



REGULAR BOARD MEETING

December 8, 2021

6:00 p.m.

Zoom Conference

AGENDA

1. Approve Minutes of the COC Board Meeting of November 17, 2021
2. Public Comment
3. Election of Officers
4. Strategic Overview from Chief Executive Officer
5. Board Discussion – Internet Access for Residents
6. Resolutions:
 - 21-31 Approve Easement with City of Stamford at Stamford Manor Property
 - 21-32 Accept City of Stamford Year 47 Community Development Block Grant (CDBG) for Replacement of the Dining Room Air Conditioning units at Wormser Congregate
 - 21-33 Approve the Housing Choice Voucher (HCV) Program Administrative Plan
7. Executive Session
Legal Matters, Real Estate Items, Personnel Items

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
NOVEMBER 17, 2021

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held using a remote connection meeting platform Zoom and held in person at 22 Clinton Avenue, Stamford, Connecticut on Wednesday, November 17, 2021.

Commissioner Rutz called the meeting to order at 6:16 p.m.

A. Attendees

Present:	Susan Rutz	Absent:	Bianca Shinn-Desras
	Lester McKoy		Courtney Nelthropp
	Rich Ostuw		
	Sheila Williams-Brown		

Advisory Board Member: Ronice Latta

Present:

- Vin Tufo
- Natalie Coard
- Jon Gottlieb
- Sam Feda
- Jackie Figueroa
- Ken Montanez
- Darnel Paulemon
- Jamie Perna
- Jan Tantimonico
- Christine Young

B. Approval of Minutes

- Approval of minutes of the Regular Board Meeting of October 27, 2021

➤ Commissioner Ostuw moved, Commissioner Williams-Brown seconded

The minutes were approved.

Ayes:	Susan Rutz	Nays:	None
	Rich Ostuw		
	Lester McKoy		
	Sheila Williams-Brown		

C. Public Comment – Ms. Lane inquired about the Administrative Plan update for the Housing Choice Voucher (HCV) Program that Ms. Figueroa discussed in the Operations Committee meeting tonight. Ms. Figueroa stated that the public comment period for the Administrative Plan will be an informational session available to the public on a Zoom meeting 12/1/2021. Ms. Figueroa will provide the Zoom meeting details to Ms. Lane and the public prior to the meeting.

D. Board Committee Reports

Human Resources Committee – Commissioners Ostuw, Rutz, McKoy, Shinn-Desras and Williams-Brown, Advisory Board member Latta, Mr. Tufo, Mr. Montanez, Ms. Tantimonico, Ms. Coard, Ms. Figueroa, Ms. Perna and Ms. Young attended the HR Committee meeting on 11/16/2021. Ms. Tantimonico provided an update on recruitment and reviewed the Employee Communication and Engagement Activities Plan for 2021/2022. Ms. Tantimonico reviewed the status of the employee personnel online storage project.

Finance Committee – Commissioners Ostuw, Rutz, McKoy, Shinn-Desras and Williams-Brown, Advisory Board member Latta, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Mr. Feda, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti, Mr. Arturo, Ms. Young, Mr. Montanez, Ms. Tarulli, Ms. Shutes and Mr. Warren attended the Finance Committee meeting on 11/16/2021. Mr. Montanez provided an extensive overview of COC’s cyber security infrastructure and the importance of cyber safety. Mr. Montanez reviewed the results of the cyber assessment conducted by Whittlesey

& Hadley. The assessment provided COC with a risk rating and suggestions on how to mitigate risk and vulnerabilities. The IT Department is working on a Cyber-Security Assessment (CSA) Mitigation plan.

Mr. Paulemon and Mr. Fedra provided a budget overview of the Low-Income Housing Tax Credit (LIHTC) and Multi-Family properties for FYE 12/31/2022. Mr. Fedra discussed the impact of the 2022 HUD Section 8 Fair Market Rents (FMR) on the portfolio. The 2022 budgets have positive and stable results in comparison to 2021 budgets. The largest impact on the portfolio results from the FMR rent increases.

