ELM CITY communities
Housing Authority of New Haven

Shenae Draughn
President

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
360 ORANGE STREET NEW HAVEN, CT 06511
TUESDAY, NOVEMBER 17TH, 2026 at 4:00 P.M.
https://shorturl.at/z9HZs
Dial: 1-650-419-1505
Access Code / Meeting ID: 215 683 616

1. Roll Call
2. Approval of the Minutes From October 20th, 2026
3. Bills and Communications
4. Public Comments (3 Minutes per Individual)
5. President's Report

ACTION ITEMS

FINANCE COMMITTEE:

NONE

P&D COMMITTEE:

1. **Resolution 11-89/26-R;** Resolution Authorizing Task Order Exceeding $150,000.00 Under Year 2 of Indefinite Quantities Contract ("IQC") PM-24-C-908(E) with Christopher Williams Architects for Scattered Sites East Section 32 Home Ownership Services in the Maximum Not to Exceed Amount of $210,212.00 Keeping the Amended Contract Value Through Year 2 at $343,771.00 through January 9, 2027

2. **Resolution 11-90/26-R;** Resolution Authorizing An Allocation Of Moving To Work Funds In An Amount Not To Exceed $5,000,000 For Union Square Buildings 1A And 1B In Connection With Community Investment Fund Round 10 And CHFA Applications

3. **Resolution 11-91/26-R;** Resolution Authorizing The Commitment Of MTW Block Grant Funds In An Amount Not To Exceed $1,300,000 For The Submission Of An Application To The State Of Connecticut Department Of Economic And Community Development, State Of Connecticut Department Of Housing, And The Connecticut Housing Finance Authority For A Four Percent Low Income Housing Tax Credit (LIHTC) Application For The Newhallville Development Project

SERVICES COMMITTEE:

4. **Resolution 10-92/26-R;** Resolution Authorizing a Memorandum of Agreement for Space Utilization and Provision of Services by and between Elm City Communities/Housing Authority of the City of New Haven (ECC/HANH) and Youth Without Limits (YWL) commencing December 1, 2026 through November 30, 2027

ADJOURNMENT

MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
360 ORANGE STREET NEW HAVEN CT 06511
October 20TH, 2026 at 4:00 P.M.

Those present included:
William Kilpatrick, Chair
Danya Keene, Vice Chair
Kevin Alvarez, Commissioner
Elmer Rivera, Commissioner
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 4:06 p.m.

Approval of the Minutes from the, *September 15th, 2026, Meeting:*
Motion to approve the minutes was moved by Commissioner Alvarez and seconded by Commissioner Keene.

**Annual Meeting Began at 4:31PM and adjourned at 4:35pm.*
Motion to adjourn annual meeting the minutes were moved by Commissioner Alvarez and seconded by Commissioner Keene. Positions remained the same with the addition of Commissioner Alvarez elected as Assistant Secretary.*

Aged Accounts Payable Report totaling - $2,016,608.55 (listed on page 20), this excludes invoices paid 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 invoices paid may be provided on November 17, 2026, Board of Commissioners meeting.

Bank Book Check Register totaling - $4,501,810.63 (listed on page 32), this report consists of invoices paid between September 1 and October 31, 2026. Major payments include Newman Architects PC ($569,379.75) for architectural and engineering services and McCarter & English LLP ($172,382.27) for legal services. Additional payments include Censere Consulting LLC ($21,822.53) for development consulting services. Operational and maintenance-related payments include Southern Connecticut Gas ($30,016.74), Regional Water ($102,182.24), and United Illuminating ($114,173.98) for agency-wide utility services.

The total of both registers is $ 6,518,419.18

For Bills & Communications Report – Click Here

Public Comments:
- *Anais Nunez – Updates*

September 15th, 2026 President Report Located Here:
- President's Report.pdf

September 15th, 2026 Resolutions Located Here:

- **Click Here For All Resolutions**

ADJOURNMENT

Motion to adjourn made by Keene seconded by Alvarez at 5:16pm

ELM CITY communities

Housing Authority of New Haven

The Glendower Group | 360 Management

PRESIDENT'S REPORT

NOVEMBER 2026



ELM CITY COMMUNITIES

FROM THE OFFICE OF OUR PRESIDENT

Dear Commissioners,

Philadelphia Eagles Head Coach Nick Sirianni has a line I keep returning to: "You cannot be great without the greatness of others." That idea has shaped our work these past weeks. Every milestone I am reporting today was built with a partner, and each one moved a family, a young person, or a neighborhood forward.

Breaking ground on 49 affordable homes at St. Luke's

On October 27, The Glendower Group and St. Luke's Development Corporation broke ground on the St. Luke's development on Whalley Avenue. The five-story building will bring 49 apartments to New Haven, all of them affordable and 44 supported by project-based assistance, along with ground-floor commercial space.

Public officials, community partners, and project stakeholders joined us to mark the day. It reflects years of collaboration and planning, and it is a real investment in the city's future.

YouthBuild puts skills into action

On October 30, ECC and Glendower joined The WorkPlace's YouthBuild program to dedicate benches that YouthBuild participants built by hand for residents at several of our developments. The young people applied the skills they learned in training to create welcoming places for neighbors to sit and connect.

It is a small project with a large lesson: workforce development, practical experience, and community contribution work best together. We are grateful to The WorkPlace and to every participant.

CED Week: Stronger Together

The Community & Economic Development Department hosted CED Week from November 9 through 13. Staff were stationed outside 360 Orange Street from 9:00 a.m. to 4:00 p.m. on four days to meet residents, answer questions, and connect families with programs and resources.

Each day featured a different part of the department:

- **Monday:** Youth Services
- **Tuesday:** FSS, CARES, Workforce Development, and ROB
- **Thursday**: RSC Supportive Services
- **Friday:** CT Integrated Care for Kids and Intensive Services

The week put our services where residents could see them and put faces to the people ready to help them build stronger futures.

Looking ahead

New homes rising on Whalley Avenue, young people building for their neighbors, and staff meeting residents where they are: this is what our values look like in practice. We care. We are community. We create opportunity. We innovate.

As Thanksgiving approaches, I am thankful for our staff, our partners, and this Board. Your guidance and support make this work possible. Let's keep making excellence a habit.

With gratitude,

Shenae Draughn



CONTRACT UPDATES

- No Cost Time Extension to the contract with Ed the Treeman State of CT. Contract #23PSX0100 for arborist, weeds & tree removal set to expire June 2, 2026. Extension effective June 3, 2026, to November 30th, 2026.
- No Cost Time Extension to the Contract with Montagno Construction, Inc. for Newhallville Construction Manager At Risk from May 29, 2026 until May 28, 2027.
- No Cost Time Extension to the Contract with Newman Architects for Interior Design Services from August 5, 2026, until August 4, 2027.
- No Cost Time Extension to the Contract with Montagno Construction for Construction Management at Risk Services for the Newhallville Development project until May 27, 2027.
- No Cost Time Extension to the contract with Reitman Personnel for Temporary Staffing for the performance of its daily operations from May 17, 2026 - May 16, 2027.
- No Cost Time Extension to the contract with C.W.Kraus for Historic Preservation Consultant services from August 15, 2026 to August 14, 2029.
- No Cost Time Extension to the contract with Gengras Ford Automotive Group State of CT. Contract # 24PSX0171 for fleet replacement vehicles set to expire September 30, 2026. Extension effective September 30, 2026 to December 31, 2026.
- No Cost Time Extension to the contract with F. W. Webb State of CT. Contract # 24PSX0110 for plumbing & heating supplies set to expire September 30th, 2026. Extension effective September 30, 2026, to March 31, 2028.
- No Cost Time Extension for H + Electrical LLC from September 18, 2026 to November 18, 2026 for temporary electrical service at the Clock Factory site.

YTD FINANCIALS

The financial report covers eleven months (October 1 through August 31) of data. Total Revenues are $132,219,38.Total Expenses are $123,022.48 (including depreciation expense of $2,544,750. The excess of revenue over expenses is reduced by $(10,228,347) capitalized expenditures. Depreciation expense add-back is $2,544,750, agency reserve funding $6,023,101, the HANH Net Surplus is $7,536,342.

COMMUNITY ECONOMIC DEVELOPENT



1**. CARES – Economic Self-Sufficiency**

CARES maintained 89 active households, with 82 participants employed, representing a 92% employment rate. Three participants achieved individual goals, and two previously unemployed residents secured employment opportunities.

