



REGULAR BOARD MEETING

May 22, 2024

6:00 p.m.

AGENDA

1. Approve Minutes of the COC Board Meeting of April 24, 2024
2. Public Comment
3. Mayor's Strategic Planning Review
4. Board Committee Reports
 - Human Resources
 - Operations
 - Finance
5. Report from Executive Director
6. Strategic Overview from Chief Executive Officer
7. Resolutions:
 - 24-18: Approve Change Order No.1 to the Contract with Arrow Security Services for Security Guard Services.
 - 24-19: Approve Change Order No. 1 to the Contract with Connecticut Pest Elimination, LLC for Exterminating Services.
 - 24-20: Approval of the 2024 Capital Fund ACC, Capital Fund Program Revised Annual Statement and Five-Year Plan 2024 Capital Fund Program CT26P007501-24 Capital Improvement Grant
 - 24-21: Approve the Housing Choice Voucher Program (HCVP) operating budget for the twelve-month period ending June 30, 2025
8. 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
APRIL 24, 2024

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held at 40 Clinton Avenue, Stamford, Connecticut and on the Zoom remote connection meeting platform on Wednesday, April 24, 2024.

Commissioner Ostuw called the meeting to order at 6:04 p.m.

A. Attendees

Present:

Rich Ostuw
Lester McKoy
John Coff
Divya Malhotra
Alexandro Morris

Absent:

Advisory Board:

Ronice Latta

Absent: Ari Goldstein
Jaclyn Williams
Bianca Shinn-Desras

Present:

Vin Tufo
Natalie Coard
Jon Gottlieb
Lisa Reynolds
Sam Feda
Jackie Figueroa
Raul Gomez
Beth Janney
Ken Montanez
Megan Shutes
Peter Stothart
Jan Tantimonico
Michelle Tarulli
Chris Warren
Christine Young

B. Approval of Minutes

- Approval of minutes of the COC Board Meeting of March 27, 2024

➤ Commissioner Coff moved; Commissioner Malhotra seconded.

The minutes were approved.

Ayes: Rich Ostuw
Lester McKoy
Divya Malhotra
John Coff
Alexandro Morris

Nays: None

- Approval of minutes of the Agency Plan Meeting of April 10, 2024

➤ Commissioner Coff moved; Commissioner McKoy seconded.

The minutes were approved.

Ayes: Rich Ostuw

Nays: None

Lester McKoy
Divya Malhotra
John Coff
Alexandro Morris

C. **Public Comments** – There was no public comment.

D. **Board Committee Reports**

Human Resources Committee – Commissioners Ostuw, Coff, McKoy, Morris, Malhotra and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Janney, Mr. Montanez, Mr. Fedá, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Stothart, Mr. Warren, Ms. Caselli, Mr. Galasso, Mr. Paulemon, Mr. Soares, Ms. Caselli and Ms. Young attended the Human Resources Committee meeting on 4/23/2024. Mr. Gomez provided a recruitment update. Ms. Tantimonico reviewed the four areas identified in the recent employee survey as areas of opportunity. Ms. Tantimonico provided a high-level summary of feedback obtained from one-on-one focus groups, employee meetings and action items completed. Mr. Gomez provided an update on upcoming employee engagement activities and events.

Operations Committee – Commissioners Ostuw, Coff, McKoy, Morris, Malhotra and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Janney, Mr. Montanez, Mr. Fedá, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Stothart, Mr. Warren, Ms. Caselli, Mr. Galasso, Mr. Paulemon, Mr. Soares, Ms. Caselli and Ms. Young attended the Operations Committee meeting on 4/23/2024. Ms. Janney and Ms. Figueroa presented an update on operational audits for Lawnhill Terrace and the Housing Choice Voucher program (HCV).

Mr. Fedá and Mr. Galasso provided a 03/2024 accounts receivable (A/R) update noting a 7% increase and rent relief funds received for two residents. Ms. Janney discussed the resolution to Approve 2024 Congregate Fee and Rent for Wormser Congregate.