Operations Committee – Commissioners Ostuw, Rutz, McKoy and Williams-Brown, Advisory Board member Latta, Mr. Tufo, Ms. Coard, Ms. Figueroa, Ms. Perna, Mr. Fedra, Ms. Tantimonico, Mr. Montanez, Mr. Paulemon, Mr. Stothart and Ms. Young attended the Operations Committee meeting on 11/17/2021. Ms. Figueroa and Ms. Perna presented highlights from the Quarterly Operations Report of 9/30/2021 that included the Housing Choice Voucher (HCV) and Property Management dashboards as well as the Communication, Business Enterprise and Supportive Services sections. Mr. Stothart reviewed the Procurement and Capital Improvement sections. Ms. Perna presented an update on the UniteCT Rent Relief program noting that there are 143 residents in the combined COC/Stone Harbour portals, including approved and pending applications. Ms. Perna stated that COC has received approximately \$313,000 in UniteCT funding to date and that program activity had increased in the previous week. Ms. Perna discussed that residents who declined to participate in UniteCT would be referred for legal action and offered a repayment agreement. Ms. Perna reported that COC continues to work with Person to Person on rent relief with six residents having received rent relief in 11/2021 and with two applications pending. P2P will pay a maximum of \$1,000 per application.

Mr. Fedra reported on the 10/2021 accounts receivable (A/R) status for all properties noting an increase in total A/R over the previous month. Mr. Fedra discussed that pending UniteCT funds would eliminate current A/R balances at certain developments. Ms. Perna reported that COC has added a new learning module to the Charter Oak Learning Exchange (COLE) focusing on 2021 Fair Housing Training. Ms. Perna noted that COC participates in training through the Connecticut Fair Housing Center every two years. All client facing staff attended this training that included the following departments: Property Management, Maintenance, Housing Choice Voucher, Intake & Admissions and the Executive Office. Ms. Figueroa provided an overview of the Housing Choice Voucher (HCV) Program Administrative Plan and discussed the updates that are being proposed in this edition. The updates were presented publicly 11/8/2021 and are available for comment through 12/7/2021. A public hearing has been scheduled for program participants and stakeholders via Zoom on 12/1/2021.

Mr. Stothart reported on upcoming Capital Projects, which include the Office Renovations at Clinton Manor and the Site Improvements at Lawn Avenue Townhouses. He provided updates on the two RFPs that are currently being prepared: Financial Services for Rippowam Corporation and the Electrician Services for COC. Mr. Stothart noted that the Air Conditioning Installation project at Wormser Congregate is being funded under the City of Stamford's Community Development Block Grant (CDBG) program.

- E. **Report from Executive Director** - Ms. Coard stated that the Clinton Manor office renovations of the first-floor reception area and office spaces will begin 12/6/2021 with an anticipated completion date of 1/25/2022. This will affect working areas, and the plan is to disburse the team to temporary office spaces to ensure the continuity of work. The second-floor completion is slated for 3/2022. Ms. Coard discussed the impact on reopening our offices to the public due to the construction.

Ms. Coard stated that Ms. Leslie Sexer, Family Centers Chief Program Officer, will oversee the Resident Service Coordinators (RSCs) team since the passing of Ms. Carole Elias. Ms. Coard stated that bi-weekly meetings are being held to acquaint Ms. Sexer with the RSCs responsibilities.

- F. **Strategic Overview from Chief Executive Officer** - Mr. Tufo noted that Mayor-Elect Caroline Simmons has begun to develop a transition team consisting of an advisory group and cabinet members. Ms. Bridget Fox, President, Stamford Cradle to Career, United Way of Western Connecticut, has been appointed the Executive Director of the transition team and, in 12/2021, will be appointed the Mayor's Chief of Staff. COC has a good working relationship with Mayor-Elect Simmons and Ms. Fox that we'll develop once the administration takes office. Mr. Tufo stated that the transition team consists of nine policy advisory committees with approximately 100 individuals that will advise the administration on prospective initiatives and goals, which include: economic development, citizen services, infrastructure and resiliency, public health, public safety, education, affordability and housing, equity and inclusion and veteran's affairs. Mr. Tufo has been appointed to the committee focused on affordability and the housing sector; Ms. Figueroa and Commissioner Shinn-

Desras are seated on the education committee. Mr. Tufo stated the affordability and housing sector consists of ten members: COC, Inspirica, Housing Development Fund, New Neighborhoods, SilverSource, three Stamford residents and representatives of Fairfield County's Community Foundation. The group will meet over the next few weeks to recommend policy proposals and comment on which goals are achievable within the first 100 days of the administration. Mr. Tufo discussed the Stamford Housing Affordability Study that is nearing completion, which will be a valuable resource to support the goals outlined of the administration.

G. Board Discussion – Political Yard Signs on COC Properties & Recycling Frequency

Commissioner Williams-Brown raised concerns about political yard signs on COC properties. Ms. Coard stated that COC does not host or discriminate against any political parties or activities. Currently, COC allows all signs on properties, and there is no COC signage policy. The Commissioners agreed that a policy needs to be drafted and implemented for public use.