2. Youth Services – Education & Career Readiness

Youth Services reported 34 Teacher in Residence registrations, 30 youth participating in Bridges of Hope, and 30 in Youth Without Limits. Additionally, two new STEP students joined the program.

3. Resident Services – Family Engagement & Community Support

CED hosted a Pumpkin Painting event at Wilmot Crossing, bringing together approximately 64 residents to promote family bonding and community engagement.

HOUSING CHOICE VOUCHER

The Housing Choice Voucher Program continued to make progress during May 2026, with notable gains in voucher utilization, occupancy, and leasing activity. The program served a total of 5,726 occupied households across the MTW, RAD, PBV, VASH, and Church Street South portfolios, reflecting an increase from the prior reporting period and demonstrating continued efforts to maximize available housing resources.

Voucher Utilization

The MTW program remains aligned with the FY2023 MTW Plan utilization target of 4,103 vouchers. During May, the program supported:

- 26 Homeownership Vouchers
- 21 Enhanced (Tenant Protection) Vouchers
- 2,830 Moving to Work households

Special purpose and project-based programs showed continued improvement:

- VASH Utilization: 58 of 100 authorized vouchers (58% utilization), an increase from the previous month.
- Church Street South (CSS): 158 of 242 vouchers utilized (65% utilization), reflecting continued leasing progress.
- RAD Program: 1,620 of 1,658 authorized vouchers utilized (97.7% utilization), representing a significant increase and nearing full utilization.
- Project-Based Voucher (PBV) Program: 582 of 671 vouchers utilized (86.7% utilization), continuing a positive upward trend.

The substantial increase in RAD utilization and steady gains in PBV, VASH, and CSS utilization demonstrate the department's continued focus on lease-up activities and occupancy stabilization.

Recertification Operations

The recertification team processed 173 certifications during the month of May

- 90 Annual Recertifications
- 83 Interim Recertifications
- 2 End of Participation actions

While staff resources continue to be dedicated to annual recertification processing and backlog reduction efforts, management remains focused on increasing monthly production to ensure compliance with HUD recertification requirements and agency performance goals.

Summary

Overall, May reflected positive operational progress for the HCV Program. Occupancy increased to 5,726 assisted households, RAD utilization approached full capacity at 97.7%, and leasing activities continued to support future utilization growth. The department will continue prioritizing lease-up efforts, recertification compliance, and operational efficiency to ensure full utilization of available housing resources while providing quality service to participating families and landlords.

OPERATIONS

Operations and Maintenance

- The LIPH portfolio continues to demonstrate strong overall occupancy performance, with a 97% occupancy rate. Maintenance operations remained responsive, with 97 emergency work orders received and completed during the month, ensuring no backlog in urgent requests. Non-emergency work orders remain steady, with 630 requests received and 510 completed, maintaining a consistent pipeline while holding the backlog at 120 open work orders, unchanged from the beginning of the month. Systems inspections identified minor activity across key areas, including plumbing, roofing, and fire sprinkler systems, with no significant systemic concerns noted.

Recertifications and Compliance

- Recertification performance within the HANH LIPH portfolio remains strong. Of 446 occupied units, only 26 recertifications are delinquent, resulting in a low 5.8% delinquency rate and a 94% submission rate, reflecting improved compliance and effective staff follow-through. Monthly productivity also exceeded expectations, with 38 recertifications completed by one specialist, including 35 annuals and 3 interims, demonstrating strong individual output.

Leasing and Admissions Activity

- Leasing activity remained stable during the month, with one transfer move-in and one transfer move-out, resulting in no net change in occupancy. Intake activity included 2 new admissions and 3 end-of-participation actions, with property management staff maintaining steady processing levels. Additionally, the agency continues to support re-entry initiatives, successfully leasing up 20 community re-entry participants.

Waitlist and Program Demand

- Demand for housing assistance remains high, with 27,708 applicants on the agency-wide waiting list, underscoring the continued need for affordable housing resources in the community.

Compliance and Resident Engagement

- Community Service Requirement (CSR) compliance remains an area of focus, with 67 tenants currently identified as non-compliant. Staff continue targeted outreach and engagement efforts to bring households into compliance.

PLANNING & MODERNIZATION

- 398-400 Concord Street: Construction on contract for site drainage improvements began in October with anticipated completion in December.
- Scattered Sites West: Unit upgrades at 116 Lawncrest Rd. and at 555 Fountain St. Construction complete and contract closing out.
- Scattered Sites East: Improvements at 140 Harrington Ave., 1091 Townsend Ave. and 759 Quinnipiac Ave. Construction in progress at all three locations. Expected completion December.
- Section 32 Home Ownership Program for selected scattered sites properties in planning phase.

THE GLENDOWER GROUP

The Glendower Group

- 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 and 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 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.
- Glendower Submitted a 9% LIHTC application for on-site Phase 1 on January 12, 2022 which was not awarded. The Glendower Group staff in consultation with the architect and consultants is currently modeling the development to determine the most effective and cost efficient method to complete the on site redevelopment it is anticipated that funding for the final Westville Manor funding proposal will be completed in FY 20275.
- Anticipated closing in 4th2nd quarter of 2027.

RAD Portfolio Award

- The Authority received a portfolio award, inclusive of 12 developments, with 11 being completed and detailed herein
  - Completed Developments
    - Group I: Motley, Bush, Harvey and Newhall Garden;
    - Group IIA: Waverly and Stanley Justice and Fulton Park;
    - Group III:McQueeney, and Celentano;
    - Group IV: Ruoppolo and Fairmont.
    - Group IIB: Valley Townhomes

McConaughy Terrace

- For the purpose of Financing Glendower bifurcated the redevelopment of McConaughy Terrace into two phases – 4% and 9% Low Income Housing Tax Credit applications.
- Glendower McConaughy Terrace 4%, LLC consists of 92 affordable units and includes 26 new construction units that are ADA accessible. Construction was completed in June 2025.
- Glendower McConaughy Terrace 9%, LLC consists of 130 total units, 104 affordable and 26 market rate units. Construction is ongoing and is scheduled to be completed in August 2025.



THE GLENDOWER GROUP

Scattered Sites

- Scattered site is multifamily redevelopment which includes 123 units located in the Fair Haven Heights area of the city and neighboring neighborhoods. The following various sites will be included in the development and conversion of units from LIPH to RAD Project Based Vouchers: Essex Townhomes, David Echols Court, Kingswood 1, Kingswood 2,St Anthony 1, St Anthony 2, Cornell Scott Ridge, and 63-73 Fulton St. The project is being expanded from previous versions to include 123 units by including Essex Townhouses.An architect is currently being procured. Anticipated closing in 2027.

34 Level Street/The Heights at Westrock

- HUD awarded the 202 grant and associated rental subsidy in January 2023.
- The development includes 50 supportive housing units. DECD Brownfields award of $999,000 received in June 2023 to assist in clean up and removal of former nursing home.
- Closing anticipated to be in the 2nd quarter of 2026.

St Luke's Apartments, Whalley Ave.

- Partnering to take over a struggling pre-development project being managed by St. Luke's Development Corp.
- Submitted a CIF application on June 30, 2023 and awarded $7MM in CIF funds that consists of $6MM for new construction and $1MM for the City of New Haven infrastructure.
- The development includes up to 49 housing units, including 5 LIHTC units
- Closing anticipated to be in the 3rd quarter of of 2026.

Newhallville Development, 201 Hazel Street

- Partnering to redevelop a currently vacant site managed by Newhallville Development Corp.
- The development includes up to 63 total units including 50 affordable and 13 market rate.
- An application for CIF funding was submitted in November 2025 but was not funded. A application will be submitted in June 2026 for the upcoming CIF round.



THE GLENDOWER GROUP

Union Square/Robert T. Wolfe & Former Church Street South

- The Authority submitted a Choice Neighborhood Planning Grant application in April 2023 to complete the redevelopment of Robert T. Wolfe site and was awarded. – Notice of Award occurred on September 15, 2023.
- The CNI Transformation Plan was submitted to HUD in August 2025.
- The planning team has begun scheduling the necessary steps to prepare for the first phase of on-site redevelopment. The first phase will consist of buildings 1a, 1b, and 2a and consists of 541 units, 50% of which are approximately affordable.
- A CNI Implementation Application was be submitted on March 9, 2026.
- The New Haven City Plan Commission approved the site plan for Phase 1 on April 14, 2026.
- Construction documents are being completed with a goal of applying for 9% LIHTC in January 2027.
- ECC and Glendower is working in conjunction with the City of New Haven to design and construct a geothermal heating system to provide energy to the development.
- Glendower has selected a Construction Manager at Risk for phase IA and Phase 1B redevelopment.

