES DURING EXTENDED ABSENCES.....	38
EMPLOYEES RECEIVING LONG-TERM DISABILITY BENEFITS	38
EMPLOYEES RECEIVING WORKERS COMPENSATION.....	38
XXVI. ADMINISTRATION.....	39
XXVII. AMENDMENT	39
XXVIII. AUTHORITY POLICIES.....	39
RETIREMENT.....	39
AUTHORITY POLICIES	39
XXIX. CLOSING	40

V. BASIC PRINCIPLES

Merit System

The employment of personnel and all actions affecting employees shall be based on merit, ability and justice. In cases which involve equal merit, preference will be based on seniority. Decisions on equality of merit as made by the Authority will be final.

Equal Employment

It is the policy of Elm City Communities, HANH (the “Authority”) that employment decisions are based on merit and qualifications. Except when required or permitted by law, employment practices will not be influenced or affected by virtue of an applicant’s or employees race, color, creed, religion, sex, national origin or ancestry, age, marital or veteran status, sexual orientation, disability, or any other legally protected status.

In addition, it is the Authority’s policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, or ethnic in kind. This policy governs all aspects of employment practices including hiring, evaluation, promotion, assignment, discharge, and other terms and conditions of employment.

The Authority shall not discriminate against disabled individuals in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, or discriminate because of age in accordance with the requirements of the Age Discrimination in Employment Act of 1967 and the applicable provisions of state law, including the Connecticut Fair Employment Practices Act.

Under Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, the Authority shall provide reasonable accommodation to qualified disabled individuals. However, reasonable accommodation does not require an undue financial burden on the Authority.

Equal employment opportunity shall apply to all personnel actions including, but not limited to, recruitment, hiring, promotion, demotion, transfer, layoff or termination. To make the policy generally known to the community, the Authority shall (in addition to the position requirements) insert in all employment announcements, a statement that all qualified applicants will receive due consideration for employment without regard to an applicant’s race, color, creed, religion, sex, national origin or ancestry, age, marital or veteran status, sexual orientation, disability, or any other legally protected status. This statement shall also include a provision stating that no qualified disabled person shall, on the basis of the disability, be subjected to discrimination in employment.

Political Activity

Federal Statute 5 U.S.C. Section 1501 et. seq. restricts the political activities of Authority officers and employees if their principal employment is in connection with an activity financed in whole or in part by Federal funds. These restrictions are enforced by the U.S. Merit Systems Protection Board. The restriction prohibits:

1. Use of official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

2. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to any party, committee, organization, agency, or person for political purposes.
3. Being a candidate for elective office in a partisan election.

Certain officers may hold two public positions, one subject to and one exempt from certain provision of 5 U.S.C. 1501, et. seq. In this case, this person is subject to all political activity restrictions of Federal Statute 5 U.S.C., Section 1502 if the employment with the Authority is their principal employment.

Section 1502 is not applicable to persons whose position with the Authority does not constitute their principal employment. The question as to which is the principal place of employment is to be determined by the Special Counsel of the Merit Systems Protection Board. In general, if substantially more than half of the employees or members time is devoted to other employment and substantially more than half of his/her income is derived from other employment, he/she is not subject to the restrictions.

An officer or employee of the Authority who is in doubt as to whether he/she is subject to or exempt from any of the provisions of Section 1502 may present the matter in writing for consideration to the Office of the Special Counsel, U.S. Merit System Protection Board, 1120 Vermont Avenue NW, Washington, DC 20419.

Participation in the following types of political activities is prohibited:

1. Soliciting political contributions from coworkers or subordinates.
2. Soliciting political support for a party, faction or candidate from coworkers or subordinates.
3. Becoming a candidate for nomination or election to any public office that is to be filled in an election in which party candidates are involved.

The Hatch Act

The Hatch Act of 1939 governs political activities that public servants are allowed to or prohibited from engaging in. Listed below are some of the major applicable provisions. Permissible activities are not permitted during work time. If employees need more detailed advice, contact the Housing Authority's Legal Counsel.

Permissible Activities

1. Employees may assist in voter registration drives and express opinions about the candidates and the issues.
2. Employees may participate in partisan political campaigns and contribute funds to a political organization.
3. Employees may attend political fundraising functions, political rallies and meetings and wear or display political badges, buttons or stickers.

4. Employees may join a political club or organization, sign nominating petitions and campaigns with reference to referendum questions, constitutional amendments, municipal ordinances and the like.
5. Employees may, as individuals, make campaign speeches.
6. Employees may hold office in a political club or organization.

Prohibited Activities

1. Employees may not use an office or official position, authority or influence to interfere with or affect the result of an election or nomination for political office. (This means that the employee may not participate in any activity which may be construed as using their power or influence by reason of their status in or with the Authority.)
2. Employees may not use or knowingly permit anyone to use their official Authority title or position in connection with any campaign activity.
3. Employees may not, directly or indirectly, coerce or attempt to coerce command or advise any fellow employee or other state or local employee to pay, lend or contribute services or anything of value to a political party.
4. Employees may not be a candidate for political office other than an office filled by a non-partisan election.
5. Employees may not display partisan political material in Authority vehicles or on Authority property.
6. Employees may not solicit political contributions or political support for a party or candidate from coworkers or subordinates.

Section 1502 expressly reserves the right of officers or employees to votes they may choose and to express their opinion on political subjects and candidates. Section 1502 does not prohibit any state or local official from being a candidate in an election if none of the candidates are to be nominated or elected at such elections as representing a party for whose candidates for presidential election received votes in the last preceding election at which presidential electors were elected.

Nepotism

The employment for more than one member of the same immediate family shall be avoided insofar as possible.

Notification of Job Opportunities

Notice shall be posted on bulletin boards available to all employees when a job opening occurs to enable employees to make applications for consideration for appointment to such openings in the event that they are qualified. No appointments and no openings shall be made until notice has appeared in the stated manner for a minimum of five (5) days.

VI. ORGANIZATION

Board of Commissioners

The Board of Commissioners, in accordance with the applicable provisions of law and the guidelines set forth in the Authority's By-laws; govern the activities of the Authority.

In addition, The Board of Commissioners is subject to the following:

Compensation

No compensation shall be given for the services of members of the Authority's Board of Commissioners, unless required under State law and approved by HUD.

Compensation for Board of Commissioner's travel and related expenses is permitted in accordance with the Authority's Travel Policy.

Tenant-Commissioners

Section 2 of the United States Housing Act of 1927, as amended, states that no person should be barred from serving on the Board of Directors or similar governing body of a local Public Housing Agency because of his/her tenancy in a lower income housing project.

Such participation shall not be construed to constitute a conflict of interest, provided such Tenant Commissioners shall not act upon any issue dealing with his/her personal circumstances of occupancy.

Employment

The employment of a Commissioner during his tenure and for one year thereafter in a salaried position within the Authority constitutes a conflict of interest under Section 515 of the Annual Contribution Contract (ACC) by and between the Authority and the U.S. Department of Housing and Urban Development (HUD).

A waiver of this requirement, authorized by the Board of Commissioners and approved by HUD, is required for an exception to this requirement. A waiver will be granted only when such a waiver is clearly in the best interests of the Authority. The following criteria shall be reviewed when considering a waiver exemption.

- Availability of other Candidates.
- Qualifications of other Candidates as well as the qualifications of the Commissioner.

Organization

All positions shall be established in accordance with an organization plan clearly setting forth areas of responsibility and authority.

Delegation of Authority

Every employee shall be given the authority necessary to perform his/her assigned duties.

VII. EMPLOYMENT PROCEDURES

This information is provided as guidance for potential candidates for employment with the Authority as a part of the Authority's employment application process. The potential candidate will inform the Vice President of Administration or designated Authority representative if they require any reasonable accommodation to complete this process.

The Authority is committed to providing equal employment opportunity, as outlined in the Authority's EEO policy.

- Candidates for employment must submit a completed Application for Employment prior to the position closing date indicated in written employment notices.
- Personal interviews with qualified candidates will be scheduled on-site at the Authority or virtually.
- Appropriate skills tests may be administered for certain positions.
- Skills tests will be conducted at such location as may be appropriate.
- Following personal interviews and skills tests (where applicable), a drug-screening test will be scheduled for applicants.
- Additional personal interviews may be conducted at the Authority.
- A conditional offer for employment will be extended. This offer will be conditional upon successful completion of a pre-employment medical exam and successful clearance of pre-employment background checks.
- Following the pre-employment medical exam, a candidate will either be accepted for employment or will be notified that the conditional offer of employment has been withdrawn. Conditional offers of employment will be withdrawn for the inability to perform essential job functions even with reasonable accommodation(s); incomplete, false or inaccurate statements; omissions or answers made by the candidate on the employment application; their resume or interviews; or in the process of the pre-employment evaluation.
- Pre-Employment inquiries are made only regarding an applicant's ability to perform the duties of the position, after reasonable accommodation(s) not any disabling condition.
- Pre-Employment drug testing is mandatory and performed pursuant to State Law.
- Post-Employment physical examinations are required for all positions, and are given to all persons entering the position only after a conditional job offer has been extended. Medical records will be kept separate and confidential.