Mr. Stothart reported on capital projects to include the Wormser Congregate AC project completion and the commencement of the Scofield Manor Roof Replacement project. Mr. Stothart presented two resolutions: Award Contract to Brian Capone Land Services for Landscaping Maintenance Services including Litter Patrol and Approve Change Order No. 1 to the Contract with Absolute Staffing, LLC for Recruitment Services.

Finance Committee – Commissioners Ostuw, Coff, McKoy, Morris, Malhotra and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Janney, Mr. Montanez, Mr. Fedá, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Stothart, Mr. Warren, Ms. Caselli, Mr. Galasso, Mr. Paulemon, Mr. Soares, Ms. Caselli and Ms. Young attended the Finance Committee meeting on 4/23/2024.

Mr. Paulemon provided an overview of the FY 2025 operating budgets for Wormser Congregate, Oak Park, and Stamford Manor. Wormser Congregate has a budgeted net operating income (NOI) of \$107K for FY 2025, which is a \$24K improvement from the prior year. A rent increase of \$100 is proposed on the income-based rent that is expected to have no impact on the residents. Mr. Fedá discussed the extraordinary progress Wormser has made over the years building up their reserves to an estimated \$460K for FY 2025. This was a collaborative effort with the Operations and HR teams on implementing operating efficiencies. Oak Park has a budgeted NOI of \$75K for FY 2025. The property is undergoing a multi-year redevelopment; the FY 2025 budget includes the reduction of 61 units in Phase 1. Through natural attrition, vacant units will not be leased up and will be held offline to accommodate future redevelopment phases. Stamford Manor has a FY 2025 budgeted loss of \$130K, which is relatively close to FY 2024 actuals. The Low-Income Public Housing financial structure is unsustainable in the long term. Once the RAD properties are converted, COC will begin the Streamlined Voluntary Conversion of Stamford Manor to tenant based vouchers. This will increase NOI substantially allowing for needed capital repairs and stabilize cashflow. Additionally, \$650K of the existing \$1.3M in reserves will be used as a funding source for the RAD properties first year capital repairs. The resolutions to approve these operating budgets will be presented at the 4/24/2024 Board meeting.

Mr. Montanez provided an update on the Yardi implementation project. The kickoff meeting with Yardi and the COC internal implementation team was held 4/10/2024. The team is underway with various meetings and tasks to begin the implementation of the system. COC's "go live" date is slated for 11/1/2024, which includes a seven-month project. Mr. Fedá described the Auditing Services contracts that have expired, and the RFP issued for COC and the entity audits. The selection will be discussed at the 06/2024 Board meeting.

- E. **Post SP24 Discussion** – The Board of Commissioners and staff discussed the recent Strategic Planning (SP24) retreat meeting that included recommendations for upcoming strategic goals and topics for further discussion. Commissioner Coff is interested in a future meeting on expanding the business model to provide third party services. Commissioner McKoy stated that the SP24 meeting was a good overall review of COCs’ core objectives and requested to know how COC would prepare for unexpected situations, such as an inoperable elevator. Mr. Tufo responded that our Asset Management department is focused on the capital need assessments of our buildings such as furnaces, elevators, roofs, etc. to mitigate unforeseen surprises. COC staff is committed to being proactive with an approach in place to apply the best use of resources and address any emergency, including those for which we may be unprepared. A capital needs assessment presentation will be held at a future date. Advisory Board member Latta suggested a senior staff succession plan meeting.

- F. **Report from the Executive Director** – Ms. Coard discussed the Stamford Parks Foundation Transition Committee, of which she has been appointed co-chair. Ms. Coard noted that the mayor’s office requested her participation on this committee. Ms. Coard discussed the importance of her being asked by the mayor’s office. COC’s collaboration with the city and others in the community to participate on these committees helps to strengthen our relationships, builds trust and confidence in our expertise which results in positive recognition for COC.