Eastview Terrace Conversion

- The Project's 15-year initial Low-Income Tax Credit ("LIHTC") Compliance Period ("Compliance Period") ended in December 2023.
- Investor buyout completed on September 4, 2024.
- Anticipated closing in 3rd quarter of 2026.



ELM CITY communities
Housing Authority of New Haven

MEMORANDUM

TO: **Board of Commissioners**

DATE: **November 17, 2026**

FROM: **Shenae Draughn, President**

RE: **Resolution Authorizing Task Order Exceeding $150,000.00 Under Year 2 of Indefinite Quantities Contract ("IQC") PM-24-C-908(E) with Christopher Williams Architects for Scattered Sites East Section 32 Home Ownership Services in the Maximum Not to Exceed Amount of $210,212.00 Keeping the Amended Contract Value Through Year 2 at $343,771.00 through January 9, 2027**

ACTION: Recommend that the Board of Commissioners adopt Resolution **#11-89/26-R**

TIMING: Immediately

DISCUSSION: Elm City Communities/Housing Authority of the City of New Haven (ECC/HANH) has a continuing need for on-call architectural and engineering services agency wide. On May 22, 2024, ECC/HANH issued Request for Qualifications #PM-24-RFQ-908 for Architectural & Engineering Services under an Indefinite Quantities Contract (IQC) whereby one or more qualified firms could be selected to assist ECC/HANH to develop and carry out projects on an as-needed basis per assigned Task Orders.

On November 19, 2024, the Board adopted Resolution #11-82/24-R authorizing the award and execution of an IQC contract with Christopher Williams Architects in the not to exceed maximum amount of $71,885.50 for Agency Wide IQC A&E services for one year with four one-year options to renew for a maximum not to exceed 5-year amount of $359,427.50.

On August 19, 2025 the Board authorized Resolution #08-50/25-R increasing the contract year 1 upper threshold by $200,000.00 increasing the not to exceed amount from $71,885.50 to $271,885.50 through January 9, 2026. This brought the 5-year maximum not to exceed 5-year value from $359,427.50 to $559,427.50.

We are now in option year two of Contract PM-24-C-908(E) which added another $71,885.50 so that the value of the contract through year 2 is $343,771.00. The value of current task order commitments is $58,566.00.

In response to a task order solicitation for Section 32 home ownership services in scattered site East properties, Christopher Williams Architect submitted the most responsive proposal among the four IQC firms responding in the amount of $210,212.00.

Under PM-24-C-908(E) Article 10.2, task orders with a value in excess of $150,000.00 are subject to Board authorization.

ECC/HANH is recommending Board of Commissioners authorization of the Scattered Sites East Section 32 Home Ownership task order under year two of contract #PM-24-C-908(E) with Christopher Williams Architects in the maximum not to exceed amount of $210,212.00 keeping the amended contract amount through year 2 at $343,771.00 through January 9, 2027 with three one-year options to extend still remaining.

FISCAL IMPACT: $210,212.00

SOURCE OF FUNDS: CFP 2025 & CFP 2026

STAFF: Rachel Gilroy, Senior Project Manager

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution Number 11-89/26-R

RESOLUTION AUTHORIZING TASK ORDER EXCEEDING $150,000.00R UNDER YEAR 2 OF INDEFINITE QUANTITIES CONTRACT ("IQC") PM-24-C-908(E) WITH CHRISTOPHER WILLIAMS ARCHITECTS FOR SCATTERED SITES EAST SECTION 32 HOME OWNERSHIP SERVICES IN THE MAXIMUM NOT TO EXCEED AMOUNT OF $210,212.00 KEEPING THE AMENDED CONTRACT VALUE THROUGH YEAR 2 AT $343,771.00 THROUGH JANUARY 9, 2027

WHEREAS, Elm City Communities/Housing Authority of the City of New Haven (ECC/HANH) has a continuing need for on-call architectural and engineering services agency wide; and

WHEREAS, on November 19, 2024, the Board adopted Resolution #11-82/24-R authorizing the award and execution of an IQC contract with Christopher Williams Architects in the not to exceed maximum amount of $71,885.50 for Agency Wide IQC A&E services for one year with four one-year options to renew for a maximum not to exceed 5-year amount of $359,427.50; and

WHEREAS, on August 19, 2025 the Board authorized Resolution #08-50/25-R increasing the contract year 1 upper threshold by $200,000.00 increasing the not to exceed amount from $71,885.50 to $271,885.50 through January 9, 2026; and

WHEREAS, this brought the 5-year maximum not to exceed 5-year value from $359,427.50 to $559,427.50; and

WHEREAS, we are now in option year two of Contract PM-24-C-908(E) which added another $71,885.50 so that the value of the contract through year 2 is $343,771.00; and

WHEREAS, the value of current task order commitments is $58,566.00; and

WHEREAS, in response to a task order solicitation for Section 32 homeownership services in scattered site East properties, Christopher Williams Architect submitted the most responsive proposal among the four IQC firms responding in the amount of $210,212.00; and

WHEREAS, under PM-24-C-908(E) Article 10.2, task orders with a value in excess of $150,000.00 are subject to Board approval; and

WHEREAS, ECC/HANH is recommending Board of Commissioners authorization to execute and implement Scattered Sites East Section 32 Home Ownership task order under year two of contract #PM-24-C-908(E) with Christopher Williams Architects in the maximum not to exceed amount of $210,212.00 keeping the amended contract amount trough year 2 at $343,771.00 through January 9, 2027 with three one-year options to extend still remaining.

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

1) Scattered Sites East Section 32 Home Ownership Services task order under year 2 of contract #PM-24-C-908(E) on-call architectural and engineering services with Christopher Williams Architects in the maximum not to exceed amount $210,212.00 keeping the amended contract value through year 2 at $343,771.00 through January 9, 2027 with three one-year options to extend still remaining be and hereby is authorized and directed, including the expenditure of the aforesaid amount; and

2) The President be and hereby is authorized, empowered and directed to take any and all action necessary and appropriate to fulfill the foregoing purposes and to execute and deliver such agreements, documents and instruments as necessary to fulfill the foregoing purposes and to take any and all such action ancillary, related and/or necessary action to fulfill the foregoing purposes and the purposes of this Resolution and to expend the authorized funds; and

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 November 17, 2026.

_____
Shenae Draughn
Secretary/President

_____
Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By:_____
Rolan Joni Young, Esq.
A Partner

		DETAILED AMENDMENT LOG				
Project Name:		IQC A&E				
Vendor Name:		Christopher Williams Architects				
Contract Number:		PM-24-C-908(E)				
Original Contract Value:		$71,885.50				
Original Contract Time:		January 10, 2025 through January 9, 2026				
Amendment	**No.**	**Proposed Value**	**Final Value**	**Cumulative**		
Amendment #1 increase first year upper threshold for SS East-West tasks etc. Resolution #08-50/25-R	1	$ 200,000.00	$ 200,000.00	$271,885.50		1/9/2026
Year 2 Option		$ 71,885.50	$ 71,885.50	$343,771.00		1/9/2027

ARTICLE IX. RECORDS AND AUDITS

9.1 The Contractor will maintain all accounts and records, including personnel, property and financial records for both grant funds and in-kind funds, adequate to identify and account for all costs pertaining to its performance under this Agreement, and such other records as may be deemed necessary by the Authority or HUD, to assure proper accounting for all program funds, both Federal and Non-Federal shares. This will include all stated in-kind records and accounts. These records will be made available for audit purposes to the Authority, HUD or the Comptroller General of the United States or any authorized representative, upon written request and sufficient notice and will be retained for six (6) years after the expiration of the Agreement unless permission to destroy them is granted by the Authority and HUD.

9.2 Each monthly voucher must additionally be accompanied by an activity report that reasonably describes the proposal activities accomplished for the month and lists any problem areas and solutions.

9.3 All records and audits in the possession of Contractor pertaining to the Services provided by Contractor hereunder or under any Task Order, or both, shall become the property of Authority upon the termination of this Agreement.

ARTICLE X. USE OF TASK ORDERS

10.1 The Project Manager will issue Task Orders. These Task Orders will be issued as the Contract Manager sees fit at any time during the term of this Agreement.