- Reasonable accommodation is available to all employees and applicants. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.
- Qualified individuals with disabilities are entitled to equal pay and equal forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions and seniority lists.

This policy is neither exhaustive nor exclusive. The Authority is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

VIII. PROVIDING REASONABLE ACCOMMODATION TO QUALIFIED PERSONS WITH DISABILITIES

The Authority will provide a reasonable accommodation for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless the accommodation would impose an undue hardship on the Authority. This includes but is not limited to making existing facilities used by employees accessible to and usable by individuals with disabilities. It is the policy of the Authority not to discriminate against any qualified individual with a disability. This policy extends to the full range of employment activities, including:

- Job Application Procedures
- Hiring and Discharge
- Employee Compensation
- Advancement
- Job Training
- Other Conditions and Privileges of Employment

Discrimination

The term discrimination includes limiting, segregating or classifying in any way the opportunity or status of a job applicant or employee because of that person's disability. If you believe you have been discriminated against, please contact:

The Housing Authority of the City of New Haven
 Vice President of Administration
 360 Orange Street
 PO Box 1912
 New Haven, CT 06509-1912
 (203) 498-8800/497-8434 (TTY/TDD)

Qualified Person(s) With Disability(s)

A qualified person with a disability is entitled to equal employment opportunities. With respect to employment, the term qualified person with a disability means a person, who with reasonable accommodation can perform the essential functions of the job.

IX. EMPLOYMENT APPLICATION

The Authority's Vice President of Administration or designated Authority representative will be responsible for implementation of the Authority's employment application practices. Questions should be forwarded in writing, to the Vice President of Administration who will respond appropriately.

Written notices of specific employment opportunities will be made available internally and to appropriate external recruiting sources. Such notices will include a description of position requirements, as well as closing dates for accepting resumes and completed applications. Resumes or application forms received after the announced closing dates will not be considered.

All potential candidates must submit a completed Authority Application for Employment to be considered candidates for employment. Incomplete applications will not be considered in the application process.

The Authority's Application for Employment will be forwarded for completion to candidates who submit personal resumes in response to an external employment notice. Completed applications for employment will be forwarded to the Vice President of Administration to review and for further processing. No resumes or applications will be accepted by the Authority unless in response to a job posting. Should there be other job openings posted in the future, potential candidates must submit a new resume and application.

X. SELECTION OF PERSONNEL

Selection

All employees shall be selected solely on the basis of merit and qualifications.

Introductory Period

All new employees shall for the first six (6) months of their employment be considered probationary employees., The supervisor shall be required to submit a written evaluation of the new employee's performance at 3 months and 5 months. By the end of the six (6) month introductory period if the employee's job performance is unsatisfactory, the immediate supervisor may request the following:

1. An extension of the introductory period for a maximum of six (6) months; or
2. Immediate termination.

If an extension of the introductory period is warranted, the Authority shall provide the employee with notice of the length of extension, a statement of the reasons for the extension and expected improvement in performance.

Resident Employment

The Authority encourages employment of its residents as a vehicle for gainful employment. The Authority recognizes that hiring residents not only provides them employment opportunities, but also will help to facilitate future employment opportunities and income increases.

Employment of Relatives and Spouses

In hiring spouses or relatives of the Authority Board members or staff, the Authority will comply with all applicable State and Local Laws governing conflicts of interest or nepotism. Where a contract for services is utilized in lieu of employment, spouses or relatives of Authority Board members or personnel who reside in the same household are subject to the same prohibitions under **Section 515 of the ACC** as the Board member or employee.

Section 515 of the ACC does not prohibit the hiring of spouses or relatives of the Authority Board members or staff. However, the Authority will afford a fair and equal opportunity for employment to all qualified candidates for employment and avoid favoritism or inside influence in making employment decisions.

Additionally, the Authority recognizes that public confidence in the integrity of the Authority's operations can be endangered if there is even an appearance of impropriety.

XI. POSITION CLASSIFICATION

Establishment of Classes

All positions shall be grouped in classes, each class to include those positions sufficiently alike to justify common treatment in selection and compensation.

Job/Class Titles

A Descriptive Title shall be assigned to each position allocated to that class and of the incumbent of such position.

Job/Class Descriptions

A Composite Statement of the duties, responsibilities, and entrance qualification standards of each class of position shall be set forth in writing.

Classification Plan

A Classification Plan shall be promulgated consisting of a) a list of position classes, b) specifications for each class and c) an organization chart showing each position.

Position Description

The duties and responsibilities of every position shall be set forth in writing. Every employee shall be given a copy of his/her job description.

XII. COMPENSATION

Determination of Rates

For all non-bargaining unit employees, appropriate compensation rates shall be determined on the basis of pertinent local, public and private practices.

Class Salary Ranges

Elm City Communities, HANH is able to compensate adequately only if staffed with employees who contribute to its success through their 1) superior ability to perform their jobs, 2) dedication and interest in performing their jobs and 3) assistance in helping one another perform their jobs. No business can overlook the importance in providing people with fair salaries, proper job training and the opportunity for advancement relative to ability, performance and experience.

Salaries shall be such as to attract, retain, and develop employees who have the ability to ensure the Housing Authority's success and, thereby, the success of all its employees.

Salaries shall be internally equitable. An objective system of evaluation shall be used to determine the relative levels of positions; these levels shall be expressed in salary grades. Each position shall be assigned to a salary grade on the basis of a job description and an evaluation. For every salary grade, there shall be a salary range progressing from a minimum to a maximum. Each regular full-time employee shall be paid at least the minimum of the salary range for the position filled.

The purpose of job evaluation is to ensure fair and equitable salaries according to job responsibilities and to guarantee that each person understands clearly what is expected in his/her job.

Each position is given a specific salary range with an established minimum and maximum. The range is ample to allow generous incentives for improved performance, job proficiency and exceptional individual effort. To keep the program up to date, the **President** and/or his/her designee shall review the job evaluation program annually.

The annual review of Authority salary levels shall be compared with those in the industry and geographic area. Salary ranges shall be adjusted, as necessary, to ensure that they are competitive.

The employee will be notified in writing and in advance of the performance review date. The employee, as well as the supervisor/manager, is to bring the following to the review meeting:

- A summary statement of the progress made toward meeting his or her employment goals;
- Examples of job-related areas demonstrating greatest strengths and identifying areas where additional training is needed;
- An outline of job-related tasks in which the employee can participate in to improve performance;
- A recommendation of job responsibilities and goals to be established for the next six-month period;
- A summary of overall employment performance.

Employees shall have an annual opportunity for a merit salary increase based on an ascending scale of percentage increases depending upon quality of performance. The supervisor/manager will rank all department/division employees in one of four groupings:

4= OUTSTANDING (40-50)

3= GOOD (30-39)

2= SATISFACTORY (20-29)

1= UNSATISFACTORY (0-19)

*An employee who receives a score below Satisfactory will not be eligible for a merit increase. At the discretion of the **President** a Corrective Action Plan will be enforced for up to 120 days.*

Any Merit Increases in pay will be paid out to the employee as a one-time bonus.

All employees shall be informed of opportunities for transfer or promotion through discussion with their supervisor.

Employee performance in the job shall be continually reviewed. Supervisors shall make periodic reports to the Human Resources Department on an employee's progress. These reports shall become a permanent part of the employee's personnel file. These files shall be referred to for improvement in an individual's work and job performance.

The quality of an employee's work, ability to get along with coworkers, job performance, willingness to cooperate, attendance records, appearance and personal initiative, in conjunction with the current budget, shall be evaluated for salary review or in a case where a promotion is to be made.

New Employees

New employees will be hired at the minimum of the established salary grade for the job; however, the following exception may be considered.

Applicants who possess outstanding qualifications and experience may be hired at a salary above the minimum established salary for the position. All exceptions that result in a starting salary above the minimum established salary for the position must have the approval of the President or his/her designee and the Department Head responsible for the area of hire.

No salary commitments shall be made by supervisors without first having cleared the specific salary with the Vice President of Administration.

During the first year of employment, each employee's performance shall be appraised at a three-month interval and at a five-month interval for performance only. If performance is unsatisfactory, either an extended probation or termination will follow.

The second review date should **not** be construed as the employee's annual review date. For administrative purposes and to ensure equity, salary and performance reviews will occur annually on the date that coincides with the Authority's fiscal year.

Salary review does not necessarily imply salary increase. Each employee's salary is reviewed on the basis of job performance, relationship to the salary range (where applicable), and salary and labor market conditions. The necessary requirements must be fulfilled in each instance before an increase is warranted. An employee must complete one year in the position before being eligible for a merit increase.