Ms. Williams-Brown discussed concerns on the Fairgate recycling bins that fill up within two days and are only picked up once a week. Ms. Coard stated that garbage and recycling services are provided for residents weekly due to budget constraints. Management will consider additional recycling bins for properties in need.

H. Executive Session

No Executive Session was held.

I. Adjournment

At 7:12 p.m., after a motion duly made by Commissioner Rutz and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard
Executive Director

**HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES**

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: December 8, 2021

Resolution Number: 21-31

RESOLUTION

Subject: Approve Easement with City of Stamford at Stamford Manor Property

Background: The City of Stamford, in cooperation with the Mill River Collaborative, is building an interpretive science center - The Whittingham Discovery Center - at the Mill River Park. In order for this new facility to be connected to public utilities and to provide a service vehicle access, the City has requested an easement across the easternmost border of the Stamford Manor property, at 26 Main Street. The easement and proposed permanent uses are considered to have a reasonable public purpose and deemed to have no substantive impact on Stamford Manor operations. The Housing Authority of the City of Stamford d/b/a Charter Oak Communities has reviewed the proposed easement with legal counsel and recommends that it receives approval by the Board of Commissioners. (Ref: Easement and Map, attached)

Resolution: Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford that the easement in favor of the City of Stamford for utility and service access across the Stamford Manor property be approved as submitted.

Vincent J. Tufo
Staff Member Submitting Report

ACCESS EASEMENT

TO ALL PEOPLE TO WHOM THESE PRESENTS SHALL COME: GREETING:

For valuable consideration, receipt of which is hereby acknowledged, the HOUSING AUTHORITY OF THE CITY OF STAMFORD, d/b/a Charter Oak Communities, with an office at 22 Clinton Avenue, Stamford, Connecticut, 06901 ("Grantor"), being the record owner of the property referred to herein, does hereby give, grant and convey to the CITY OF STAMFORD, a municipality organized and existing under the laws of the State of Connecticut, and its successors and assigns ("Grantee") the hereinafter described perpetual non-exclusive right of way and easement, in common and together with the Grantor or to whom may hereafter be conveyed by the Grantor, on, across and over the Grantor's land consisting of approximately 1,026 square feet hereinafter described ("Easement Land").

The Easement Land is shown and depicted as "Access Easement 1,026 S.F." on a map entitled "Easement Map Depicting Access Easement to be Granted to the City of Stamford located at 26 Main Street Stamford, Connecticut, prepared for the City of Stamford and the Housing Authority of the City of Stamford D.B.A. Charter Oak Communities, Robert L. Liddle Jr., CT LS No. 15775, Riverside, Connecticut, for D' Andrea Surveying & engineering, P.C. Inc., dated July 7, 2020" ("Map"), which Map is filed in the Stamford Town Clerk's Office as Map Number _____, and more particularly described in **Schedule A** attached hereto and made a part hereof. A reduced copy of such Map is attached hereto and made a part hereof as **Schedule B**. Grantor and Grantee hereby agree that the following terms and conditions shall govern and apply to the Easement Land:

1. The use of the Easement Land shall be limited to ingress and egress for the purpose of deliveries to, as a secondary emergency access to and from, and for access by staff members and agents of the entity that operates the Whittingham Discovery Center, located at 1040 Washington Boulevard, Stamford, Connecticut. Grantee shall not erect, or allow to be erected, on the Easement Land any immobile structures on or in said Easement Land and no action shall be taken by Grantee or its invitees, agents or guests that would obstruct any portion of the Easement Land.

2. Notwithstanding any provision to the contrary, the Grantor for itself, its heirs, successors and assigns, hereby reserves all other customary rights and privileges of ownership of the Easement Land not expressly relinquished, conveyed or prescribed by this instrument including, without limitation, the right to use the Easement Land for any and all lawful purposes not inconsistent with this instrument. Grantor herein reserves the right to itself, its successors and assigns to continue to use the Easement Land for any and all uses or purposes which shall not in any way interfere with the use hereof by the Grantee, its successors and assigns and for fulfilling the purposes for which this easement is granted.