10.2 Task Orders will either be for a firm fixed price or based on hourly rates using a not-to-exceed budget. Task Orders with a value in excess of $150,000.00 are subject to Board of Commissioner approval.

10.3 No request, notice, authorization, direction, or Task Order received by Contractor, and issued, either pursuant to this Agreement, or to a provision of any document incorporated into this Agreement by reference, or otherwise, shall be binding upon Contractor. Nor will such action serve as the basis for a change in the Agreement cost, or any other provision of this Agreement, unless issued or confirmed in writing by Authority's Contract Manager, or by his or her authorized representative, and by Contractor.

10.3 All Task Orders shall be issued in accordance with, shall be governed by, and by this reference shall be considered an integral part of this Agreement. Only with respect to the work to be performed pursuant to a specific Task Order, may a Task Order may limit or add special conditions beyond the conditions contained in this Agreement. These changes apply only to the specific Task Order and do not affect any other Task Order.

10.4 The fully loaded hourly rates for labor by title that are specified in **Schedule C** shall serve as the basis for all labor assumptions to be used on Task Orders. These hourly rates are in effect until January 9, 2026, unless modified by mutual agreement between Authority and Contractor.

12. Compensation and Reimbursable Expenses

	TASK ORDER RESPONSE FORM - PROPOSED PROJECT DESIGN COSTS			
	Provide a lump-sum proposed fee for each task below. Each fee shall include the services and deliverables described in the referenced scope section. Do not shift required Basic Services to reimbursables or Additional Services without clearly identifying the exception in the proposal.			
DATE	**Ref.**	**TASK / SCOPE REQUIREMENT**	**REQUIRED DELIVERABLE**	**PROPOSED FEE**
	4.1	**Project Initiation & Document Review** Kickoff; review Section 32/~~CNA,(PNA) estimates and review available records; identify missing information; establish responsibilities, schedule~~	Kickoff record; information request; responsibility matrix; submission schedule and decision log.	**$ 4,867.00**
	4.2	**Existing-Condition Verification / 100% Inspection** Inspect all 8 units and accessible common-system interfaces affecting unit work; measured _____ drawings as needed; CNA ~~reconciliation; coordinate specialty access.~~	One consolidated condo report with unit-by-unit photos/observations, measured plans as needed, deficiencies/risks and ~~CNA/scope reconciliation Report will include the scope of work for each unit created with Architect and ECC project manager.~~	**$ 17,034.50**
	4.3	**Code, Accessibility, Zoning & Agency Analysis** Review building, fire, energy, zoning, accessibility, HUD, local permit and utility requirements for rehab, demolition/rebuild and new construction.	Property-specific code/zoning/accessibility summary with required approvals, utility coordination, interpretations and federal requirements.	**$ 9,734.00**
	4.4	**Schematic Design / Scope Confirmation - 40%** Prepare rehab scopes/plans/demolition/ outline specs; 92 Melrose demolition/rebuild and 69 Rock new-home concepts; site/utility/energy/zoning strategy; scope/budget workshop	40% SD package; property scopes; Melrose/Rock concepts; preliminary specifications; phasing narrative; budget/scope response; Owner sign-off. **CWA NOTE: INCLUDES SD COST ESTIMATE**	**$ 46,502.50**
	4.5	**Design Development - 90%** Advance coordinated architecture, structural, MEP, fire-protection, civil/site, utility, grading/drainage and landscape documents; schedules/sequencing.	90% DD package; coordinated A/E drawings; product/finish/system/site schedules; demolition/utility/site requirements; comment response; Owner sign-off. **CWA NOTE: INCLUDES DD COST ESTIMATE**	**$ 46,502.50**
APRIL, 13 2027	**4.6**	**Construction Documents & Specifications - 100%** Prepare signed/sealed permit and bid drawings/specifications with alternates, allowances, unit prices, demolition/protection, testing, closeout and warranty requirements.	100% signed/sealed CD/permit/bid set; specifications; final stamped drawings ~~CNA/scope reconciliation; final response to Owner comments/approved changes.~~ **CWA NOTE: INCLUDES 90% CD COST ESTIMATE**	**$ 70,837.50**

	4.7	**Cost & Value-Engineering Coordination** Coordinate/review estimates at 40%, 90% and pre-bid/100%; evaluate alternates/VE; revise for Owner-approved VE within Basic Services.	Estimate-review comments; VE/alternate log; budget-risk notices; approved VE revisions incorporated into documents.	$ 4,867.00	
	4.9	**Procurement & Contractor Selection** Prepare technical solicitation content; pre-bid walkthroughs; bidder Q&A/addenda; substitution review; bid leveling and award support	Technical bid package; pre-bid record; clarifications/addenda; substitution review; technical bid/scope review and award recommendation.	$ -	NO no
NOT AT THIS TIME.	~~4.10~~	~~**Construction Administration** Preconstruction/progress meetings; site visits at least twice monthly; submittal/RFI/testing review; pay applications; changes; completion inspections.~~	~~Meeting minutes/field reports; submittal/RFI logs; payment certifications; change reviews; substantial completion inspections and property punch verification.~~	$N/A -ECC may request CA services following 100%	
NOT AT THIS TIME.	~~4.11~~	~~**Closeout, Turnover & Warranty** Review closeout records/certificates; property completion certifications; purchaser walkthroughs; 11-month warranty review.~~	~~Property closeout records; completion certifications; purchaser walkthrough records; final punch verification; 11-month warranty deficiency report.~~	$N/A -ECC may request CA services following 100%	
	6	**Meetings & Project Controls** Coordinate required design/review/pre-bid/project-control meetings; maintain comment/decision	Meeting minutes; 40%/90%/100% comment logs; monthly schedule/status/risk report; decision/action log.	$ 4,867.00	
			TOTAL BASIC SERVICES PROPOSAL	$ 205,212.00	
			REIMBURSABLE EXPENSES / EXCLUSIONS		
		Environmental testing / material testing	Covered under Environmental IQC Unit Pricing and shall not be included in this	**EXCLUDED**	
		Permit, filing, utility and agency fees	ECC responsibility unless expressly included in IQC's written proposal, consistent with	**OWNER / N/A Contractor**	
		Other reimbursable expenses	Identify each proposed reimbursable expense and basis. No reimbursable shall be incurred without ECC's prior written	$ 5,000.00	
		Additional Services	Not part of Basic Services unless authorized by ECC in writing. Bill only under the attached A/E IQC Billable Rates	**PER RATES**	
			TOTAL APPROVED REIMBURSABLE ALLOWANCE (IF	$ 5,000.00	
			TOTAL TASK ORDER NOT-TO-EXCEED	$ 210,212.00	215079
	Attach: A/E Billable Rates under the IQC. Any proposed exception, exclusion, allowance, or assumption affecting the required scope shall be stated in the task-order response. The successful consultant may be requested to provide Bidding and Award Services, Construction Administration, retesting after construction, and Closeout services; etc. That pricing is T.B.D upon request by owner. Thank you for your interest. SEND PROPOSAL AND A STATEMENT OF CONFORMANCE TO THE PROPOSED TIMELINES, ABOVE, TO: rgilroy@elmcitycommunities.org and chawthorne@elmcitycommunities.org				

MEMORANDUM

TO:	**Board of Commissioners**
DATE:	**November 17, 2026**
FROM:	**Shenae Draughn, President**
RE:	**RESOLUTION AUTHORIZING AN ALLOCATION OF MOVING TO WORK FUNDS IN AN AMOUNT NOT TO EXCEED $5,000,000 FOR UNION SQUARE BUILDINGS 1A AND 1B IN CONNECTION WITH COMMUNITY INVESTMENT FUND ROUND 10 AND CHFA APPLICATIONS**
ACTION:	Recommend that the Board of Commissioners adopt Resolution # **11-90/26-R**
TIMING:	Immediately
DISCUSSION:	The Housing Authority of the City of New Haven, doing business as Elm City Communities ("ECC"), together with its development instrumentality, The Glendower Group, Inc. ("Glendower"), is advancing the Union Square redevelopment in New Haven, Connecticut. Buildings 1A and 1B are currently planned to include approximately 345 residential units, together with commercial space, public infrastructure, utilities, thermal energy and streetscape improvements. Glendower intends to submit an application for Round 10 of the State of Connecticut Community Investment Fund ("CIF") and financing applications to the Connecticut Housing Finance Authority ("CHFA"), including a proposed hybrid 9% and 4% Low-Income Housing Tax Credit structure. To support the applications and evidence a local commitment, staff recommends allocation of Moving to Work ("MTW") funds in an amount not to exceed $5,000,000 for eligible project costs, subject to availability of funds, the approved MTW Plan, applicable HUD requirements and all required approvals. The allocation is proposed in support of the applications and does not itself authorize final borrowing, bond issuance, guarantees, or other financing transactions requiring separate approval.
FISCAL IMPACT:	Allocation of MTW funds in an amount not to exceed $5,000,000, subject to eligibility, availability and required approvals.
SOURCE OF FUNDS:	Moving to Work (MTW) funds.
STAFF:	Edward LaChance, Vice President of Development