ECC, HANH believes that pay increases should be related to an employee's above and beyond job performance.

Merit Increases – Exempt and Non-Exempt Staff

It should not be assumed that merit increases will be given every year.

A decision relating to the employee's merit increase in pay will be made by the supervisor/manager after the review and ranking process has been completed. Any merit increase in pay will be retroactive to the date of performance appraisal. The supervisor/manager will forward a merit increase recommendation with the appraisal to the next level of management. Merit increases in pay are neither automatic nor periodic. They are reserved for employees who show skills improvement and higher than average performance. Information about rates of pay and merit increases in pay, if any are deemed to be confidential matters between the company and each employee and are not to be discussed among employees.

The salary of each employee shall be reviewed at least annually on the date that coincides with the Authority's fiscal year. The following variables should be used as an aid in determining merit increases (increases other than promotional).

1. The supervisor's evaluation of performance against accountabilities of the position.
2. The date of the last salary increase.

An employee must receive, at least, an overall satisfactory performance evaluation rating to be eligible for a merit increase. However, these guidelines may change annually and are subject to the financial capability of the Authority. Consult the Human Resources Department for any clarification.

Merit Increases – Senior Staff

It should not be assumed that merit increases will be given every year. All increases, other than promotional, shall be based on performance criteria in force only for members of the Senior Staff. Senior Staff are employees that fit into at least one of the following categories:

1. Department directors
2. Assistant Department Directors
3. Property Managers
4. Employees who meet the following criteria:
 - a. non-exempt status;
 - b. position included in the Non-bargaining Classification Plan;
 - c. role includes policy making;
 - d. annual salary of at least \$65,000.

The salary of each Senior Staff employee shall be reviewed at least annually on the date that coincides with the Authority's fiscal year. The following variables should be used as an aid in determining merit increases (increases other than promotional).

1. The supervisor's evaluation of performance against accountabilities of the position.
2. The date of the last salary increase.

An employee must receive, at least, an overall satisfactory performance evaluation rating to be eligible for a merit increase. However, these guidelines may change annually and are subject to the financial capability of the Authority. Consult the Human Resources Department for any clarification.

Performance Categories

The following represent the current guidelines of performance levels.

Outstanding – Consistently meets, and in many instances exceeds, established standards and desired results.

Good – Consistently meets, and sometimes exceeds, established standards.

Satisfactory – Usually meets and seldom falls short of desired results.

Unsatisfactory - Fails to meet established standards in most instances.

Longevity

Employees hired prior to October 1, 2018 who, on October 1, of any year, has been employed by the Authority for the number of years shown below, shall receive, in addition to the hourly rate, longevity pay in the following amounts.

- Not less than five (5) years but less than ten (10) years – Three percent (3%) of his/her annual straight-time salary.
- Not less than ten (10) years but less than twenty (20) years – Four percent (4%) of his/her annual straight-time salary.
- Not less than twenty (20) years but less than twenty-Five (25) years – Five percent (5%) of his/her annual straight-time salary.
- Twenty-Five years or more – Six percent (6%) of his/her annual straight-time salary.

Employees hired after October 1, 2018 shall not receive longevity pay.

Promotions (To a job in a higher Grade Level)

Every qualified employee who is permanently promoted to a position in a higher grade shall receive, at that time, an increase to at least the minimum salary of the range for the position to which the employee is promoted. If the employee's existing salary is already above that minimum, a promotion increase shall be considered. These increases are in addition to the employee's accumulated merit increase which shall be given at the time of promotion.

All contemplated promotions must be discussed with the Vice President of Administration prior to the move in order to ensure correct classification.

Promotions and transfers should not be confused. They are not the same and the two terms are not interchangeable. A promotion is an upgrade from one job to a higher one, and generally includes an increase in salary.

Employees who are designated to work full-time in a position of higher salary grade for a period of one (1) month or more in order to fill in temporarily shall receive an increase to the minimum of the range for the job. Employees, who work full-time in a position of higher salary grade on a replacement basis, for a temporary period, shall receive an increase in salary as determined by the President, for each full month worked. Upon return to the former, lower-level position, the employee shall receive a salary equal to the amount paid prior to the temporary promotion, plus any merit increase falling due during this period.

Transfers

A transfer is a lateral move within the same salary grade, a movement from one job to another with possible changes in duty, supervision, hours or location with no consideration for salary increase.

Employees shall be afforded the opportunity to transfer to positions of the same salary grade in order to broaden their training and/or experience. Employees may also be assigned to other positions in order to meet the Authority's operational needs. Employees who are laterally transferred will retain their current salary rate in the range. No lateral transfer shall be made without the consent of the Department Head involved and prior knowledge and consent of the President.

Demotion (To a job in a lower Grade Level)

No employee shall be transferred to a position of lower salary grade without prior approval of the President. If the downward transfer is due to position elimination, repositioning or reorganization, the present salary shall be maintained, but no subsequent salary increases shall be given that go beyond the maximum of the new position.

If the downward transfer is due to career development or the Authority's need for those individuals' skills on the new job, a personal red-circle maximum may be established, if necessary, to permit subsequent merit increases. Such a maximum shall apply only to that individual for tenure in that particular position.

If the downward transfer is due to the lack of ability to perform a job, or at the employee's request for personal reasons, the salary of the employee at the new position shall be adjusted. This adjustment is determined by the President. In no case shall a position be re-evaluated to agree with the existing salary grade of the proposed incumbent.

Bargaining Unit to Non-Bargaining Unit Transfers and Promotions

Employees transferred from a bargaining unit job to a non-bargaining unit salaried position shall receive the minimum of the salary range for the position or a salary equal to their current hourly compensation, whichever is greater.

Re-Evaluation

Each time a job description is revised, the position shall be re-evaluated to ensure the maintenance of internal comparative relationships.

Upgrading

Employees in positions that have been upgraded as a result of re-evaluation shall receive at least the minimum of the range of the grade. In no case shall a position be upgraded solely to provide a promotion for a present or proposed incumbent.

Same Grade

Employees in re-evaluated positions that have not changed salary grades shall have no salary adjustment at the time; rather, normal merit reviews shall continue under the regular program.

Downgrading

Employees in positions that have been downgraded as a result of re-evaluation shall have no adjustment in salary.

Program Administration

The administration of all salaries under the program is the responsibility of the Human Resources Department. Merit increases must originate with the immediate supervisor and must be approved by the Department Head. All increases, transfers, promotions and hires must conform to the Policy and be justified. Requested increases and changes that conform to the Policy will be approved. Any variation from the Policy must be reviewed and approved by the President or his/her designee. The President or his/her designee shall review and approve new jobs as they develop or old jobs as they change content. The evaluated jobs will then be placed in the appropriate grade and afforded the regular salary for that grade. An employee may be expected to temporarily perform duties or work of a more difficult nature without a change in salary. Such opportunities are extended to provide training for the next higher position.

In order that the salary policy may achieve its purpose of attracting, retaining, developing, and motivating high-performance employees, each salaried employee shall

be provided with 1) a job description; 2) salary grade of the position; and 3) salary range corresponding to that grade.

**Salary Classification Plan
Managerial/Administrative
Non-Bargaining Unit Employees**

Salary	Minimum	Maximum
Grade 1	\$44,332.26	\$56,999.64
Grade 2	\$48,131.76	\$60,798.12
Grade 3	\$56,999.64	\$75,997.14
Grade 4	\$63,330.78	\$82,331.34
Grade 5	\$73,783.74	\$98,379.00
Grade 6	\$79,933.32	\$104,527.56
Grade 7	\$91,800.00	\$127,500.00
Grade 8	\$112,200.00	\$137,700.00
Grade 9	\$147,900.00	\$209,100.00
Grade 10	\$165,000.00	\$225,000.00
Grade 11	\$205,020.00	\$285,600.00

XIII. AUTHORITY TO EFFECT PERSONNEL ACTIONS

Authority to appoint, promote, transfer, suspend, and separate personnel shall be vested in the President and such other officials as are formally designated to act for themselves.

XIV. SELECTION OF APPLICANTS

Persons desiring employment shall file written applications setting forth their qualifications, experience, references, and other information as may be required at the Human Resources Office of the Authority

XV. INSURANCE

The Authority will provide each employee with the following program of medical, hospital dental and vision coverage, including coverage for dependents, together with the group life insurance plan and pension plan.

1. Group Life Insurance Plan
2. Pension Plan
3. Dental Plan
4. Long-Term Disability Plan
5. Medical Plan
6. Accidental Death and Dismemberment
7. Short Term Disability
8. Vision Plan

Effective, February 1, 2019 ECC, HANH will provide Medical Insurance through the State Partnership Plan

Employees are responsible for increased premium if they do not meet HEP minimums every year.

All employees shall be given a description of the foregoing benefits.