- G. **Strategic Overview from Chief Executive Officer** - Mr. Tufo continued the discussion on strengthening and building COCs’ relationships with peer organizations in our city and with our elected officials. Mr. Tufo stated that this can only improve our ability to overcome challenges that COC may encounter in the future. It is important for COC staff members to continue to give their expertise to others, and in return, COC can benefit from others’ leadership and learned experiences. Mr. Tufo noted that it would be insightful to have Stamford’s Social Service department educate us on homeless resources. The Mayor has been invited to join the 5/22/2024 Board meeting.

H. **Resolutions** –

24-12: Approve 2024 Congregate Fee and Rent Increases for Wormser

- Commissioner McKoy moved; Commissioner Malhotra seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the monthly rent increase of \$100 for Wormser Congregate is adopted effective July 1, 2024, and continuing thereafter, subject to final approval by the Connecticut Department of Housing.

The resolution was passed.

Ayes:	Rich Ostuw	Nays:	None
	Lester McKoy		
	John Coff		
	Divya Malhotra		
	Alexandro Morris		

24-13: Award Contract to Brian Capone Land Services for Landscaping Maintenance Services including Litter Patrol

- Commissioner Coff moved; Commissioner McKoy seconded.

Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to enter into a five-year contract with Brian Capone Land Services of Stamford, CT for Landscaping Maintenance Services including Litter Patrol. The total annual cost of this procurement is \$388,275.00 and shall not exceed \$1,941,375.00 over a five-year period. Further board approval will be required if the contract price exceeds 110% of the authorized amount.

The resolution was passed.

Ayes: Rich Ostuw Nays: None
Lester McKoy
John Coff
Divya Malhotra
Alexandro Morris

24-14: Approve for Change Order No. 1 to the Contract with Absolute Staffing, LLC for Recruitment Services.

➤ Commissioner Coff moved; Commissioner McKoy seconded.

Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director and CEO is authorized to approve Change Order No. 1 to the contract with Absolute Staffing, LLC for the amount of \$350,000.00 for a total contract amount not to exceed \$450,000.00. Further expenditure shall not be exceeded without Board authorization.

The resolution was passed.

Ayes: Rich Ostuw Nays: None
Lester McKoy
John Coff
Divya Malhotra
Alexandro Morris

24-15: Approve FYE June 30, 2025, Budgets for the Wormser Congregate

➤ Commissioner McKoy moved; Commissioner Morris seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Budget for the Wormser Congregate facility is adopted for the Fiscal Year starting July 1, 2024, through June 30, 2025, subject to final approval by the DOH.

The resolution was passed.

Ayes: Rich Ostuw Nays: None
Lester McKoy
John Coff
Divya Malhotra
Alexandro Morris

24-16: Approve FYE June 30, 2025, Budget for State Moderate Rent Program – Oak Park

➤ Commissioner McKoy moved; Commissioner Coff seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Budget for the State Moderate Rent Program – Oak Park is adopted for the Fiscal Year starting July 1, 2024, through June 30, 2025, subject to final approval by the DOH and CHFA as applicable.

The resolution was passed.

Ayes: Rich Ostuw Nays: None
Lester McKoy
John Coff
Divya Malhotra
Alexandro Morris

24-17: Approve the Federal Low-Income Public Housing Program (LIPH) AMP 2 – Stamford Manor operating budget for the twelve-month period ending June 30, 2025.

➤ Commissioner Coff moved; Commissioner Morris seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the operating budget for the Federal Low-Income Public Housing property Stamford Manor is adopted for the fiscal year starting July 1, 2024, through June 30, 2025.

The resolution was passed.

Ayes:	Rich Ostuw	Nays:	None
	Lester McKoy		
	John Coff		
	Divya Malhotra		
	Alexandro Morris		

I. **Executive Session** – No Executive Session was held.

J. **Adjournment** - At 6:56 p.m., after a motion duly made by Commissioner Coff and seconded by Commissioner McKoy the Board meeting was adjourned.