ELM CITY COMMUNITIES

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

Resolution # 11-90/26-R

RESOLUTION AUTHORIZING AN ALLOCATION OF MOVING TO WORK FUNDS IN AN AMOUNT NOT TO EXCEED $5,000,000 FOR UNION SQUARE BUILDINGS 1A AND 1B IN CONNECTION WITH COMMUNITY INVESTMENT FUND ROUND 10 AND CONNECTICUT HOUSING FINANCE AUTHORITY APPLICATIONS

WHEREAS, the Housing Authority of the City of New Haven, doing business as Elm City Communities ("ECC"), together with its development instrumentality, The Glendower Group, Inc. ("Glendower"), is advancing the Union Square redevelopment in New Haven, Connecticut (the "Project"); and

WHEREAS, Buildings 1A and 1B are presently planned to include approximately 345 residential units, together with commercial space and related public infrastructure, utilities, streetscape and thermal-energy improvements; and

WHEREAS, Glendower intends to submit an application for Community Investment Fund ("CIF") Round 10 and applications and supporting materials to the Connecticut Housing Finance Authority ("CHFA") for a proposed financing structure involving nine percent (9%) and four percent (4%) Low-Income Housing Tax Credits and the Connecticut Department of Housing for state housing funding; and

WHEREAS, ECC desires to support such applications by identifying a commitment of Moving to Work ("MTW") funds in an aggregate amount not to exceed Five Million Dollars ($5,000,000) for eligible costs of Buildings 1A and 1B, subject to the availability of funds, applicable HUD and MTW requirements, environmental review and all required approvals; and

WHEREAS, the proposed allocation will support the financing applications and is not intended, by itself, to authorize the issuance of bonds, borrowing, guarantees or final project financing transactions.

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

1. The allocation of Moving to Work funds in an aggregate amount not to exceed Five Million Dollars ($5,000,000) for eligible costs associated with Union Square Buildings 1A and 1B, and the identification of such allocation in the CIF Round 10 and CHFA and DOH applications and related submissions, subject to availability of funds, applicable HUD and MTW requirements, environmental review and all required approvals, be and hereby is authorized and approved; and

2. The President be and hereby is authorized, empowered and directed to take any and all action necessary and appropriate to fulfill the foregoing purposes, including the preparation, execution and delivery of funding commitment letters, certifications,

applications, agreements, documents and instruments necessary to evidence the foregoing allocation and support the CIF Round 10 and CHFA applications, and to take any and all such action ancillary, related and/or necessary to fulfill the purposes of this Resolution; provided, however, that no expenditure shall be made except in accordance with applicable eligibility, budgetary and approval requirements, and any final financing transaction requiring separate Board authorization shall be returned to the Board; and

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 November 17, 2026.

_____
Shenae Draughn
Secretary/President

_____
Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

ELM CITY communities
Housing Authority of New Haven

MEMORANDUM

TO: **Board of Commissioners**

DATE: **November 17, 2026**

FROM: **Shenae Draughn, President**

RE: **RESOLUTION AUTHORIZING THE COMMITMENT OF MTW BLOCK GRANT FUNDS IN AN AMOUNT NOT TO EXCEED $1,300,000 FOR THE SUBMISSION OF AN APPLICATION TO THE STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT, STATE OF CONNECTICUT DEPARTMENT OF HOUSING, AND THE CONNECTICUT HOUSING FINANCE AUTHORITY FOR A FOUR PERCENT LOW INCOME HOUSING TAX CREDIT (LIHTC) APPLICATION FOR THE NEWHALLVILLE DEVELOPMENT PROJECT**

ACTION: Recommend that the Board of Commissioners adopt Resolution Number # **11-91/26-R**

TIMING: Immediately

DISCUSSION: The Authority executed a Memorandum of Agreement with its instrumentality, The Glendower Group, Inc. ("Glendower"), to, *inter alia*, carry out the development of 201 Hazel Street Newhallville Development ("Newhallville Development"). To maximize the availability of non-MTW funding, the redevelopment of Newhallville Development will be completed in one phase.

Additionally, the Authority has authorized or will authorize Glendower to assign its developer rights to a Glendower or Authority affiliated entity. As developer, Glendower is responsible for obtaining all the funding required to bring the project to fruition.

As part of the financing plan submitted under the Connecticut Community Investment Fund and CHFA's 4% Tax Credit application, the Authority's contribution is for an amount currently estimated at $1,300,000. This resolution is seeking authorization for the commitment in an amount not to exceed $1,300,000 for the purpose of the submission of the 4% Tax Credit application, that is due December 4, 2026. The Glendower Group continues to make efforts to leverage funds to reduce the request of MTW funds represented in this resolution. The draft budget is attached hereto as **Exhibit A**. If awarded this application will leverage $14,138,739 in LIHTC equity and $19,500,000 in other funding.

ECC/ HANH staff is recommending that the Board of Commissioners authorize a commitment of MTW Funds commitment in an amount not to exceed **$1,300,000** or the purpose of the submission of the Community Investment Fund and 4% Tax Credit application, that is due December 4, 2026. These funds will be provided in the form of a permanent loan and will be repaid from available project operating cash flow.

FISCAL IMPACT: $1,300,000 from **MTW Block Grant** funds available

STAFF: Edward LaChance, Vice President

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ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

RESOLUTION # 11-91/26-R

RESOLUTION AUTHORIZING THE COMMITMENT OF MTW BLOCK GRANT FUNDS IN AN AMOUNT NOT TO EXCEED $1,300,000 FOR THE SUBMISSION OF AN APPLICATION TO THE STATE OF CONNECTICUT DEPARTMENT OF HOUSING, STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT, AND THE CONNECTICUT HOUSING FINANCE AUTHORITY FOR A FOUR PERCENT LOW INCOME HOUSING TAX CREDIT (LIHTC) APPLICATION FOR THE NEWHALLVILLE DEVELOPMENT PROJECT

WHEREAS, the Authority executed a Memorandum of Agreement with its instrumentality, The Glendower Group, Inc. ("Glendower"), to carry out the development of 201 Hazel Street Newhallville Development ("Newhallville Development"); and

WHEREAS, to maximize the availability of non-MTW funding, the redevelopment of Newhallville Development will be completed in one phase; and

WHEREAS, in addition, the Authority has authorized or will authorize Glendower to assign its developer rights to an affiliated entity of Glendower or the Authority; and

WHEREAS, as developer, Glendower is responsible for obtaining all the funding required to bring the project to fruition; and

WHEREAS, as part of the financing plan submitted under the CHFA's 4% Tax Credit application, the Authority's contribution is for an amount not to exceed $1,300,000; and

WHEREAS, this resolution is seeking authorization for the commitment in an amount not to exceed $1,300,000 for the purpose of the submission of the 4% Tax Credit application, that is due December 4, 2026; and

WHEREAS, the draft budget is attached hereto as **Exhibit A**; and

WHEREAS, if awarded this application will leverage $14,138,7396 in LIHTC equity and $19,500,000 in other funding; and

WHEREAS, ECC/ HANH staff is recommending that the Board of Commissioners authorize the commitment of MTW Funds in an amount not to exceed **$1,300,000** or the purpose of the submission of the 4% Tax Credit application, that is due December 4, 2026: and

WHEREAS, These funds will be provided in the form of a permanent loan and will be repaid from available project operating cash flow.

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

1. The commitment of MTW Funds in an amount not to exceed **$1,300,000** for the purpose of the submission of the 4% Tax Credit application that is due December 4, 2026, for the Newhallville project, including the expenditure of such amounts consistent with the purpose and intent of this Resolution, and upon such terms and conditions as the President determines to be in the best interest of ECC/HANH be and hereby is authorized and directed; and

2. The President be and hereby is 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, including the execution and delivery of such documents and agreements necessary to fulfill the intent of this Resolution; and

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 November 17, 2026.