Substantially Equivalent Plan or Carrier

The Authority retains the right, solely at its option to provide substantially equivalent coverage to the aforementioned medical insurance provisions. The Employer shall notify employees at least 60 days prior to the institution of any change in these provisions. Nothing herewith shall in any way diminish the benefits described above and/or modify the Plan administration (or function) to such an extent that employees are no longer provided the substantially equivalent coverage enjoyed from the specific insurance policy. In applying a “substantially equivalent” standard, any changes in benefits, administration or function shall be viewed on an overall benefit, plan and/or function basis as a whole, and not as may be applicable to a specific employee, benefit, aspect of administration or function.

All new employees shall be given a description of the foregoing benefits.

The following modifications to the medical insurance provisions shall apply:

- (a) Effective and retroactive to **October 1, 2021**, employees shall pay nineteen percent **(19%)** of the costs of premiums for the medical, surgical and hospitalization benefits plan selected by such employees.
- (b) Effective **October 1, 2022**, each employee shall pay twenty percent **(20%)** of the costs of premiums for the medical, surgical and hospitalization benefits plan selected by such employees.
- (c) Effective **October 1, 2023**, each employee shall pay twenty percent **(20%)** of the costs of premiums for the medical, surgical and hospitalization benefits plan selected by such employees.

XVI. WORKING HOURS

The regular work week is based upon an employee’s assignment and shall consist of the following:

Central Office: The regular work week shall consist of thirty-five (35) hours for salaried staff personnel from Monday through Friday. The regular workday for personnel shall begin at 9:00 a.m. and end at 5:00 p.m., except as approved on an individual or department basis by the President or his/her designee. **With the exception of the Compressed Work Week staff whose workday shall begin at 8:00 a.m. and end at 6:00 p.m. Tuesday, Wednesday, and Thursday and begin at 8:00 a.m. and end at 5:00 pm on either Monday or Friday.**

Property Office: The regular work week shall consist of thirty-five (35) hours for salaried staff personnel from Monday through Friday. The regular workday for personnel shall begin at 9:00 a.m. and end at 5:00 p.m., except as approved on an individual or department basis by the President or his/her designee. **With the exception of the Compressed Work Week staff whose**

workday shall begin at 8:00 a.m. and end at 6:00 p.m. Tuesday, Wednesday, and Thursday and begin at 8:00 a.m. and end at 5:00 pm on either Monday or Friday.

Maintenance: The regular work week shall consist of forty (40) hours for salaried staff personnel from Monday through Friday. The regular workday for personnel shall begin at 8:00 a.m. and end at 4:30 p.m., except as approved on an individual or department basis by the President or his/her designee.

It is the responsibility of all staff to log in and log out, via the time clocks provided or by the electronic payroll system, to ensure that hours worked are tracked accurately. Supervisors may not request their staff to work without first logging in.

XVII. ABSENCE FROM WORK

Paid Holidays

All permanent full-time employees are entitled to receive thirteen (13) paid holidays as listed below:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Floating Holiday (employees are eligible if hired before Lincolns birthday)

Note: Exempt employees who are required to work on any of the thirteen (13) paid holidays listed above are entitled to an extra vacation day. [Employees must have supervisory approval.](#)

Payroll Report

The Authority has established a log in system to track the number of hours worked/on site for all employees. In order for the system to be effective, employees are required to log in and out at the beginning and end of the workday. Hourly employees are also required to log in and out for the daily lunch break. Authority staff are not required to log in or out for morning and afternoon breaks.

Access to the electronic payroll system is provided to all employees by the Human Resources Department. It is the responsibility of each Authority employee to review their timesheets via the electronic payroll system to ensure the hours posted for him/her are accurately reflected. In instances when an Authority employee fails to log in and/or out as required, they must access the electronic payroll system to record their missing times. As a means of attesting to validity of any

notations, modifications or comments, employees are required to submit their time sheets for approval each week.

It is the responsibility of the supervisors, manager and department directors to ensure that their staff has reviewed their time sheets and that any notations, modifications or comments are accurate and truthful. The supervisor, manager or department head must know the reason an employee has missing time or is not at work and make the corrections as necessary.

The total number of daily hours worked must total seven (7) for administrative employees, eight (8) for maintenance staff or four (4) for part time employees. If the employee's timesheet shows that non-exempt staff worked in excess of the required hours, the supervisor must complete a section in the electronic payroll system authorizing the extra hours worked. Supervisors must obtain prior approval from the Sr. Department head or his/her designee in order for non-exempt staff to work overtime.

Staff that knowingly provide or attest to false information on their timesheets are stealing time, a Group I violation that will, in all likelihood, result in termination.

It is imperative and expected that the timesheets be approved **each week by employees no later than Monday at 10:00 am. and approved by supervisors no later than 1:00 p.m. After 1:00 pm on Monday,** whatever has or has not been approved via the electronic payroll system will be used to calculate employee wages for the preceding pay period. Any required corrections or adjustments will be made with the following week's payroll.

Paid Time Off (PTO)

It is the policy of ECC-HANH to grant paid time off each year for employees to use at their discretion. This policy is administered through a Paid Time Off (PTO) Program. The PTO Program provides a bank of accumulated, earned hours for use by employees according to their individual interests, needs or circumstances. The program consists of a general accumulation of available Paid Time Off. PTO will replace the current policy for vacation and sick leave. Effective the date of this policy is to be used in lieu of any and all of the three aforementioned former reasons for requesting time off from work.

The intent of PTO is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice to support work life balance and flexibility. The company's goal is to reduce unscheduled absences and the need for supervisory oversight associated with policies that distinguish between the types of leave an employee is taking. PTO is accrued by hours and therefore can be used by the employee in hourly increments for partial day leave requests, full day leave requests or weekly leave requests, etc.

Employees will be covered by the established accrual rates as identified in the schedule below and will use their hire date as their anniversary date for PTO accrual purposes. When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate shall begin on the first day of the pay period following the date of eligibility.

PART TIME EMPLOYEES	Monthly Hrs	Annual Hrs		
	20 hrs work week	40		
FULL-TIME EMPLOYEES IN NON-DIRECTOR POSITIONS	35 hrs work week	35 hrs work week	40 hrs work week	40 hrs work week
Years of Service	Monthly Hrs	Annual Hrs	Monthly Hrs	Annual Hrs
1 Year of employment	15.75	189	16	216
After five (5) continuous years	17.5	210	18	240
After ten (10) continuous years	18.67	224	19.33	256
After fifteen (15) continuous years	20.42	245	21.33	280
After twenty (20) continuous years	21.58	259	22.67	296
After twenty-five (25) continuous years	23.33	280	24.67	320
EMPLOYEES IN DIRECTOR POSITIONS		245		

For Part Time employees who works a 20-hour work week, 40 hours of PTO per year of employment shall be earned, prorated based on the employee's date of hire.

For the first year of employment of an employee not in a Director position who works a 35 hour work week, 15.75 hours of PTO per month of employment shall be earned, which adds up to 189 PTO hours paid annually, prorated based on the employee's date of hire.

For the first year of employment of an effected AFSCME Local 713 and Local 818 employees who works 35 hours a week shall earn 15.75 hours of PTO per month of employment, which adds up to 189 PTO hours paid annually, prorated based on the employee's date of hire.

For the first year of employment of an affected AFSCME Local 713 employee who works 40 hours a week shall earn 16 hours of PTO per month of employment, which adds up to 216 PTO hours paid annually, prorated based on the employee's date of hire.

A Director or higher Sr. Staff would receive a bank of 245 hours upon hire, prorated based on the Director's or Sr. Staff date of hire.

Holidays which fall within the timeframe that an employee is on PTO shall not be charged against an employee's accrued PTO and will be charged as a holiday.

Creditable service for use in determining an employee's accrued PTO rate shall be only current continuous service and authorized leave without pay for military service. PTO is not accrued in pay periods during which unpaid leave and workers' compensation are taken.

A record of each employee's PTO hours shall be maintained in the payroll system and will be reported to each employee on the employee's pay stub.

An employee must request PTO from their supervisor. An approval must then be approved by the President and/or his/her designee. Conditions to be considered in approving/not approving PTO will be what is deemed to be in the public's interest and what is the impact on the department, office, division or the employee's job responsibilities. Within that criteria, in cases of a conflict with PTO scheduling, the first PTO request to be submitted will be considered for approval first and if both PTO requests are submitted at the same time, the more senior employee shall have the first choice. Except in cases of legitimate, unexpected illness or emergencies ("unplanned" time off), application for PTO shall be made at least fourteen (14) days in advance of use with the employee's supervisor before an employee shall be entitled to use the accrued PTO.

PTO in excess of a block of ten (10) days shall constitute extended PTO. Requests for extended PTO shall be submitted in accordance with the following procedures, which may be modified by the President.

The employee shall submit a request for PTO in excess of ten (10) days to his/her immediate supervisor no less than two (2) months prior to the date on which he/she intends to begin such use of Extended PTO.