Natalie Coard
Executive Director

Agenda

Human Resources Committee Meeting

May 21, 2024

5:00 p.m.- 5:30 p.m.

1. Recruitment Update
2. Top Workplace Award Survey
3. Employee Engagement Events/Activities
 - a. Employee Suggesting Box Update
 - b. Social Hour at Bar Rosso – May
 - c. Employee Volunteer Day at Fairgate Farm
 - d. Stress Management/Self Care Workshop – June
 - e. Yardi Lunch and Learn Event – June
 - f. COC Summer Outing/”Yardi Pardi” – August
 - g. Year-end Holiday Event –December
4. High Level Overview of Employee Engagement Initiatives around COC’s Values, Mission, and Vision

Recruitment Summary

New Hires

April 18, 2024 – May 15, 2024 - 1
April 18, 2023 – May 15, 2023 - 0

Terminations

April 18, 2024 – May 15, 2024 - 0
April 18, 2023 – May 15, 2023 - 0

New Hires – 3

Terminations – 0

Agenda
Operations Committee Meeting
May 21, 2024
5:30 P.M.

1. Q1 2024 Operations Board Report
2. HCV Landlord Engagement Event
3. April 2024 Accounts Receivable Update and Arrears
4. Procurement & Capital Projects Update
 - Resolution 24-18: To approve change order for Exterminating Services
 - Resolution 24-19: To approve change order for Security Services
 - Resolution 24-20: To accept the 2024 Capital Fund Grant

Agenda

Finance Committee Meeting

May 21, 2024

6 p.m.

1. FY 2025 HCVP Budget - Darnel
2. Quarterly Financial Report (period ending 3/31/24 – Sam
3. Yardi Update – Lisa
4. Other

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

22 Clinton Ave.
Stamford, Connecticut 06901

Board Meeting Date: May 22, 2024

Resolution Number: 24-18

RESOLUTION

Subject: Approve Change Order No.1 to the Contract with Arrow Security Services for Security Guard Services.

Background: The contract for Security Guard Services was awarded to Arrow Security Services, Inc. in September 2022, pursuant to RFP #22-0006. The contract was for an initial one (1) year period and was funded for this duration.

COC is requesting an additional authorization of funds in the amount of \$2,317,624.00. for the subsequent four years of the contract. Attached proposed Change Order number one (1) for a total not to exceed contract amount of \$2,836,897.00. The contract expiration date for the full five-year term is September 6, 2027.

Resolution: **Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to approve Change Order No. 1 to the contract with Arrow Security Services, Inc. for the amount of \$2,317,624.00, bringing the total not to exceed contract amount to \$2,836,897.00. Further expenditure shall not be exceeded without further Board authorization.**

Peter Stothart
Staff Member Submitting Resolution

CONTRACT MODIFICATION/CHANGE ORDER

1. Modification Number : One (1) to Security Guard Services with Arrow Security Services, Inc.
2. Change Order Effective Date: May 27, 2024
3. Contract Number: 22-0006 Today's Date: May 26, 2024
4. This Modification Modifies the Contract as Described Below:

This Change Order is pursuant to:

(cite contract clause) Article 3. Term of Agreement; Article 4. Contract Amount

This Supplemental Agreement is Entered into Pursuant

To: U.S. Dept of Housing and Urban Development, General Conditions(form HUD5370)

Specify Type of Modification and Authority:

5. The contractor/consultant is required to sign this document and return original to the Contracting Officer.
6. Description of the Modification:
Under Article 3. Term of Agreement -- The original Term of Agreement was for an initial One (1)Year Term with 4 one year renewable options for a potential five (5) year contract term. With this change order, the contract is extended four (4) additional years with a new expiration date of 9/6/2027.
Under Article 4. Contract Amount – The initial one year contract amount consisted of a total annual cost of \$606,328.96. With this change for additional four (4) years, the revised added funding, based on an average annual cost of \$579,406, will result in a total of \$2,317,624.00. The total revised five (5) year contract total is now \$2,836,897.00. All other terms of this agreement will remain the same.