_____
Shenae Draughn
President/Secretary

_____
Date

REVIEWED AS TO FORM ONLY:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By:_____
Rolan Joni Young, Esq.
A Partner

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Exhibit A

BUDGET

MEMORANDUM

TO: **Board of Commissioners**

DATE: **November 17th, 2026**

FROM: **Shenae Draughn, President**

RE: **Resolution Authorizing a Memorandum of Agreement for Space Utilization and Provision of Services by and between Elm City Communities/Housing Authority of the City of New Haven (ECC/HANH) and Youth Without Limits (YWL) commencing December 1, 2026 through November 30, 2027.**

ACTION: Recommend that the Board of Commissioners adopt Resolution Number #**11-92/26-R**

TIMING: Immediately

DISCUSSION: Youth Without Limits (YWL) and ECC/HANH desire to enter into an agreement for use of space for programming to benefit youth living at Eastview Terrace.

This request is to allow ECC/HANH to permit YWL to utilize the Community Room located at 185 Eastern Street, New Haven, Connecticut, to conduct youth enrichment programming one weekday evening per week from 5pm-7pm. The program will include up to 30 youth ages 5-18 within the Eastview Community. Services will include academic tutoring, homework help, mentorship, and youth activities, including field trips, arts and crafts, physical activity, and social-emotional learning.

YWL will offer a safe and supportive environment where youth can receive tutoring, homework help, and mentorship and participate in youth activities that support academic progress, personal development, and positive peer relationships. By keeping youth engaged during critical afterschool hours, these programs help reduce the risks associated with out-of-school hours.

Youth Without Limits has been serving residents of ECC/HANH since 2009. The organization began serving youth in Farnam Courts, and since 2017 continues to serve youth residing at Eastview Terrace.

In FY25, YWL has served 30 youth who have received mentoring, academic tutoring on site. Additionally, youth have attended off site trips and outings with YWL, including roller skating, ice skating, bowling, Eli Whitney Museum, hikes, and beach trips.

HANH seeks authorization of a Memorandum of Agreement for space utilization and provision of services by and between Elm City Communities/Housing Authority of the City of New Haven and Youth Without Limits commencing December 1, 2026 through November 30, 2027.

FISCAL IMPACT: $0

SOURCE OF FUNDS: n/a

STAFF: LaToya Mills
Director of Community, Economic & Development

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

RESOLUTION #11-92/26-R

Resolution Authorizing a Memorandum of Agreement for Space Utilization and Provision of Services by and between Elm City Communities/Housing Authority of the City of New Haven (ECC/HANH) and Youth Without Limits (YWL) commencing December 1, 2026 through November 30, 2027.

WHEREAS, Youth Without Limits (YWL) and ECC/HANH desire to enter into an agreement for use of space for programming to benefit youth living at Eastview Terrace; and

WHEREAS, this request is to allow ECC/HANH to permit YWL to utilize the Community Room located at 185 Eastern Street, New Haven, Connecticut, to conduct out-of-school programming once per week from 5pm-7pm; and

WHEREAS, YWL will include up to 30 youth ages 5-18 within the Eastview Terrace Community; and

WHEREAS, YWL will offer a safe and supportive environment where youth can receive academic tutoring, homework help, and mentorship and participate in youth activities, including arts and crafts, physical activity, field trips, and social-emotional learning, to support academic progress and personal development during out-of-school hours; and

WHEREAS, HANH seeks authorization of a Memorandum of Agreement for space utilization and provision of services by and between Elm City Communities/Housing Authority of the City of New Haven and Youth Without Limits commencing December 1, 2026 through November 30, 2027; and

WHEREAS, in accordance with resolution 10-129/18-R for the Revised Procurement Policy adopted 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 (whichever is higher) and which results in a total contract greater than $150,000 must be authorized by the Board of Commissioners.

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

1. A Memorandum of Agreement Youth Without Limits and Elm City Communities/Housing Authority of the City of New Haven for Provision of Services and Use of Community Room Space as set forth in the recitals hereinabove be and hereby is authorized and directed; and

2. The President be and hereby is authorized, empowered and directed to execute and deliver such agreements, documents and instruments as necessary to fulfill the foregoing purposes, and 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 November 17th, 2026.

_____
Shenae Draughn
Secretary/President

_____
Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

Youth Without Limits Services and Space Use Agreement

Housing Authority of the City of New Haven d/b/a Elm City Communities and Youth Without Limits

Program term: December 1, 2026 through November 30, 2027

THIS MEMORANDUM OF AGREEMENT FOR PROVISION OF SERVICES AND USE OF COMMUNITY ROOM SPACE AT EASTVIEW TERRACE (the "Agreement") is made and entered into as of the date of the last signature below, by and between YOUTH WITHOUT LIMITS, a non-profit committed to breaking the cycle of poverty, unemployment and incarceration of young people with an office located at 144 Chatham Street, New Haven, CT ("Youth Without Limits" or "YWL"), and the HOUSING AUTHORITY OF CITY OF NEW HAVEN, d/b/a ELM CITY COMMUNITIES, a public body corporate and politic, organized and existing pursuant to Chapter 128 of the laws of the State of Connecticut with a chief administrative office located at 360 Orange Street, New Haven, Connecticut 06511 ("ECC").

ARTICLE 1. Purpose

Youth Without Limits has agreed to provide, at no cost to ECC, the services set forth in Schedule A attached hereto and incorporated herein by this reference (the "Services"), for the residents and during the period specified in this Agreement. Schedules A, B and C and Exhibits A and B are incorporated into this Agreement.

ECC is the owner of the community room at Eastview Terrace, located at 185 Eastern Street, New Haven, Connecticut (the "Premises"). Youth Without Limits desires to use and occupy the community room to provide the Services for residents of ECC developments. The purpose of this Agreement is to establish the terms and conditions pursuant to which Youth Without Limits may use and occupy the Premises and shall provide the Services.

In connection with the provision of the Services, ECC has agreed to permit Youth Without Limits to use certain of ECC's community room space upon the terms and conditions set forth hereinbelow, and to perform the tasks more specifically set forth in Schedule B attached hereto and incorporated herein by this reference.

ARTICLE 2. Agreement to Provide the Services and Perform the Tasks; Grant of Right to Use and Occupy

Youth Without Limits hereby agrees to provide the Services, at no cost to ECC, and as set forth herein. ECC agrees to perform the tasks set forth in Schedule B and as set forth herein.

Youth Without Limits shall maintain participant, attendance, service and outcome records and submit reports to ECC’s Director of Community & Economic Development (CED), or designee, as specified in Schedule C. These reporting obligations are part of the Services. ECC will determine the applicable HUD reporting categories and submit agency reports. Schedule C establishes contractual reporting expectations and does not represent that every field is required by HUD.

ECC hereby grants Youth Without Limits the right to use and occupy the Premises for the purpose of providing the Services for ECC residents. The right to use and occupy the Premises is granted to Youth Without Limits "as is", and "with all defects" and ECC makes no representations or warranties as to the condition or habitability of the Premises or the suitability of the Premises for Youth Without Limits 's intended purposes or for any other purposes. Youth Without Limits may use and occupy the Premises solely for providing the services during the agreed upon operating hours of operation (“Operating Hours”) as set forth in Exhibit A attached hereto. Youth Without Limits shall not use the Premises for any other purpose(s) without the prior written consent of ECC, in ECC's sole and absolute discretion.

ARTICLE 3. Agreement Term

The term of this Agreement shall commence on December 1, 2026 and terminate on November 30, 2027, unless sooner terminated in accordance with the provisions contained herein (the "Term").

ARTICLE 4. Costs

Youth Without Limits shall be responsible for any and all costs incurred in the provision of the Service in the community room, including costs incurred to comply with all applicable local, state and federal laws, rules and regulation.

ARTICLE 5. Subordination, Non-Disturbance and Attornment

This Agreement shall be subject and subordinate to any and all mortgages which may now or after be placed on the Premises. Youth Without Limits shall promptly execute such documents as may reasonably be requested by ECC or ECC 's mortgagee in confirmation of such subordination,

ARTICLE 6. Assignment and Subletting

Youth Without Limits shall have no right to assign this Agreement or sublet the Premises without ECC's prior written consent, which approval shall be in ECC's sole and absolute discretion. Any request for ECC 's approval shall be in writing, mailed to ECC at its address and in the same manner specified for notices to ECC, and shall state the name and address of the proposed assignee or subtenant, its proposed use of the Premises, and evidence of its financial responsibility of the proposed assignee, and shall contain a copy of the proposed agreement of assignment.