1. The supervisor must determine within five (5) days of receipt from the employee whether there is sufficient coverage and recommend to the department head whether such request should be granted or denied.
2. The department head must approve or deny such request and submit to the President Director within five (5) days of receipt from the supervisor.
3. In the event of more than one request for Extended PTO, where such PTO would be granted, the supervisor may consider the timing of the requests and employees' respective seniority (as noted above).
4. Approval of extended PTO leave shall be in the sole discretion of the President and not subject to the grievance procedure.

When an employee uses an excessive amount of unplanned PTO and/or demonstrates habitual or patterned use of unplanned PTO, HANH may require documentation of why the employee is out on unplanned PTO. These unplanned absences from work may be subject to disciplinary action if the documentation does not support that the employee could have requested the PTO ahead of time through the process.

PTO accrued but not taken during any calendar year may be rolled over to the following calendar year up to a maximum of two hundred ten (210) hours for employees that work a 35 hour work week and (240) hours for employees that work a 40 hour work week..

In the case of a voluntary separation, the employee shall receive a payout of accrued PTO up to a maximum of two hundred ten (210) hours for employees that work a 35 hour work week and (240) hours for employees that work a 40 hour work week.

In the case of an involuntary separation, the employee shall not receive a payout of accrued PTO time.

Employees on Introductory Period use of Paid Time Off (PTO)

An employee who works 35 hours a week who is on probationary status may not take more than 21 PTO hours during their probationary period and shall be credited for the hours accrued upon successful completion of their probationary period, at which time additional hours (up to the accrued number of hours) may be taken.

An employee who works 40 hours a week who is on probationary status may not take more than 24 PTO hours during their probationary period and shall be credited for the hours accrued upon successful completion of their probationary period, at which time additional hours (up to the accrued number of hours) may be taken.

If the probationary period is extended by the Authority the probationary employee shall be prohibited from taking PTO leave during that period.

In the case of an involuntary separation, the employee shall not receive a payout of accrued PTO time.

Acceptable Uses of Paid Time Off (PTO)

PTO is a benefit conferred upon full-time employees which permits them to be absent from work for vacation or other personal reasons, including sick leave and bereavement, without loss of pay.

- "Accrued" PTO is leave earned and credited to an employee's account.
- "Accumulated" PTO is the unused PTO remaining to an employee's credit at the beginning of a calendar month.
- PTO does not include paid holidays, bereavement leave for relatives as defined in the immediate family of five (5) days, or jury duty.
- PTO can be utilized for any purpose, subject only to the procedures as outlined in this policy.
- Eligibility for PTO is based on years of continuous service with HANH or the obtaining of the employment title of Director or above.
- Temporary employees are not eligible for PTO.
- 21 hours of PTO may be used during the regular probationary period of employment of three (3) months for new employees who work 35 hours a week.
- 24 hours of PTO may be used during the regular probationary period of employment of three (3) months for new employees who work 40 hours a week.
- PTO hours can be used for any time off.
- All planned PTO requests for 10 days or less must be requested 14 days in advance.
- All PTO requests for more than 10 days must be requested 2 months in advance

Sick Leave

Effective January 1, 2007, there shall be no payout of accrued sick leave upon separation from employment, except as provided for grandfathered employees who shall be entitled to payouts as stated below.

- a) Employees with 10 or more years of service shall have the right to maintain their current accrual of sick leave, which shall be frozen for payout upon separation from service.

- b) Payout for sick leave for employees who are grandfathered shall be in accordance with the current percentages and caps applicable to the employee on 9/30/06. Future payout shall be fixed at the employee's 9/30/06 hourly rate.
- c) Employees with between five and nine years of service may maintain their current accrual of sick leave for future use, if necessary, but shall not be eligible for payout of such accrual upon separation from service. Payment for such sick days when utilized shall be fixed at the employee's 9/30/06 hourly rate.
- d) Such employees may also maintain their current accrual of sick leave for future use, if necessary. Payment for such sick days when utilized shall be fixed at the employee's 9/30/06 hourly rate.
- e) Any employee absent from work for any reason for longer than one (1) year will be terminated.

Payment for Leave Upon Death of an Employee

In case of the employee's death, the Authority shall pay to the surviving spouse or the employee's estate, up to two hundred ten (210) hours of accrued but unused PTO hours for employees that work a 35 hour work week and (240) hours for employees who work a 40 hour work week.

Leave Without Pay

Leave without pay, where necessary and appropriate, may be granted for a period not exceeding one (1) year with the permission of the President.

Absence Without Authorization

If any employee is absent without proper authorization, deductions shall be made from his/her pay for the period of absence in accordance with State and Federal law. Disciplinary action may also be taken.

Bereavement Leave

Full-time employees who have been on the payroll for at least six (6) months may take up to five (5) working days with pay, which are not charged to sick leave or vacation, in the event of death in the immediate family. For purposes of bereavement leave, the immediate family is defined as an employee's father, mother, sister, brother, husband, wife, child, mother-in-law, father-in-law, grandfather or grandmother, or other relative who is an actual member of the household. While the Authority acknowledges that the death of a loved one can be very emotional, as a general rule, staff is required to provide evidence of the death through an obituary, death notice or other suitable means.

Employees who attend funerals for other close relatives related by blood or marriage shall be granted one (1) day leave, which shall be charged to Paid Time Off (PTO) leave.

Military Service Leave

An employee who leaves his/her position to enter military service in time of war or any period of national emergency as declared by the President in connection with national defense or by reason of being drafted, shall be carried on the rolls in a military leave status. Upon his/her honorable discharge from military service, he/she shall be entitled to be restored to his/her same position, or to a position equally acceptable to him/her for which he/she is qualified, provided he/she applies for re-employment within ninety (90) days after his/her discharge or before the expiration of any statutory right to re-employment, if later.

Other Military Leave

Military leave will be granted to regular full-time employees who are reservists of the Armed Forces or members of the National Guard engaged in active duty, training, or military aid to enforce the law as follows:

- Full-time employees are entitled to a maximum of ten (10) annual working days with military leave for military training.
- Half-time employees are entitled to a maximum of five (5) annual working days of military leave for military training.
- Employees taking military leave will be paid for the difference between their regular salary and the amount received for their military service, if the amount received from military service is less than their regular salary.

Court Leave

Time is granted for jury duty. If the amount of pay received for jury duty is less than that received for Authority employment, the Authority will make the employee whole.

Family and Medical Leave (FMLA) Eligibility

Each employee with at least twelve (12) months of service and who meets the eligibility requirements for hours worked in the twelve-month period preceding the first day of the leave shall be entitled to take a leave of absence for up to the maximum period provided by the State and Federal FMLA for the birth or adoption of his/her child, for the serious illness of his/her child, spouse or his/her own parent, other qualifying individual or for his/her own serious illness. Entitlement to such leave shall be computed utilizing a rolling twelve (12) month period measured backward from the date the leave is used

If an employee's spouse is also employed by the Authority, the combined total number of weeks of leave to which both may be entitled under this section for the birth or adoption of a child shall not exceed twelve (12) weeks.

Donating Accrued PTO Leave

In instances where an employee is absent for an extended period of time under the Family and Medical Leave Act, the donation of accrued sick, vacation and paid Time Off (PTO) leave is permitted in accordance with the following parameters.

- 1) The employee requesting donated time must provide a written request to the President. At the sole discretion of the President the request will be approved or denied.
- 2) If the request for donated time is approved by the President, the Human Resources Department will send notice to all Authority employees, asking if staff would like to contribute any accrued time.
- 3) Total donated sick, vacation and Paid Time Off (PTO) leave made to any one employee may not exceed the lesser of sixty-five (65) working days or 520 hours within each calendar year period
- 4) Donated sick, vacation and Paid Time Off (PTO) leave is intended as a bridge until long-term disability insurance begins. Under no circumstances will donated Paid Time Off (PTO) leave be utilized to extend time off for employees that have exhausted FMLA leave.

Procedure for Requesting Family or Medical Leave

If the need for the leave is foreseeable, requests for a medical leave of absence due to an employee's serious health condition or a family leave of absence due to the serious health condition of a child, spouse or parent shall be made at least thirty (30) days from the date the leave is used, and the employee shall provide the Authority on a form provided by the Authority, with written certification from the physician or other health care provider of such employee, child, spouse, parent or other qualifying individual stating all of the following:

- The nature of such illness and its estimated duration.
- In the case of a family leave, that the employee is needed to care for the family member.
- In the case of a medical leave, that the employee is unable to perform the essential functions of his/her position.
- In the case of leave taken intermittently or on a reduced schedule, the medical necessity of such leave, the dates on which treatments are anticipated and the expected duration of the treatment and the intermittent leave schedule.
- Upon the request of the Authority, an eligible employee requesting a medical leave or absence shall submit to examination by a physician or surgeon selected and paid by the Authority.