3. With respect to the easement rights granted herein, Grantee shall (i) maintain at least the following insurance coverage and (ii) adhere to the following insurance-related requirements, as applicable:

- a. Maintain workers' compensation insurance in the amount required by applicable Connecticut law.
- b. Maintain comprehensive general liability insurance with no less than \$1,000,000 for each occurrence and \$1,000,000 in the aggregate, including bodily injury and property damage.
- c. Maintain motor vehicles liability insurance, which shall provide coverage for all owned and non-owned automobile liability occurring on or about the Easement Land or arising from the use of the Easement Land.
- d. All insurance policies required to be maintained by Grantee pursuant to Sections 3(b) and 3(c) of this Easement shall be endorsed to: (i) Grantor as additional insured with respect to any and all third party bodily injury and/or property damage; (ii) be primary to any similar insurance or self-insurance maintained by the additional insureds and (iii) require that thirty (30) days' written notice be given to Grantor prior to any cancellation or material change in any insurance policy.
- e. All certificates of insurance shall list the location of the Easement Area as "a 1,026 square Access Easement located on a portion of 26 Main Street, Stamford, Connecticut."
- f. Within 30 days' of the Grantor's written request, Grantee shall provide the Grantor with documentation that verifies Grantee's compliance with the insurance requirements set forth in this Section 3.

4. Any damage to the Easement Land, or improvements or property thereon caused by Grantee or its invitees, agents or guests in the exercise of the rights herein granted shall be the responsibility of Grantee, and Grantee shall, at Grantee's sole cost and expense, as soon as is reasonably practicable, restore such damage to substantially its condition prior to such damage, exclusive of such changes as are permitted by Grantor to be made by Grantee.

5. No additions, deletions, modifications, revisions or amendments shall be made to this instrument without the prior written approval of both the Grantor and the Grantee.

6. The easements granted herein shall run with the land in perpetuity so that the Grantee, its successors and assigns, shall forever benefit from the provisions hereof.

7. The Grantee, for itself, its successors and assigns, accepts these easements, herein granted, subject to the restrictions, agreements and limitations described herein.

TO HAVE AND TO HOLD, this said granted and bargained for rights and easements to the Grantee, its successors and assigns forever, to their own proper use and behoof.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed this _____ day of _____, 2021.

Signed, sealed and delivered in the presence of:

Grantor:
Housing Authority of the City of Stamford
d/b/a Charter Oak Communities

By: Vincent J. Tufo,
Chief Executive Officer
Duly authorized

Grantee:
City of Stamford


By: David R. Martin, Mayor
Duly authorized

Approved as to form



David Villalva
Risk Manager
Date: *AUGUST 10, 2021*

Approved as to form



Cynthia C. Anger
Assistant Corporation Counsel
Date: August 10, 2021

STATE OF CONNECTICUT)

) ss:

COUNTY OF FAIRFIELD)

Personally appeared David R. Martin, duly authorized Mayor of the City of Stamford, who signed the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of the City of Stamford, before me.

Notary Public/Commissioner of the Superior Court

STATE OF CONNECTICUT)

) ss:

COUNTY OF FAIRFIELD)

Personally appeared Vincent J. Tufo, duly authorized Chief Executive Officer of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities Charter Oaks who signed the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities Charter Oaks, before me.

Notary Public/Commissioner of the Superior Court

SCHEDULE A
Access Easement

All that certain tract, piece or parcel of land situate, lying and being in the City of Stamford, County of Fairfield and State of Connecticut, said parcel is depicted as "Access Easement 1,026 S.F" on a map entitled "Easement Map Depicting Access Easement to be Granted to The City of Stamford Located at 26 Main Street Stamford, Connecticut prepared for The City of Stamford and The Housing Authority of the City of Stamford D.B.A. Charter Oak Communities" prepared by D'Andrea Surveying & Engineering, P.C. and dated July 7, 2020, which map in on file or to be filed in the Stamford Town Clerk's Office, and being more particularly bounded and described as follows:

Commencing on the northerly street line of Main Street, at the intersection of the same with the division line between land of The Housing Authority of the City of Stamford D.B.A. Charter Oak Communities, now or formerly, and land of the City of Stamford, now or formerly, then running along said division line the following courses and distances;

North 7°53'00" West, a distance of 126.54 feet,
North 64°22'52" East, a distance of 49.26 feet,
North 77°51'06" East, a distance of 90.44 feet

to the true Point of Beginning, of the easement herein described, then turning and running through land of the Grantor, the following courses and distances;

North 25°12'00" East, a distance of 7.00 feet,
North 14°08'00" East, a distance of 65.62 feet

to the division line between the easement herein described and land of the City of Stamford "Mill River Park", now or formerly, then turning and running along said division line,