ARTICLE 7. Liens

Youth Without Limits shall pay for all labor and materials ordered by Youth Without Limits in connection with the Premises, and shall keep the Premises at all times free and clear of all mechanic's liens for labor or materials furnished. Any mechanic's lien filed shall be released by bond or otherwise within forty-five (45) days of filing.

ARTICLE 8. Compliance with Laws

During the Term of this Agreement, Youth Without Limits shall at its sole cost and expense, comply with all applicable local, state, and federal governmental laws, ordinances, by-laws, rules, regulations, orders, executive orders, guidelines and decrees, including, but not limited to those issued with respect to covid-19 and any other public health threat (collectively, "Laws") affecting its use and/or occupancy of the Premises, and procure all licenses, permits and approvals and take all such other actions as are necessary in order to comply with all such Laws. Youth Without Limits shall provide ECC with copies of (i) all licenses, permits, approvals or other evidence of Youth Without Limits 's compliance with Laws relating to Youth Without Limits 's use and occupancy of the Premises.

ARTICLE 9. Compliance with Rules and Regulations

During the Term of this Agreement, Youth Without Limits shall comply with all rules and regulations relating to the use of the Premises as set forth in Exhibit B attached hereto, which may be amended from time to time by ECC and provided to Youth Without Limits - in writing.

ARTICLE 10. Insurance

During the Term of this Agreement, Youth Without Limits shall, at its sole cost and expense, obtain and maintain: (a) commercial general liability insurance with a limit of not less than Three Million Dollars ($3,000,000.00) for injury to or death of any one person, for injury to or death of any number of persons in one occurrence, and for damage to property, (b) worker's compensation insurance covering its employees as required by law, and (c) motor vehicle insurance covering owned, non-owned and hired vehicles with a combined single limit of not less than One Million Dollars ($1,000,000.00). All insurance required in the Agreement and all renewals of the same shall be issued by companies authorized to transact business in the State of Connecticut and (i) shall name ECC, as additional named insured, (ii) shall expressly provide that the insurance policy(ies)y may not be canceled or altered without thirty (30) days prior written notice to ECC, and (iii) shall contain a waiver by the insurer of its rights of subrogation against ECC. All policies shall be written as primary policies, not contributing with and not in excess of any coverage that ECC may carry. Upon issuance, a certificate of all policies shall be delivered to ECC.

ARTICLE 11. Utilities

All costs of utilities for the Premises, except for telephone, cable and internet, shall be paid by ECC.

ARTICLE 12. Alterations

Youth Without Limits shall not make any alterations, additions, improvements or modifications to the Premises or erect any sign or marking on the exterior of the Premises, (other than interior decorations) without the prior written consent of ECC, which consent may be withheld in ECC's sole and absolute discretion.

ARTICLE 13. Prohibited Activities

During the Term, Youth Without Limits shall use reasonable efforts not to knowingly (a) commit or permit any waste, overloading, damage, private or public nuisance or unlawful or noxious activity to be conducted upon the Premises (b) permit the attachment of any lien on the Premises, (c) engage in or permit any illegal activities at the Premises, (d) store, use, handle, or dispose of hazardous materials (as such materials may be defined from time to time under Connecticut and/or federal law), (e) use or allow the use or presence of alcohol or any controlled substance at the Premises, or (f) use the Premises in a manner which violates any of the provisions of this Agreement.

ARTICLE 14. Entry and Inspection

ECC and its representatives and agents shall be permitted to enter the Premises (i) in the event of an emergency and (ii) for the purposes of maintaining, repairing, improving, or inspecting the Premises and ascertaining Youth Without Limits 's compliance with the provisions of this Agreement. Except in the event of an emergency, ECC agrees that it will use reasonable efforts to provide Youth Without Limits with at least forty-eight (48) hours' notice prior to entering the Premises.

ARTICLE 15. Personal Property

Youth Without Limits acknowledges and agrees that its use of the Premises and its placement or use of its personal property on the Premises shall be at Youth Without Limits 's sole risk and expense. Youth Without Limits shall be permitted to secure the Premises by means of locks or other security devices provided by ECC. Youth Without Limits shall not be permitted either to (i) install any other locks or other security devices not provided by ECC or (ii) change the locks or other security devices on its Premises without the prior written consent of ECC. ECC shall provide Youth Without Limits with (i) keys to office space (the "Keys") and/or (ii) means of access ("Access Devices") to any other security devices securing the Premises. Youth Without Limits shall not be permitted to make copies of the Keys or Access Devices or to provide the Keys or Access Devices to any third parties without the prior written consent of ECC. Youth Without Limits acknowledges that ECC shall keep copies of the Keys and Access Devices, which may be used by ECC in the exercise of its rights hereunder.

Youth Without Limits shall, upon the expiration of this Agreement, remove its effects and peacefully yield up the Premises in the same condition as at commencement, reasonable wear and tear excepted. Prior to the expiration of this Agreement, Youth Without Limits may, and upon the direction of the ECC shall, remove any personal property, trade fixtures or appliances installed by Youth Without Limits; provided any damage to the Premises from such removal shall be repaired by Youth Without Limits at Youth Without Limits 's sole cost and expense. Any personal property, trade fixture or appliance not removed prior to the expiration of this Agreement shall be deemed abandoned and ECC may dispose of it as it deems fit.

ARTICLE 16. Indemnification

Youth Without Limits shall indemnify and hold (i) ECC and its officers, directors, employees, agents, contractors, attorneys and affiliates and (ii) any holders of mortgages on the Property harmless for, from and against any damage, claim, loss, liability, cost or expense (including reasonable attorney's fees and expenses) incurred on account of any breach by Youth Without Limits of any of its obligations hereunder, any negligence caused by any act or omission by Youth Without Limits or any of its officers, employees, agents, contractors or guests. The provisions of this Section 16 shall survive the termination of this Agreement. The indemnification provided hereunder shall terminate and expire on the date that the statue of limitations has expired on any claim that is brought, or may be brought, by a third party claimant against ECC for the claims defined hereinabove.

ARTICLE 17. Surrender of Premises

At the expiration of the Term, Youth Without Limits shall vacate the Premises, surrender all keys to the Premises, remove all of its goods and effects, and yield up the Premises in broom-clean condition, subject to ECC's obligations to maintain the Premises as described herein. In the event Youth Without Limits shall fail to so vacate the Premises or any portion thereof.

ARTICLE 18. Default

If either Youth Without Limits or ECC fails to observe or perform any of the covenants, conditions or provisions of this Agreement where such failure shall continue for a period of thirty (30) days after notice thereof, the same shall constitute an event of default ("Event of Default") hereunder.

ARTICLE 19. Remedies in Event of Default

In the Event of Default, then ECC or Youth Without Limits may, at any time thereafter, by giving 30-day written notice terminate this Agreement, which termination shall not release ECC or Youth Without Limits from liability for its failure to perform any of the duties or obligations set forth in this Agreement and which were required to be performed prior to termination. If Youth Without Limits defaults in the performance of its obligations her under, ECC shall have the right to pursue all legal remedies available, whether at law or in equity, including without limitation, the right to reenter and take possessions of the Premises. Upon such default by Youth Without Limits, upon notice from ECC, Youth Without Limits 's rights to use and occupy the Premises shall terminate and Youth Without Limits shall immediately quit and surrender the Premises as provided for in this Agreement.

ARTICLE 20. No Assignment or Other Transfer

Youth Without Limits shall not assign this Agreement, in whole or in part, without the prior written consent of ECC.

ARTICLE 21. No Personal Liability of ECC

Notwithstanding anything to the contrary contained herein, there shall be no personal liability on the part of the commissioners, officers, directors, partners, agents, employees or affiliates of ECC with respect to any of the terms, covenants, conditions and provisions of this Agreement, and Youth Without Limits shall look solely to the interest of ECC, and its successor and assigns, in the Property, for the satisfaction of each and every remedy of Youth Without Limits in the event of default by ECC hereunder; such exculpation of personal liability is absolute and without any exception whatsoever.