Reinstatement at Expiration of Leave

Any eligible employee who takes a medical leave of absence pursuant to this section shall provide the Authority with at least two (2) weeks advance notification of the date he/she intends to return to work

Upon the expiration of any leave taken pursuant to this section, the employee shall be entitled to return to his/her original position from which the leave of absence was provided or if not available, to an equivalent position with equivalent pay, benefits and terms and conditions of employment except that in the case of medical leave if the employee is medically unable to perform the employees original job upon the expiration of such leave, the employer shall transfer such employee to work suitable to his/her physical condition where such work is available.

The employee shall also be entitled to all accumulated seniority, retirement, fringe benefits and other service credits the employee had at the commencement of such leave. Employees shall continue to accrue seniority, retirement, Paid Time Off (PTO), and other fringe benefits and service credits during the period of the leave of absence. If an employee is not able to return to work after the expiration of all FMLA time, and is eligible to apply for Long-Term Disability (LTD), he/she must request a leave of absence from the President while the LTD application is processed. The employment of those employees who are approved for LTD with the Authority may be terminated.

XVII. EDUCATIONAL ASSISTANCE PROGRAM

It is the policy of the Elm City Communities, HANH to develop a highly skilled workforce by providing educational assistance to its employees in relevant educational courses in accordance with the guidelines established below. The Authority believes that employees want and should be given an opportunity for individual growth and development, and should be encouraged to increase their knowledge and improve their skills related to their current or future HANH position.

Nothing in the policy implies or warrants that HANH will pay for an employee's full matriculation or advanced degree. Each request will be examined on a case by case basis as circumstances warrant.

Program Statement

All employees with one year of continuous employment with HANH shall be eligible for tuition reimbursement. The Employee Educational Assistance Program will, when funding is available, provide tuition reimbursement up to a maximum of 50% cost per semester hour for all employees who, with their department director's approval, engage in and satisfactorily complete, educational activities useful both to the Housing Authority and themselves.

Funding availability will be determined on an annual basis through the budget preparation process. The availability of funds in one fiscal year does not guarantee the availability of funds in future fiscal years.

Courses

- Must relate to the employee's present job or to a reasonably predictable future assignment or which will enhance the employee's potential for advancement to another position within HANH.
- Must be taken at a school of recognized educational accreditation.
- Must be part of the employee's overall development program as approved by the individual's supervisor/manager, Department Head, Vice President of Administration, and President .

The number of courses approved each semester shall be limited to no more than six (6) semester hours or the equivalent, and the course load may not interfere with the employee's workload.

Course(s) or program(s) *may not* be taken during the normal work day, unless specifically approved in writing by the President .

When an employee is required by his/her supervisor to enroll and complete courses or programs which are positive job-requirements, the entire tuition and other specifically approved expenses (such as books and registration fees) are considered training and not educational assistance. Such expenses will be paid through the staff training budget.

Reimbursement

Tuition reimbursement to a maximum of fifty percent (50%) per completed course will be paid by the Authority and shall be based upon the following:

- (a) Satisfactory completion of a course
- (b) For a grade of "A"
- (c) For a grade of "B,"
- (d) For a grade of "C,"
- (e) For passing a "Pass-Fail Course."

To qualify for reimbursement, an employee must provide confirmation from the educational institution of satisfactory completion of the course ("C" or better) and an original valid copy of the payment receipt.

There shall be no tuition reimbursement for a failing grade ("F"); a below average grade ("D"); an incomplete grade ("I"); a withdrawal ("W") from a course; or a grade for an audited class.

In the event an employee cannot complete a course for reasons directly attributable to the Authority, such as overtime, the individual is eligible for full reimbursement. The Supervisor must document these reasons in a memo to the Vice President of Administration.

In the event an employee should resign before the completion of a course or program or be separated from employment for cause (discharge), or fail to complete the course satisfactorily, he/she will not be reimbursed by the Authority and will be obligated to repay in full any advance made to him/her by the Authority.

If the employee leaves the Authority voluntarily or is terminated for cause within six (6) months of completion of the course, the employee must repay the full amount reimbursed by the Authority for educational assistance. If the employee leaves the Authority voluntarily or is terminated for cause between six months and one year after completing the course, one-half of the amounts will be repayable.

Employees who have not been accepted into a degree program may be reimbursed only for related courses within an employee's current field of specialization (i.e., an accountant taking a course in finance).

In order to guarantee reimbursement of education costs, requests for educational assistance must be approved prior to enrollment. Written requests shall be submitted to the Human Resources department by way of the employee's. The Department Head and Vice President of Administration shall recommend either approval or disapproval of the request. The President shall make the final decision regarding disapprovals.

In determining whether to approve a request for educational assistance, Supervisors and Department Heads shall consider the following requirements:

- A. The nature and purpose of the course of study.
- B. The benefits to be derived by the employee and the Housing Authority.
- C. The level of responsibility and length of service of the employee.
- D. The total estimated cost per semester hour, excluding books and ancillary charges.

Note: Funding for educational assistance, when available, is limited and will be reviewed on an annual basis. Nothing in this policy required funding in any particular amount.

Upon completion of a course or program, the employee shall submit to the Vice President of Administration a certified transcript of grades received and receipts for tuition expenses incurred. The Authority will then review the request for reimbursement. If the employee has followed the guidelines established for reimbursement, the employee will then receive the cost of tuition one month after the initial request is made.

An employee, who is terminated during enrollment because of a reduction in the workforce, or elimination of the job, shall be reimbursed for the full amount of the costs incurred up to the date of termination. An employee who voluntarily leaves the Authority (resigns) or is terminated for cause (discharged), prior to completing a course shall not be reimbursed for the expenses associated with the course.

If the employee leaves the Authority voluntarily or is terminated for cause within six months of completion of the course, the employee must repay the full amount reimbursed by the Authority for educational assistance. If the employee leaves the Authority voluntarily or is terminated for cause between six months and one year after completing the course, one-half of the amounts will be repayable.

Records will be maintained by the Vice President of Administration of all education programs completed by each employee.

Advances

Only one advance for educational assistance will be made during an employee's career at the Authority. The President of the Authority may authorize an advance to any employee one time only.

Study Dates

Two (2) study dates, with pay, per semester may be given for employees enrolled in school in a related field of study. Requests for time off should be made in advance to the employee's immediate supervisor AND then to the President for approval.

Criteria for Approvals

Vice President of Administration & Individual's Supervisor

Courses must relate to employee's present job or to a reasonably predictable future assignment and must be part of the employee's overall development program as approved by the individual's supervisor and Vice President of Administration.

Examples of related courses within the employee's current field of specialization may include: An accountant taking a finance course, a typist taking a steno course, a chemist taking a food science course, or a mechanic taking a blueprint course.

Examples of courses outside the employee's field of specialization aimed at broadening his/her background may include: manufacturing manager taking a marketing course, production employee taking a quality control course, or an employee taking such courses as self-expression, report writing and business management.

Courses may be taken toward the attainment of a college degree which are related to the employee's present job or to a reasonably predictable future assignment. Example: An employee working toward a degree in engineering would be reimbursed not only for engineering courses, but for any courses and electives leading to attainment of the degree. An employee requesting approval for non-job related courses required in a degree program (Bachelor's, Master's and Ph.D.) must furnish proof to his/ her supervisor of matriculation.

General

The Authority reserves the right to amend, modify or terminate the Employee Educational Assistance Program at any time. In case of termination, all commitments made up to that time will be honored by the Authority.

It must be recognized that participation in the Program is intended to assist employees to improve their qualifications so that present duties or future assignments may be performed in a more efficient manner. The Authority is unable to foresee what effect, if any, participation in the Program may have in individual cases, and therefore, no assurance that such participation, in itself, will automatically qualify employees for advancement or other changes in their employment status is made by the Authority.

In the cases of applications submitted by employees who are eligible for educational assistance payments of any kind from a source other than the Authority, only the difference between the costs of any course(s) he/she may wish to pursue and payments he/she may receive from such outside source will be paid by the Authority if applications for assistance are approved.

Any questions relating to the Program should be directed to the attention of the Vice President of Administration.

XVII. CHANGE OF STATUS OF EMPLOYMENT

Promotions, Demotions, Transfers

For Authority policy concerning Promotions, Demotions and Transfers, refer to the section on Compensation, beginning on page 13.

Suspension without Pay

An employee may be suspended from duty without pay for the following reasons:

- For disciplinary reasons; and
- Pending investigation of charges.

If the investigation does not bear out the charges and the employee is retained, he/she shall be paid for the period of suspension.

Suspension with Pay

Employees may be suspended with pay at the discretion of the President or such other officials as may be formally designated in writing to act for him/her.

XVII. SEPERATIONS

Resignation

An employee who desires to terminate his/her employment shall submit a written resignation at least four (4) weeks in advance, setting forth his/her reasons for resigning.