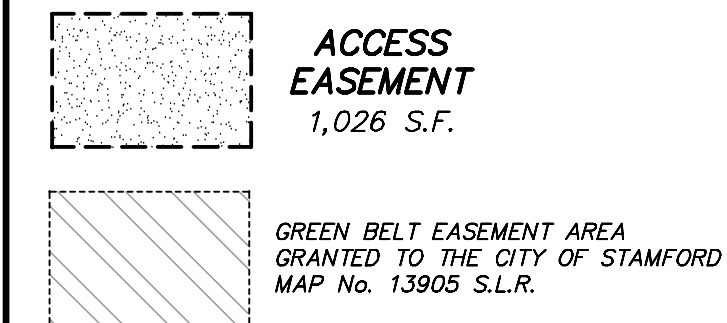
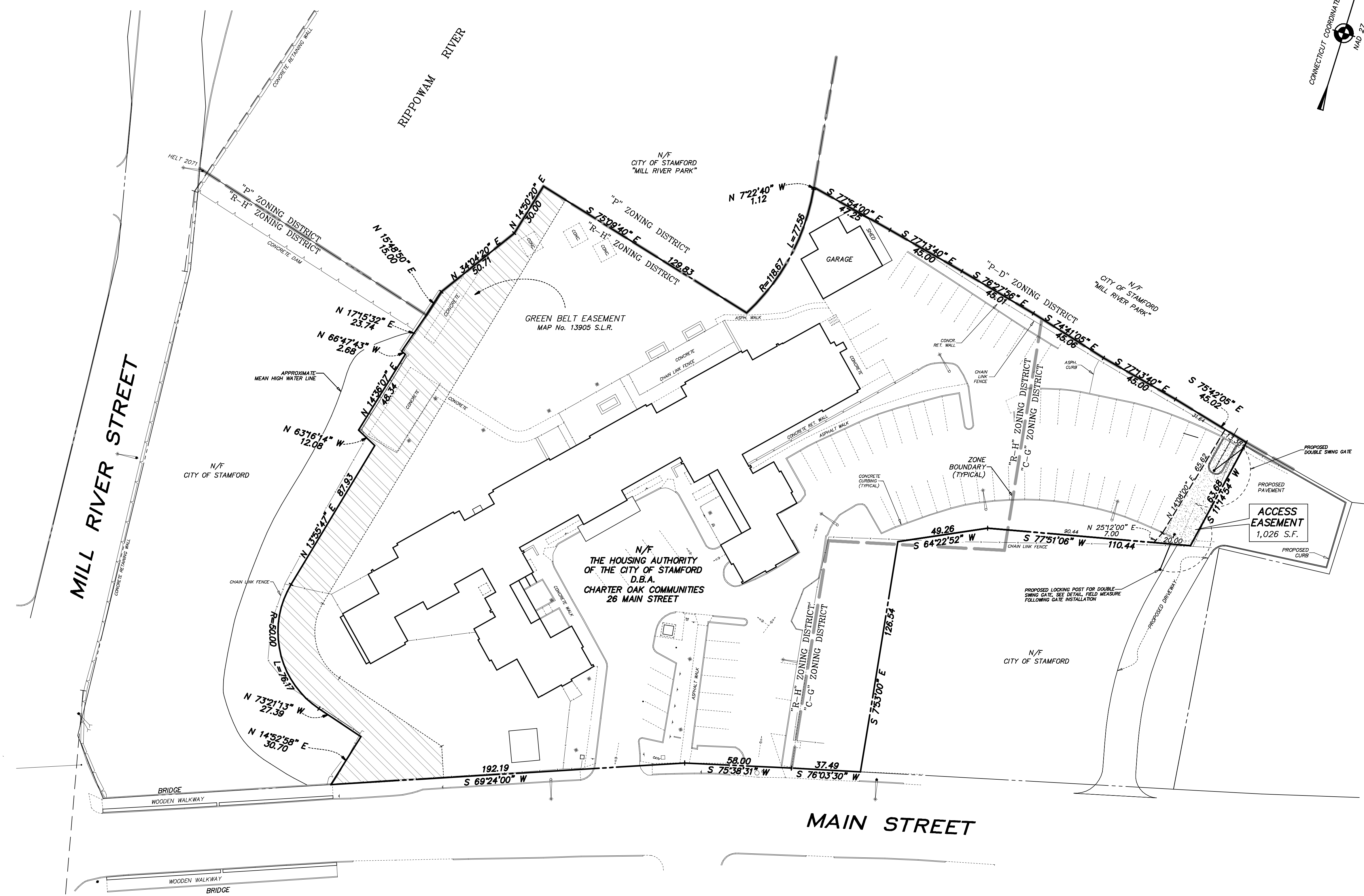
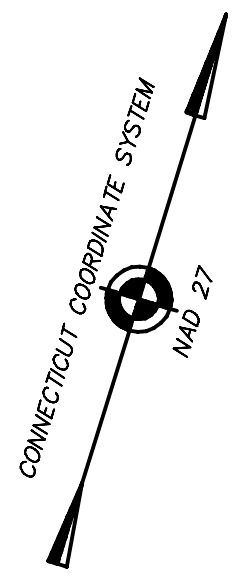
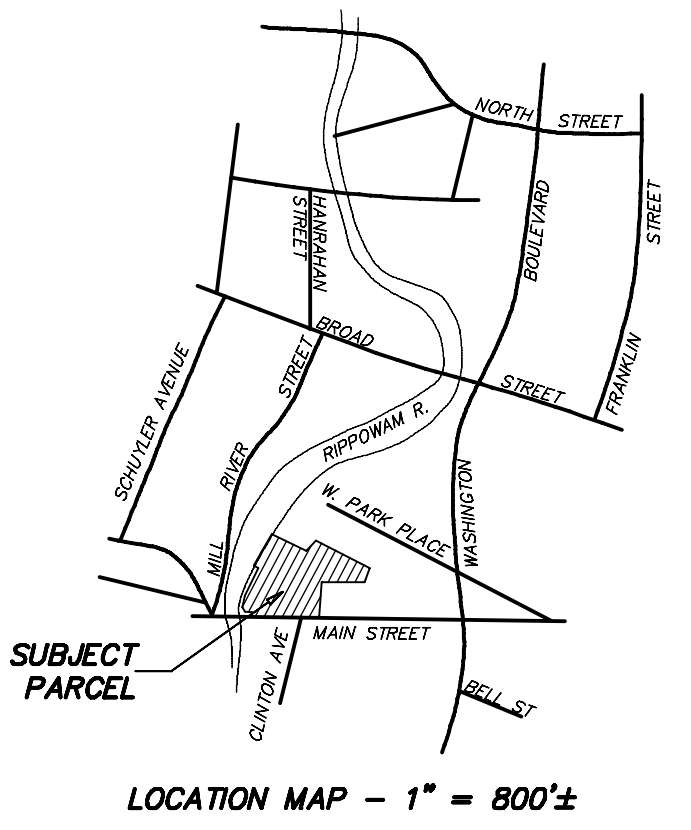
South 75°42'05" East, a distance of 13.38 feet