ARTICLE 22. General Provisions

A. Notices

All notices required or permitted hereunder shall be in writing and shall be deemed duly served if and when delivered in person or when received if delivered if mailed by registered or certified mail postage prepaid addressed or by recognized overnight courier service to the other parties at the addresses listed below, or such other addresses as may be designated by written notice delivered in accordance with this Section 22:

If YOUTH WITHOUT LIMITS:

144 Chatham Street

New Haven, CT

Attention: Erica Kyne, Executive Director

If to ECC:

Housing Authority of City of New Haven

360 Orange Street

New haven, Connecticut 06511

Attention: President

B. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one of the same instrument.

C. Modifications

This Agreement supersedes any prior oral or written agreement or understanding between the parties as to the matters set forth herein, and may not be amended except in writing executed by each of the parties hereto.

D. Successors and Assigns

This Agreement shall be binding upon, and shall inure to the benefit of, as the case may be, the parties hereto and their permitted successors and assigns.

E. Governing Law

This Agreement shall be governed by the laws of the State of Connecticut and the United States.

F. Severability

If any term or provision of this Agreement, or the application thereof to any person or circumstances, shall to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and shall be enforced to the extent permitted by law.

Signatures

IN WITNESS WHEREOF, the parties have caused this instrument to be executed as of the dates set forth below.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

By: _____

Shenae Draughn
President

Date: _____

YOUTH WITHOUT LIMITS

By: _____

Erica Kyne
Executive Director

Date: _____

Schedule A Services

Youth Without Limits shall provide the following services at no cost to ECC during December 1, 2026 through November 30, 2027:

Population and capacity. Serve up to 30 youth ages 5–18 residing at Eastview Terrace. Capacity is not a guaranteed enrollment or attendance target. ECC and YWL will coordinate outreach and maintain a waiting list if needed.

Location and schedule. Provide one weekday evening session per week, from 5:00 p.m. to 7:00 p.m., in the community room at 185 Eastern Street, New Haven, Connecticut, as specified in Exhibit A. Coordinate closures and schedule changes with CED in advance when practicable and report cancellations and reasons in the monthly report.

Academic support. Offer age-appropriate homework assistance and tutoring to support school engagement and progress toward individual academic goals. Record the support provided and available evidence of progress.

Mentorship. Provide supportive adult guidance and age-appropriate mentoring to promote confidence, positive choices and constructive peer relationships.

Enrichment and youth development. Offer arts and crafts, physical fitness, outdoor play where approved, and social-emotional learning to support cooperation, problem solving, emotional regulation and healthy activity. Field trips and outings may be offered when resources, permissions, transportation and supervision are available. Obtain ECC’s prior written approval for use of space outside the Premises or outside the approved schedule.

Safe and supportive environment. Keep youth engaged during critical out-of-school hours through structured activities and appropriate staff or volunteer supervision. Maintain parent or guardian permission, emergency contacts, and sign-in and release procedures. Obtain separate permission for off-site activities and photographs or publicity. Follow applicable law and ECC’s written youth safety and facility procedures.

Documentation and intended outcomes. The Services are intended to support academic engagement, positive relationships with mentors and peers, social-emotional development, participation in physical and enrichment activities, and a safe and supportive out-of-school experience. Complete intake and maintain attendance, service and outcome records in accordance with Schedule C. Report participation separately from documented changes; attendance alone is not evidence of improvement.

Schedule B ECC Tasks

Assist YWL with resident outreach, recruitment and enrollment coordination and support program retention.

Provide access to the approved community room during Operating Hours and coordinate building access and facility concerns.

Designate a CED contact to receive reports, confirm resident status against ECC records, assign or reconcile participant IDs, and resolve duplicate records.

Provide a simple reporting template, secure transmission method, outcome definitions and any applicable HUD reporting instructions before the first reporting deadline. Additional data requests must be necessary, proportionate and agreed in writing, including feasible deadlines.

Review submissions, provide feedback and coordinate quarterly program check-ins. ECC is responsible for its HUD submissions and for aggregating and interpreting vendor information.

Schedule C Resident Information and Outcome Reporting

1 Reporting schedule

Monthly report. Submit by the 10th calendar day after each month ends, beginning January 10, 2027 for December 2026. Include a current participant roster, session-level attendance and service log, and a brief summary of activities, cancellations, barriers and follow-up needs. Submit a zero-activity report when no services occur.

Quarterly progress update. Include with the monthly reports due March 10, June 10 and September 10, 2027, covering December–February, March–May and June–August, respectively. The final update covers September–November 2027 and is due December 10, 2027.

Final report. By December 10, 2027, submit cumulative unduplicated participation, attendance, services and available outcomes for the full term, a final roster and a short narrative of accomplishments, barriers and recommendations. Reconcile cumulative counts rather than adding monthly unique counts.

Review and corrections. CED and YWL will review progress at least quarterly. Correct identified omissions or discrepancies within 10 business days after CED's written request, or agree in writing to a reasonable extension. Missed reporting obligations are subject to Articles 18 and 19, including their notice and cure provisions.

2 Participant intake and resident verification

Maintain one record per youth. Within 10 business days of enrollment, securely provide ECC the youth's full name; date of birth; parent or guardian name and contact information; development name and home address including unit; school and grade, if provided; enrollment date; and consent status. ECC will confirm resident status and assign or reconcile a participant ID. Use the ID in routine attendance and progress files once matching is complete. Update changes, exit date and reason when known.

Obtain written parent or guardian consent for minors, or participant consent where applicable, before sharing identifiable information. Explain the information collected, the purpose of program evaluation and ECC/HUD reporting, and the authorized recipients. Use ECC-approved consent language. If consent or information is unavailable, notify CED and record "not provided" or "consent pending"; do not fabricate entries. ECC and YWL will resolve reporting arrangements and any participation implications consistent with applicable requirements. Do not collect Social Security numbers, immigration information, medical records or household income for this agreement unless separately justified and authorized in writing by ECC.

3 Attendance and service records

For each session, record date, scheduled and actual start/end times, whether held or canceled, cancellation reason, staff or volunteer coverage, activity categories, and each attending youth's participant ID, arrival/departure time and service categories received. Record minutes for tutoring, homework help, mentorship and youth activities when feasible. Avoid double-counting overlapping service time. A youth may receive several service types but counts once per session and once in each unduplicated reporting-period total.

4 Measures and reasonable outcome expectations

Within the first 30 days of each youth's participation, identify at least one age-appropriate academic or youth development goal with the youth and, where feasible, a parent or guardian. Goals may address homework completion, school engagement, confidence, positive peer relationships, cooperation, problem solving or emotional regulation. Record a simple starting assessment using a consistent brief rubric or checklist. Review progress quarterly for youth attending at least four sessions during that quarter; for other youth, report available observations and explain "insufficient attendance" or "not assessed." Do not require testing or school records as a condition of reporting.

Measure	What YWL will report
Participation and safe engagement	New and active youth; unduplicated youth and households served; sessions planned, held and canceled; total attendance visits; participant-hours; and counts receiving each service type. Report ECC-verified residents separately from unverified or other participants. Summarize supervision, safety concerns and corrective follow-up without disclosing unnecessary personal information.
Academic support	Number receiving homework assistance or tutoring; number assessed; and number with documented progress toward an academic goal, such as homework completion or school engagement. Use a consistent checklist, tutoring rubric, or voluntarily supplied youth, caregiver or teacher feedback.
Mentorship and positive relationships	Number receiving mentorship; number assessed; and number showing documented progress in confidence, positive choices or constructive relationships with adults and peers. Use the same brief rubric or checklist at baseline and follow-up.
Enrichment and physical activity	Number and types of arts and crafts, physical fitness, approved outdoor play, field trips and other enrichment activities delivered; unduplicated youth participating in each category; and available youth feedback on engagement and enjoyment. Report participation as a service measure, separately from changes in skills or well-being.
Social-emotional learning	Number participating in social-emotional learning; number assessed; and number with documented progress in cooperation, problem solving or emotional regulation. Identify the goal, measurement dates and evidence source using a consistent brief rubric or checklist.
Youth and caregiver feedback	Offer a brief voluntary youth or caregiver feedback check at least twice during the term, including whether youth feel safe, supported and connected during programming. Report response counts, results, barriers, referrals and follow-up. Obtain separate written consent for any identifiable success story.

For each outcome, report the number assessed, number showing progress, measurement dates and evidence source. Calculate percentages using assessed youth as the denominator and disclose missing data. Distinguish staff observation, youth or caregiver report, and independently supplied school information. Report no change or decline accurately. Academic gains, grades and other outcomes are not guaranteed, and YWL is not required to obtain records that families or schools do not authorize for release.