Dismissal

An employee who performs in an unsatisfactory manner, or who is guilty of substantial violations of regulations or other requirements of the Authority with respect to employment or performance of his/her duties, shall be subject to dismissal.

Employees shall be given written notice of dismissal and the reason(s) for such action. Except when continued employment involves a threat to persons or property, employees shall be given the opportunity to review the reasons for dismissal prior to the effective date of such action. The employee, if he/she desires, shall also be given a post-termination hearing before the President and, if necessary to resolve the case, before the Board of Commissioners.

Reduction in Force

If it is necessary to reduce personnel, the selection of employees to be retained shall be based primarily on their relative efficiency and the necessity of the job involved. Other things being equal, length of service shall be given consideration. At least two (2) weeks notice prior to dismissal because of a reduction in force shall be given to an employee except for persons employed for a specific period.

The implementation of HUD's new operating fund rule will result in the elimination and/or consolidation of positions and/or functions. The Authority has developed (effective 10/23/06) a severance package associated with the repositioning of the Authority for any employee that has been displaced, where no feasible alternative exists.

Years of Service	Salary	Medical Benefits	Comments
0.25	None	None	Plus accrued Paid Time Off (PTO) (30 days max)
0.5	2 weeks	4 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
1	4 Weeks	13 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
2	6 Weeks	26 Weeks	Plus accrued Paid Time Off (PTO) (30 days max) Plus accrued Paid Time Off (PTO) (30 days max)
3	8 Weeks	26 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
4	10 Weeks	26 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
5	13 Weeks	26 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
6	15 Weeks	52 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
7	17 Weeks	52 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
8	20 Weeks	52 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
9	23 Weeks	52 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
10	26 Weeks	52 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
11	28 Weeks	78 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
12	31 Weeks	78 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
13	33 Weeks	78 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
14	36 Weeks	78 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
15	39 Weeks	78 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
16	41 Weeks	91 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
17	44 Weeks	91 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
18	47 Weeks	91 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
19	50 Weeks	91 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
20	52 Weeks	91 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)
21 +	65 Weeks	104 Weeks	Plus accrued Paid Time Off (PTO) (30 days max)

Voluntary Separation (Termination Pay)

Upon termination, an employee shall be entitled to the following compensation.

Sick Pay

An employee with ten (10) or more years of service as of 10/1/06 shall have the right to maintain his/her accrued sick leave as of 10/1/06, which shall be frozen for payout upon separation from service. An employee with ten (10) to nineteen (19) years of service will be paid at the rate of fifty cents (\$0.50) on every dollar of accrued sick leave up to a maximum of seventy-five (75) days. An employee with twenty (20) or more years of service will be paid at the rate of seventy-five cents (\$0.75) on every dollar of accrued sick leave up to a maximum of one hundred (100) days. Future payouts shall be fixed at the employee's hourly rate on 9/30/06.

Note: For involuntarily separation, no accrued sick time shall be granted.

XVII. PERSONNEL SERVICE RECORDS

A service record for every employee containing all information pertinent to employment is maintained in the Human Resources Department. All information in this file is available to employees upon request for review. Employees may review their employment file once per year.

Employees have the responsibility of keeping the Human Resources Department advised of any changes in personal data, such as change in residence, telephone number, additional education, emergency information, number of dependents, marital status, etc.

Personnel records are maintained at all times in a confidential and secure manner. They are released for official use only with proper authorization.

XVII. SAFETY

All employees will be given a Safety Manual and are expected to adhere to all Authority safety provisions. Employees are encouraged to participate in the Authority's safety committee and to provide recommendations for safety enhancements to the Vice President of Administration.

XVII. TRAINING

Authority employees are expected to possess basic educational requirements, skills and experience necessary to perform their duties. However, some in-service or other training may be desirable to improve and/or maintain employee skills. In such cases, training shall be provided. Employee training shall be at the discretion of the supervisor.

XVII. GRIEVANCES

Right of Employees

Employees shall have the right to present grievances individually or as a group. In doing so, employees shall be assured of freedom from restraint, interference, discrimination, and reprisal. Such grievances shall be presented only through the established lines of authority.

Supervisory Responsibility

Supervisors at all levels shall receive and act promptly on employee grievances.

Appearance Before the President

Any employee who feels aggrieved by the decision of his/her supervisor shall have the right to appear before and present his/her grievance to the President .

Appearance Before the Board of Commissioners

Any employee who feels aggrieved by the decision of the President on a grievance may individually, or with his/her representative, request the opportunity to present his/her case before the Board of Commissioners of the Authority. Such requests shall be submitted in a letter setting forth the specific grievance and the facts pertinent thereto, directed to the President, within five (5) working days from the date on which the employee was advised of the particular decision of the President by which the employee was aggrieved.

504/ADA Grievance Procedures

The Authority had adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Housing and Urban Development regulation implementing Section 504 of the 1973 Rehabilitation Act, as amended.

- A complaint should be filed in writing, containing the name and address of the person filing it, and briefly describing the alleged violation of the regulation.
- A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation.
- An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be conducted by the Authority's General Counsel. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and a copy forwarded to the complainant no later than 180 days after its filing.
- The 504 Coordinator or designee shall maintain the files and records of the public housing agency relating to complaints filed.
- The right of a person to a prompt and equitable resolution of the complaint filed there under shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure the public housing agency complies with HUD's Section 504/ADA regulations.

Complaints should be addressed to the Vice President of Administration who has been designated to coordinate Section 504 compliance efforts at **360 Orange Street, New Haven, CT, 06511.**

XVII. STATUS OF HANH EMPLOYEES DURING EXTENDED ABSENCES

Employees Receiving Long-Term Disability Benefits

When an Authority employee begins to receive benefits under the Long-Term Disability Program (LTD), he/she may no longer be considered an Authority employee and his/her employment shall terminate as of the date such benefits commence.

In the event of such separation from service, the Authority's contribution to the pension fund for the benefit of such employee shall cease on the date of the employee's final paid leave. However, Authority employees may elect to continue the medical, surgical and hospitalization coverage at their own expense, through "COBRA", by paying the current premium payment for their coverage to the Human Resources Department.

In order to continue these benefits, employees must pay the current premium within sixty (60) calendar days from date of termination. See the Authority Benefits Summary for further details.

Employees Receiving Workers Compensation

An employee shall receive workers compensation if he/she is injured on the job and shall also receive the difference between workers compensation payments and his/her regular after tax pay for the period he/she is out with the injury or until such time that a qualified physician determines that such employee has reached maximum recovery. Such payment shall not be taken from Paid Time Off (PTO) leave.

In no event shall the Authority be obligated for the difference between workers compensation and regular pay for more than six (6) months, and in no event shall the cumulative total of such payments in any thirty-six (36) consecutive month period exceed six (6) months.

In the event an employee is injured on the job through his/her own misconduct or negligence, or in the course of employment by another employer, he/she shall not be entitled to receive the difference between workers compensation payments and his/her regular pay for the period he/she is out with the injury or until such time that a qualified physician determines that such employee has reached maximum recovery. Final determination of whether an employee's conduct constitutes misconduct or gross negligence shall be made by the Workers Compensation Commissioner.

XVII. ADMINISTRATION

The President shall have the primary responsibility of enforcement of the provisions and purposes of this Statement of Personnel Policy.

XVII. AMENDMENT

The Board of Commissioners of the Authority reserves the exclusive right and power at their sole discretion and at any time, to repeal, amend or add to any of the provisions of this Statement of Personnel Policy.

XVII. AUTHORITY POLICIES

Retirement

All regular full-time employees are required to participate in the Retirement Plan. See the Authority Benefits Summary.

Authority Policies

Each employee is responsible for adhering to all of the work rules and policies issued by the Authority. Copies of the Authority's General Rules and policies shall be issued during orientation and may be re-issued to employees in the discretion of the Authority. Attendance at meetings scheduled for the purpose of presenting and/or reviewing work rules and policies is considered mandatory.

The following list of policies is not all-inclusive. Employees may obtain copies of work rules and policies from Human Resources upon request.

- Mobile Device Policy
- Conflict of Interest Policy
- Confidentiality Agreement
- Dress Code
- E-Mail Policy
- Internet Policy
- Procurement Policy
- Sexual Harassment Policy
- Statement on Drug-Free Workplace
- Substance Abuse Policy
- Travel Policy
- Workplace Violence Policy
- Private Protection Policy
- Telecommuting Policy
- Paid Time Off (PTO) Policy
- Educational Assistance Policy

- Ethics Policy
- Compressed Work Week Policy

The Authority reserves the right to issue new work rules and policies and/or modify work rules and policies in its discretion.

XXIX. CLOSING

The Statement of Personnel Policy provides substantive guidelines but is not meant to be all-encompassing or inclusive. The Authority and its Board of Commissioners reserves the right to modify the Statement of Personnel Policy at any time.