to the division line between the easement herein described and land of the City of Stamford, now or formerly, then turning and running along said division line the following courses and distances,

South 11°14'54" West, a distance of 63.68 feet,
South 77°51'06" West, a distance of 20.00 feet

to the point or place of beginning, containing 1,026 Square Feet, more or less.

SCHEDULE B
Easement Map



THIS MAP IS AN EASEMENT MAP INTENDED TO DESCRIBE THE ACCESS EASEMENT AS DEPICTED HEREON. BOUNDARY INFORMATION IS BASED ON A RESURVEY CONDUCTED IN ACCORDANCE WITH HORIZONTAL ACCURACY CLASS "A-2" AS DEFINED IN THE REGULATIONS OF CONNECTICUT STATE AGENCIES, SECTIONS 20-300b-1 THROUGH 20-300b-20.

NEW MONUMENTATION HAS NOT BEEN SET AS A RESULT OF THIS SURVEY.

ONLY COPIES OF THIS MAP, BEARING AN ORIGINAL IMPRINT OF THE SURVEYOR'S EMBOSSED SEAL SHALL BE CONSIDERED TO BE TRUE, VALID COPIES.

REFER TO MAP No. 13905 S.L.R.
LAND LIES IN "R-H" AND "C-G" ZONING DISTRICTS
TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

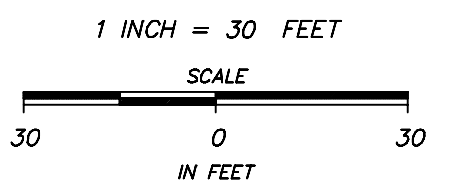
D'ANDREA SURVEYING & ENGINEERING, P.C.