Except as Provided Herein, All Terms and Conditions of the Contract Remain Unchanged and in Full Force and Effect.

ARROW Security Services, Inc.

Print Name and Title: _____

Signature _____ Date: _____

Charter Oak Communities

Print Name and Title (Contracting Officer): Natalie Coard, Executive Director

Contracting Officer Signature _____ Date _____

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

22 Clinton Ave.
Stamford, Connecticut 06901

Board Meeting Date: May 22, 2024

Resolution Number: 24-19

RESOLUTION

Subject: Approve Change Order No. 1 to the Contract with Connecticut Pest Elimination, LLC for Exterminating Services.

Background: The contract for Pest Control Services was awarded to Connecticut Pest Elimination, LLC, in September 2022, pursuant to RFP No.22-0005. The contract was for an initial one (1) year period and was funded for this duration.

COC is requesting an additional authorization of funds in the amount of \$613,987.00 for the subsequent four years of the contract. Attached proposed Change Order number one (1) for a total not to exceed contract amount of \$757,323.00. The contract expiration date for the full five-year term is September 7, 2027.

Resolution: **Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to approve Change Order No. 1 to the contract with Connecticut Pest Elimination, LLC for the amount of \$613,987.00, for a total contract amount not to exceed \$757,323.00. Further expenditure shall not be exceeded without further Board authorization.**

Peter Stothart
Staff Member Submitting Resolution

CONTRACT MODIFICATION/CHANGE ORDER

1. Modification Number : One (1) to Pest Management Services with Connecticut Pest Elimination, LLC
2. Change Order Effective Date: May 27, 2024
3. Contract Number: 22-0005 Today's Date: May 26, 2024
4. This Modification Modifies the Contract as Described Below:

This Change Order is pursuant to:

(cite contract clause) Article 3. Term of Agreement; Article 4. Contract Amount

This Supplemental Agreement is Entered into Pursuant

To: U.S. Dept of Housing and Urban Development, General Conditions(form HUD5370)

Specify Type of Modification and Authority:

5. The contractor/consultant is required to sign this document and return original to the Contracting Officer.
6. Description of the Modification:
Under Article 3. Term of Agreement -- The original Term of Agreement was for an initial One (1)Year Term with 4 one year renewable options for a potential five (5) year contract term. With this change order, the contract is extended four (4) additional years with a new expiration date of 9/7/2027.
Under Article 4. Contract Amount – The initial one year contract amount consisted of a total annual cost of \$149,000.00. With this change for additional four (4) years, the revised added funding, based on an average annual cost of \$151,464, will result in a total of \$613,987.00. The total revised five (5) year contract total is now \$757,323.00. All other terms of this agreement will remain the same.

Except as Provided Herein, All Terms and Conditions of the Contract Remain Unchanged and in Full Force and Effect.

Connecticut Pest Elimination,llc.

Print Name and Title: _____

Signature _____ Date: _____

Charter Oak Communities

Print Name and Title (Contracting Officer): Natalie Coard, Executive Director

Contracting Officer Signature _____ Date _____

**HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES
22 Clinton Ave.
Stamford, Connecticut 06901**

Board Meeting Date: May 22, 2024

Resolution Number: 24-20

RESOLUTION

Subject: Approval of the 2024 Capital Fund ACC, Capital Fund Program Revised Annual Statement and Five-Year Plan 2024 Capital Fund Program CT26P007501-24 Capital Improvement Grant

Background: The Housing Authority of the City of Stamford will execute the Amendments to the 2024 Capital Fund Program (CFP) annual submission. This amendment in the form of the attached ACC (Annual Contributions Contract) finalizes the 2024 CFP formula amount. The total revised grant amount for this year's Capital Improvement Grant is \$1,010,065.00 for Capital Repair Projects. The attached Revised Annual Statement reflects the final CFP formula amount. Additionally, the Revised 2024 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 2024 Capital Fund ACC, Revised Annual Statement and Five Year Plan for the FY 2024 Capital Fund Capital Improvement Grant in the amount of \$1,010,065.00. (See attached forms HUD-50075.1, 50075.2 & 52840-A)**