MEMORANDUM

To: Board of Commissioners

From: Karen DuBois-Walton, President

Date: May 17, 2022

Re: Resolution Authorizing the Workers' Compensation Policy with Connecticut Interlocal Risk Management Agency (CIRMA) commencing on July 1, 2022 and ending on June 30, 2023 in the amount of \$579,436.00.

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 05-20/22-R

TIMING: Immediately.

DISCUSSION: HANH's Broker / Agent of Record / Consultant, Resurgens Risk Management, Inc., conducted a competitive procurement to identify a contractor to provide comprehensive insurance for the protection of employees in case of an injury incurred while working. They received ten (10) responses. Two (2) responses were quotes and eight (8) responses were declines. Upon completion of the review and evaluations of proposals, it was deemed by Resurgens Risk Management, Inc., that Connecticut Interlocal Risk Management Agency (CIRMA) had submitted the most responsive proposal for HANH's Workman's Compensation Insurance.

Connecticut Interlocal Risk Management Agency (CIRMA) quoted HANH's Workman's Compensation Insurance premium for a one-year period at an amount not to exceed \$579,436.00 commencing on July 1, 2022 and ending on June 30, 2023.

This resolution is asking for board approval of the contract with Connecticut Interlocal Risk Management Agency (CIRMA) for a period of one-year commencing on July 1, 2022 and ending on June 30, 2023 at an amount not to exceed \$579,436.00.

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 a contract with Connecticut Interlocal Risk Management Agency (CIRMA) for a total contract amount not to exceed \$579,436.00 for a one year period commencing on July 1, 2022 and ending on June 30 2023.

FISCAL IMPACT: \$579,436.00 in Operating Funds available

STAFF: Iris M. Collazo, VP of Administration

Housing Authority of the City of New Haven

Resolution Number 05-20/22-R

RESOLUTION AUTHORIZING A CONTRACT WITH CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA) FOR WORKERS COMPENSATION INSURANCE AGENCY WIDE FOR A ONE YEAR PERIOD COMMENCING ON JULY 1, 2022, AND ENDING ON JUNE 30, 2023 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$579,436.00.

WHEREAS, HANH's Broker / Agent of Record / Consultant, Resurgens Risk Management, Inc., conducted a competitive procurement to identify a contractor to provide comprehensive insurance for the protection of employees in case of an injury incurred while working; and

WHEREAS, HANH's Broker / Agent of Record / Consultant, Resurgens Risk Management, Inc., received ten (10) responses. Two (2) responses were quotes and eight (8) responses were declines; and

WHEREAS, upon completion of the review and evaluations of proposals, it was deemed by Resurgens Risk Management, Inc., that Connecticut Interlocal Risk Management Agency (CIRMA) had submitted the most responsive proposal for HANH's Workman's Compensation Insurance; and

WHEREAS, Connecticut Interlocal Risk Management Agency (CIRMA) quoted HANH's Workman's Compensation Insurance premium at an amount not to exceed \$579,436.00 for a one-year period commencing on July 1, 2022 and ending on June 30, 2023; and

WHEREAS, 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 must be approved by the Board of Commissioners; and

WHEREAS, HANH seeks approval of the contract with Connecticut Interlocal Risk Management Agency (CIRMA) in the amount of \$579,436.00 for a one-year period commencing on July 1, 2022 and ending on June 30, 2023; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that the contract with Connecticut Interlocal Risk Management Agency (CIRMA) for Workers Compensation Insurance Agency wide for a one year period commencing July 1, 2022 and ending on June 30, 2023 for a total not to exceed contract amount of \$579,436.00 is authorized and the President 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 President deems necessary and appropriate and in the best interest of HANH, the agreement contemplated hereby.

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

1. The Board authorizes the President to take such action and execute such documents as necessary to implement the provisions of this Resolution.
2. This Resolution shall take effective 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, on May 17, 2022.

Karen DuBois-Walton,
Secretary/President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

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

Housin Authority of the City of New Haven

Marketing Summary 07/01/2022 – 07/01/2023

Workers Compensation Markets/Carriers Approached	Status	Market/Carrier Responses
CIRMA	Quoted	Est. annual premium: \$579,436.00 Based on an estimated annual payroll: \$10,754,430
CV Starr	Quoted	Unable to compete with CIRMA Their rate for class code 9033 is \$9.56 per \$100 of payroll, which is almost double CIRMA's rate
Travelers Insurance	Declined	Does not write monoline WC on public sector
Safety National Insurance	Declined	Class of business requires a \$750,000 self-insured retention
Liberty Mutual Insurance Company	Declined	Not willing to write 9033 class code
The Hartford Insurance Company	Declined	Does not write WC for this class of business
Foremost Insurance	Declined	Work site clean up exposure is not acceptable
Chubb Insurance Group	Declined	Not a market for public housing entities
Clear Spring Property & Casualty	Declined	Expressed that they cannot compete with CIRMA for this class of business
Columbia Casualty Company	Declined	Does not write this class of business

MEMORANDUM

To: Board of Commissioners
From: Karen DuBois-Walton Ph. D., President
Date: May 17, 2022

RESOLUTION AUTHORIZING A ONE YEAR CONTRACT WITH FOUR ONE YEAR RENEWALS WITH ECCOVIA, INC (CLIENT TRACK) FOR CASE MANAGEMENT SOFTWARE COMMENCING ON MAY 17, 2022 AND ENDING ON MAY 16, 2027, FOR \$89,125.00 PER YEAR FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$445,629.00

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 05-21/22-R

TIMING: Immediately

DISCUSSION: In March 2016, through Resolution 03/23/16-R ECC Board of commissioners approved a contract with Eccovia Inc for Case Management software.

The software assist with the monitoring of multiple grants and programs including grant performance, goal achievement, report writing statistical reporting, and MTW Impact reporting.

This software program has been configured to meet ECC's needs and includes the capabilities to track case management, needs assessments, action plans, case notes, interface with our current software program Emphasys Elite, track all entries and changes, create internal and external referrals, and keep track of specialized training for residents.

ECC is requesting a 1-year contract with Eccovia, Inc in the amount not to exceed \$ 89,125.00 starting May 17, 2022, through May 16, 2027, with 4 (four) one-year renewals for a contract amount not to exceed \$445,629.00

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. ECC-HANH staff is recommending that the Board of Commissioners approve this change order for the contract with Eccovia, Inc to provide Case Management Software for ECC.

FISCAL IMPACT: \$445,629.00 (5 Years) Budgeted CED Funds.

STAFF: LaToya McCrea, Director of CED

Housing Authority of the City of New Haven

Resolution Number 05-21/22-R

RESOLUTION AUTHORIZING A ONE YEAR CONTRACT WITH FOUR ONE YEAR RENEWALS WITH ECCOVIA, INC (CLIENT TRACK) FOR CASE MANAGEMENT SOFTWARE COMMENCING ON MAY 17, 2022 AND ENDING ON MAY 16, 2027 FOR \$89,125.00 PER YEAR FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$445,629.00

WHEREAS, Elm City Communities/Housing Authority of the City of New Haven identified a need for Case Management Software services for the purpose of tracking public housing and housing choice voucher clients in its self-sufficiency programs; and

WHEREAS, ECC Board of Commissioners approved through Resolution 03-23/16-R for ECC to enter into a contract with Eccovia, Inc for One Year with an option to renew for an additional 4 one-year renewals in the amount not to exceed \$ 273,322.00; and

WHEREAS, ECC is seeking authorization for a 1-year contract in the amount of \$ 89,125.00 with 4-one year renewals starting May 17, 2022 through May 16, 2027, for a not to exceed the amount of \$445,629.00

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN authorizing a 1-year contract with Eccovia, Inc for Case Management Software Services be approved in the amount of \$89,125.00 for a beginning on May 17, 2022 and ending May 16, 2023 with 4 one year renewals for a total not to exceed contract amount of \$445,628.00 is authorized and the President be and hereby is authorized, empowered and directed to act on behalf of ECC to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the President deems necessary and appropriate and in the best interest of ECC-HANH, the agreement contemplated hereby.

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 May 17, 2022.

Karen DuBois-Walton
Secretary/ President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Senior Partner

Housing Authority of the City of New Haven dba Elm City Communities

	May 17, 2022	May 17, 2023	May 17, 2024	May 17, 2025	May 17, 2026	5 Year Contract Total
Hosted- 40 Active User License	\$44,428.80	\$46,204.80	\$48,052.80	\$49,972.80	\$51,969.60	\$240,628.80
Daily backups	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$25,000.00
Admin Services (20 hours a month)	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00	\$180,000.00
	<i>\$85,428.80</i>	<i>\$87,204.80</i>	<i>\$89,052.80</i>	<i>\$90,972.80</i>	<i>\$92,969.60</i>	<i>\$445,628.80</i>