ROBERT L. LIDDEL JR., CT LS No. 15775
RIVERSIDE, CONNECTICUT

APPROVED FOR SUBMISSION AND FILING.
ON _____ BY _____
VINCENT J. TUFO
CHIEF EXECUTIVE OFFICER
HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES
ON _____ BY _____
MAYOR DAVID R. MARTIN
CITY OF STAMFORD

APPROVED BY THE STAMFORD PLANNING BOARD
FOR FILING PURPOSES (NOT A SUBDIVISION
PURSUANT TO CGS 8-18)

ON _____ BY _____
CHAIR OR SECRETARY



EASEMENT MAP
DEPICTING
ACCESS EASEMENT TO BE
GRANTED TO THE CITY OF STAMFORD
LOCATED AT
26 MAIN STREET
STAMFORD, CONNECTICUT
PREPARED FOR
THE CITY OF STAMFORD
AND
THE HOUSING AUTHORITY OF
THE CITY OF STAMFORD
D.B.A.
CHARTER OAK COMMUNITIES

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**HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES**

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: December 8, 2021

Resolution Number: 21-32

RESOLUTION

Subject: Accept City of Stamford Year 47 Community Development Block Grant (CDBG) for Replacement of the Dining Room Air Conditioning units at Wormser Congregate

Background: The City of Stamford Community Development Program has awarded Charter Oak Communities \$33,600.00 for the Replacement of the Dining Room Air Conditioning Units at Wormser Congregate. (See attached Award Spread Sheet from the City of Stamford Community Development Director)

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Executive Director is authorized to accept \$33,600.00 YR 47 CDBG Grant from the City of Stamford for the Replacement of the Dining Room Air Conditioning Units at Wormser Congregate. The Executive Director is authorized to execute a contract and related documents, including requests for payment from this grant.

Peter Stothart
Staff Member Submitting Report

	Program	Summary	Budget	CD Objective
Public Services				
1	Kids In Crisis Inc.	Safe Haven for Kids	\$10,306	Low Income Benefit
2	Pacific House	Fairfield Commons Supportive Housing Initiative	\$10,306	Low Income Benefit
3	Pacific House	Day Drop In Program	\$11,892	Low Income Benefit
4	SilverSource Inc.	Elderly Prescription Drugs	\$20,000	Low Income Benefit
5	Food Bank of Fairfield County	Warehouse Store Manager	\$21,000	Low Income Benefit
6	Domus for Kids	Project New Hope	\$20,306	Low Income Benefit
7	Inspirica Inc.	Women's Life Coach	\$10,306	Low Income Benefit
8	New Covenant	Food Pantry	\$23,282	Low Income Benefit
9	Person to Person	Emergency Assistance Program	\$20,306	Low Income Benefit
	Public Services Sub-Total		147,707	
	Public Improvements			
10	Abilis, Inc.	Boiler & Hot Water System Replacement	\$15,969	Low Income Benefit
11	Abilis, Inc.	Bathroom Renovation	\$45,680	Low Income Benefit
12	Inspirica Inc.	Franklin Apartment Street Generator	\$75,000	Low Income Benefit
13	Boys & Girls Club	BGCS Clubhouse Air Handler System Upgrade	\$34,900	Low Income Benefit
14	Children's Learning Center	Replace Siding Phase 1	\$86,500	Low Income Benefit
15	ARI Inc.	Reparing of Driveway-1131 Newfield Avenue	\$44,660	Low Income Benefit
16	ARI Inc.	Roof Replacement-129 Fairfield Avenue	\$19,762	Low Income Benefit
17	ARI Inc.	Reparing of Driveway-26 First Street	\$25,135	Low Income Benefit
18	Domestic Violence	Waste Line & Water Pipe Replacement	\$80,000	Low Income Benefit
	Public Improvements Sub-Total		427,606	
	Economic Development			
19	Womens Mentoring Network	E to 4th Power Program	24,000	Low Income Benefit
		Providing job training services	24,000	
	Housing			
19	Housing Authority of Stamford	Dining Room Air Conditioning Replacement	33,600	Low Income Benefit
20	Stamford Community Development	Housing Development Program (50 units)	\$157,716	Low Income Benefit
	Housing Sub-Total		191,316	
	Administration & Planning			
21	Stamford Community Development	CDBG/HOME/NSP Prog. Administration	194,082	Low Income Benefit
	Administration & Planning Sub-Total		194,082	

20% Statutory Maximum						
	FY2021 CDBG Entitlement		\$	984,710		
	Year 47 CDBG Total		\$	984,710		
	FY2021 HOME Investment Partnerships Program Entitlement		\$	418,489		
	Year 47 - HUD Funding Total		\$	1,403,199		
	CDBG					
	Public Services		\$	147,707		
	Public Improvements		\$	427,606		
	Economic Development		\$	24,000		
	Housing		\$	191,316		
	Administration & Planning		\$	194,082		
	Contingency		\$	-		
	CDBG Year 47 Total		\$	984,710		
	HOME					
	HOME Projects & Downpayment Loans		\$	329,683		
	HOME CHDO Projects (15%)		\$	65,937		
	HOME Administration (10%)		\$	43,958		
	HOME Total		\$	439,578		
	HUD Funding Total		\$	1,424,288		
	GRAND TOTAL		\$	1,424,288		

**HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES**

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: December 8, 2021

Resolution Number: 21 - 33

Resolution

Subject: Approve the Housing Choice Voucher (HCV) Program
Administrative Plan

Background: The Administrative Plan is Charter Oak Communities' (COC) written statement of policies used to carry out the HCV Program in accordance with federal law and regulations, and HUD requirements. In addition, the Administrative Plan contains policies that support the objectives contained in COC's Agency Plan.