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

Part I: Summary

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: 2024	Work Statement for Year 2 FFY: 2025	Work Statement for Year 3 FFY: 2026	Work Statement for Year 4 FFY: 2027	Work Statement for Year 5 FFY: 2028
B.	Physical Improvements Subtotal	Annual Statement	591,065	591,065	591,065	591,065
C.	Management Improvements		16,000	16,000	16,000	16,000
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		101,000	101,000	101,000	101,000
F.	Other		100,000	100,000	100,000	100,000
G.	Operations		202,000	202,000	202,000	202,000
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		1,010,065	1,010,065	1,010,065	1,010,065
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		1,010,065	1,010,065	1,010,065	1,010,065

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	Grant Type and Number Capital Fund Program Grant No: CT 26-P007-501-24 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2024 FY of Grant Approval: 2024
PHA Name: Housing Authority of the City of Stamford		

Type of Grant		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³		202,000	0		
3	1408 Management Improvements		16,000	0		
4	1410 Administration (may not exceed 10% of line 21)		101,000	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		591,065	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 ⁴					

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHP 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: CT 26 P007-501-24 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2024 FFY of Grant Approval: 2024
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Type of Grant
 Original Annual Statement
 Reserve for Disaster/Emergencies

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

Line	Summary by Development Account	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expended
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)	1,010,065		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					
Signature of Executive Director		Date	Signature of Public Housing Director		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ 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 P007-501-24**
 CFFP (Yes/No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2024

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 2								
Stamford Manor	Concrete Stairway Replacement	1460		591,065				
	Management Improvements							
	Software Upgrade	1408		16,000				
	Administration							
	Fees & Costs	1410		101,000				
	Architect & Engineering fees including Handicapped Accessibility Assessment	1430		70,000				
	Operations	1406		202,000				

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

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: 2024

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 2	3/30/26		3/30/28		
HA WIDE	3/30/26		3/30/28		

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

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

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: May 22, 2024

Resolution Number: 24-21

RESOLUTION

Subject: Approve the Housing Choice Voucher Program (HCVP) operating budget for the twelve-month period ending June 30, 2025.

Background: The resolution approves the Fiscal Year Ending June 30, 2025 unrestricted administrative operating budget for the HCVP. The unrestricted administrative portion of the HCVP includes the fee received from the Department of Housing and Urban Development (HUD) to administer the 1,642 Authority vouchers and 496 portability vouchers and the applicable cost to maintain them.

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the operating budget for the Housing Choice Voucher Program are adopted for the fiscal year starting July 1, 2024 through June 30, 2025.

Jacqueline Figueroa
Staff Member Submitting Report

Housing Choice Voucher Program

Operating Budget

Fiscal Year June 30, 2025

FY 2024		FY 2025		
Budget	Actual	Budget 6/30/2025	Budget to Budget Variance \$	%
<u>Revenue</u>				
2,059,491	2,264,163	2,159,990	(100,499)	-5%
424,232	465,154	531,851	(107,619)	-20%
11,941	10,489	10,750	1,191	11%
2,495,664	2,739,806	2,702,591	(206,927)	-8%
<u>Operating Expenses</u>				
1,100,373	1,129,202	1,152,965	(52,592)	-5%
700,899	484,295	690,689	10,209	1%
645,334	632,443	677,283	(31,949)	-5%
21,615	16,980	20,000	1,615	8%
226,608	236,468	229,816	(3,208)	-1%
35,566	35,042	36,093	(526)	-1%
2,730,395	2,534,429	2,806,845	(76,451)	-3%
65,505	56,563	55,649	9,856	18%
17,994	19,023	19,593	(1,599)	-8%
83,499	75,586	75,242	8,257	11%
2,813,894	2,610,015	2,882,087	(68,194)	-2%
9,351,159	10,196,425	12,596,831	(3,245,671)	-26%
(9,351,159)	(10,196,425)	(12,596,831)	3,245,671	-26%
-	-	-	-	0%
(318,230)	129,791	(179,497)	(138,733)	77%

