



April 10, 2023

Ms. Lyda Ruijter  
Town Clerk  
City of Stamford  
888 Washington Blvd.  
Stamford, CT 06901

Dear Ms. Ruijter:

This is to notify you that the Special Board Meeting of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities is scheduled for Wednesday, April 12, 2023, at 6:00 p.m. via Zoom conferencing. Please join the Zoom Meeting by going to:

<https://us02web.zoom.us/j/82090139925?pwd=VFdVSG5Fajc4YldxRGhmTlJWOT0xOQ09>

or by phone at (646) 876-9923 and enter the:

Meeting ID: 820 9013 9925

Passcode: 559391

The agenda for the meeting is attached.

If you have any questions, please feel free to contact me.

Sincerely,

Natalie Coard  
Executive Director

Attachment



## **NOTICE OF A SPECIAL MEETING**

**April 12, 2023**

**6:00 PM**

**Post House, 40 Clinton Avenue**

To: Rich Ostuw  
John Coff  
Lester McKoy  
Divya Malhotra  
Sheila Williams-Brown

You are hereby notified of a Special Meeting of the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities to be held Wednesday, April 12, 2023, at 6:00 p.m. in the 1<sup>st</sup> floor meeting room at Post House, 40 Clinton Avenue, Stamford, Connecticut and via Zoom.

### **Agenda**

1. Call to order
2. Agency Plan overview by Executive Director
3. Resolution:
  - 23-07: Approve the 2023 Annual Agency Plan
  - 23-08: Approval of Capital 2023 Capital Fund Program
4. Executive Session  
Legal Matters, Real Estate Items, Personnel Items.
5. Adjourn

**HOUSING AUTHORITY OF THE CITY OF STAMFORD**  
**D/B/A CHARTER OAK COMMUNITIES**  
22 Clinton Avenue  
Stamford, CT 06901

**Board Meeting Date:** April 12, 2023

**Resolution Number:** 23-07

**RESOLUTION**

**Subject:** Approve the 2023 Annual Housing Agency Plan

**Background:** Housing Authorities are required to prepare an updated Agency Plan as required by Section 511 of the Quality Housing Work Responsibility Act of 1998 (QHWRA). As has been the practice since 1999, the HACS has prepared its annual submission. This is the third year of the current five-year cycle.

The Agency Plan process requires a Public Hearing at the end of a 45-day comment period. Between the initial Legal Notice and the scheduled date of the Public Hearing, which was April 12, 2023.

A Legal Notice was published announcing the ability for any member of the public to provide written comments to the HACS via email or by phone with a deadline of midnight April 12, 2023.

The Plan has been prepared by HACS Senior Staff and with the opportunity for residents to provide input through Resident Advisory Board (RAB) process.

**Resolution:** Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the 2023 Housing Agency Plan is hereby approved.

**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:** April 12, 2023

**Resolution Number:** 23-08

**RESOLUTION**

**Subject:** Approval of the Capital Fund Program Annual Statement and Five-Year Plan  
2023 Capital Fund Program CT26P007501-23 Capital Improvement Grant

**Background:** The Housing Authority of the City of Stamford will execute the Amendments to the 2023 Capital Fund Program (CFP) annual submission. This amendment finalizes the 2023 CFP formula amount. The total grant amount for this year's Capital Improvement Grant is \$1,103,400.00 for Capital Repair Projects. The attached Annual Statement reflects the final CFP formula amount. Additionally, the 2023 Five Year Plan is included for approval.

**Resolution:** Be it resolved, that the Board of Commissioners of the Housing Authority of the City of Stamford approve the Annual Statement and Five Year Plan for the FY 2023 Capital Fund Capital Improvement Grant in the amount of \$1,103,400. (See attached forms HUD-50075.1 & 50075.2)

Peter Stothart  
Staff Member Submitting Resolution

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

<b>Part I: Summary</b>						
PHA Name/Number Housing Authority of the City of Stamford CT-7		Locality (City/County & State) Stamford, Connecticut			<input checked="" type="checkbox"/> Original 5-Year Plan Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY: 2023	Work Statement for Year 2 FFY: 2024	Work Statement for Year 3 FFY: 2025	Work Statement for Year 4 FFY: 2026	Work Statement for Year 5 FFY: 2027
B.	Physical Improvements Subtotal	Annual Statement	656,380	656,380	656,380	656,380
C.	Management Improvements		16,000	16,000	16,000	16,000
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		110,340	110,340	110,340	110,340
F.	Other		100,000	100,000	100,000	100,000
G.	Operations		220,680	220,680	220,680	220,680
H.	Demolition		0	0	0	0
I.	Development		0	0	0	0
J.	Capital Fund Financing – Debt Service		0	0	0	0
K.	Total CFP Funds		1,103,400	1,103,400	1,103,400	1,103,400
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		1,103,400	1,103,400	1,103,400	1,103,400

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Part I: Summary (Continuation)**

PHA Name/Number: <b>Housing Authority of the City of Stamford CT-7</b>		Locality (City/county & State) <b>Stamford, Connecticut</b>			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A. Development Number and Name	Work Statement for Year 1 FFY: 2023	Work Statement for Year 2 FFY: 2024	Work Statement for Year 3 FFY: 2025	Work Statement for Year 4 FFY: 2026	Work Statement for Year 5 FFY: 2027	
<b>AMP 2</b>	<b>Annual Statement</b>					
Stamford Manor		656,380	656,380	656,380	656,380	







Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2023
PHA Name: Housing Authority of the City of Stamford	Grant Type and Number Capital Fund Program Grant No: CT 26-P007-501-23 Replacement Housing Factor Grant No: Date of CFFP:	FY of Grant Approval: 2023

Type of Grant

Original Annual Statement Performance and Evaluation Report for Period Ending:  Reserve for Disasters/Emergencies

Revised Annual Statement (revision no: )  Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		220,680	0	
3	1408 Management Improvements		16,000	0	
4	1410 Administration (may not exceed 10% of line 21)		110,340	0	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		70,000	0	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures		656,380	0	
11	1465: 1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495: 1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the City of Stamford	Grant Type and Number Capital Fund Program Grant No: <b>CT 26 P007-501-23</b> Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2023 FFY of Grant Approval: 2023
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Line	Summary by Development Account	Revised Annual Statement (revision no.)		Total Actual Cost <sup>1</sup>	Expended
		Total Estimated Cost	Revised <sup>2</sup>		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergences <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	30,000	0		
20	Amount of Annual Grant: (sum of lines 2 - 19)	1,103,400	0		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b>		<b>Date</b>	<b>Signature of Public Housing Director</b>		<b>Date</b>

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages

PHA Name: **Housing Authority of the city of Stamford**

Grant Type and Number  
 Capital Fund Program Grant No: **CT 26 P007-501-23**  
 CFFP (Yes/ No):  
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2023

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>AMP 2</b>								
<b>Stamford Manor</b>	Window Replacement	1460		656,380				
	<b>Management Improvements</b>							
	Software Upgrade	1408		16,000				
	<b>Administration</b>							
	<b>Fees &amp; Costs</b>							
	Architect & Engineering fees including Handicapped Accessibility Assessment	1430		70,000				
	<b>Operations</b>							
		1406		220,680				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement. <sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program  
 PHA Name: **Housing Authority of the City of Stamford** Federal FFY of Grant: 2023

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 2	3/30/25		3/30/27		
HA WIDE	3/30/25		3/30/27		

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