All issues related to the HCV Program not addressed in this plan are governed by federal regulations, HUD handbooks and guidebooks, notices and applicable state and local laws. The policies in the Administrative Plan have been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for program funding. COC is responsible for complying with all changes in HUD regulations pertaining to public housing. If such changes conflict with this plan, HUD regulations will take precedence.

This resolution is to approve the attached updates to the Administrative Plan ensuring HUD compliance.

Resolution: Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the updated Housing Choice Voucher Program Administrative Plan is hereby adopted effective December 31, 2021.

Jacqueline Figueroa
Staff Member

**Charter Oak Communities
Housing Choice Voucher Administrative Plan
Amendments/Significant Changes 12/2021**

Chapter/Section	Section/Revised language/Policy
Chapter 3 – Eligibility 3-I. L – Absent Family Members	COC Policy – Added language and updates regarding family permanently confined for medical reasons.
Chapter 3 – Eligibility 3-II. D through 3-11. F – Family Consent to Release Information and EIV System Searches	Updated HUD regulations and COC Policy – Updated HUD requirements regarding family consent to release information and EIV system searches, specifically Existing Tenant, Debts Owed and Termination, and Income and IVT Reports.
Chapter 4 – Applications, Waiting List, and Tenant Selection 4-III.C. – Selection Method	Local Preference/COC Policy – Updated policy language to include 25% AMI preference language for implementation of new construction or rehabilitation.
Chapter 5 – Briefings and Voucher Issuance 5.I.B. – Briefing	Added new Notification of Briefing and In-Person Briefing language. Added subsection regarding notification of attendance, remote briefings, and accessibility requirements for persons with disabilities and LEP individuals.
Chapter 7 – Verifications 7-II.H. Verification of Preference Status	COC Policy – Added language regarding verification requirements for new preference.
Chapter 8 – Housing Quality Standards (HQS) and Rent Reasonableness Determinations 8-II.A. Overview/Types of Inspections, 8-II.C. Annual/Biennial Inspections and 8-II.E. Quality Control Inspections	HUD regulations and COC Policy – Updated HUD guidance on Remote Video Inspections and inserted COC policy. COC Policy – Updated COC policy regarding right to require annual inspections of any unit or owner at any time. HUD regulations – Updated HUD regulations on HQS quality control sample.
Chapter 16 – Program Administration 16-III.B. Informal Reviews, 16-III.C. Informal Hearings for Participants	COC Policy – Inserted language regarding scheduling and conducting remote options for informal reviews and hearings. Update the Informal Hearing Procedures and added new subsection on ensuring accessibility for persons with disabilities and LEP individuals.
Chapter 17 – Project Based Vouchers 17-I.A. Overview, 17-II. A Overview PBV Owner Proposals, 17-V.C. Amendments to HAP Contract	COC Policy – Updated COC policy so include language stating COC may exceed 20% PBV cap and may project-base units not subject to cap. COC Policy – Updated COC policy regarding advertisements requirements and RFP Proposals. COC Policy – Updated policy regarding unit amendments on a case-by-case basis.
Chapter 18 – RAD Project Based Vouchers (PBV)	New Chapter added: This chapter was added in accordance with HUD requirements, in response to upcoming Rental Assistance Demonstration (RAD) Program activity.
Chapter 19 – Special Purpose Vouchers	New Chapter added: This chapter was added in accordance with HUD requirements, in response to the addition of: Family Unification Vouchers Mainstream Vouchers

**Charter Oak Communities
Housing Choice Voucher Administrative Plan
Amendments/Significant Changes 12/2021**

<p>Temporary Policy Supplement – Emergency Housing Vouchers (EHVs)</p>	<p>New Chapter added: This chapter was added in accordance with HUD requirements, in response to the Emergency Vouchers as part of the American Rescue Plan Act of 2021.</p> <ul style="list-style-type: none">I. Funding OverviewII. Partnering AgencyIII. Waiting List ManagementIV. Family EligibilityV. Housing Search and LeasingVI. Use of Funds, Reporting, and Financial Records
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