Housing Choice Voucher Program

Operating Budget & Forecast

	FY 2024				
	Budget	Actual	Variance		Forecast
			\$	%	
Revenue					
Administrative Fee - Vouchers	2,059,491	2,264,163	204,672	10%	2,375,734
Administrative Fee - Portability	424,232	465,154	40,922	10%	601,030
Other Revenue	11,941	10,489	(1,452)	-12%	11,360
Total Revenue	2,495,664	2,739,806	244,142	10%	3,240,497
Operating Expenses					
Administrative Wages	1,100,373	1,129,202	28,829	3%	1,133,830
Administrative Benefits	700,899	484,295	(216,603)	-31%	700,533
Fee Expense	645,334	632,443	(12,892)	-2%	747,363
Legal Expense	21,615	16,980	(4,635)	-21%	20,767
Office & Administrative	226,608	236,468	9,860	4%	234,246
Office Rent & Maintenance	35,566	35,042	(525)	-1%	37,176
Total Administrative & Other	2,730,395	2,534,429	(195,966)	-7%	2,873,914
Insurance	65,505	56,563	(8,942)	-14%	57,030
Portability Out - Admin Fee	17,994	19,023	1,029	6%	20,181
Total Other Expenses	83,499	75,586	(7,913)	-9%	77,211
Total Operating Expenses	2,813,894	2,610,015	(203,879)	-7%	2,951,125
Portability In - Receipts	9,351,159	10,196,425	845,266	9%	14,235,325
Portability In - Payments	(9,351,159)	(10,196,425)	(845,266)	9%	(14,235,325)
Net Portability Activity	-	-	-	0%	-
Operating Income / (Loss)	(318,230)	129,791	448,021	-141%	178,887
Depreciation	4,322	16,567	12,245	283%	17,205
Amortization	-	-	-	0%	-
Total Financial Expenses	4,322	16,567	12,245	283%	17,205
Net Income / (Loss)	(322,552)	113,224	(409,490)	127%	161,681
	Budget	Forecast	Forecast	Forecast	Forecast
	6/30/2025	6/30/2026	6/30/2027	6/30/2028	
	2,159,990	2,375,734	2,559,861	2,608,058	
	531,851	601,030	668,782	739,005	
	10,750	11,360	11,854	12,058	
	2,702,591	2,988,124	3,240,497	3,359,120	
	1,152,965	1,133,830	1,112,165	1,135,810	
	690,689	700,533	757,324	774,465	
	677,283	747,363	807,324	831,008	
	20,000	20,767	22,799	24,407	
	229,816	234,246	244,302	249,595	
	36,093	37,176	38,291	39,440	
	2,806,845	2,873,914	2,982,205	3,054,724	
	55,649	57,030	58,619	60,487	
	19,593	20,181	20,787	21,410	
	75,242	77,211	79,405	81,897	
	2,882,087	2,951,125	3,061,611	3,136,621	
	12,596,831	14,235,325	15,840,034	17,503,238	
	(12,596,831)	(14,235,325)	(15,840,034)	(17,503,238)	
	(179,497)	36,999	178,887	222,499	
	17,205	17,205	17,205	17,205	
	-	-	-	-	
	17,205	17,205	17,205	17,205	
	(196,702)	19,794	161,681	205,294	

Housing Choice Voucher Program

Operating Budget & Forecast

FY 2024		Variance	
Budget	Actual	\$	%

Reserve Analysis
Beginning Reserve Balance
 Net Operating Results
Ending Reserve Balance

Budget	Forecast	Forecast	Forecast
6/30/2025	6/30/2026	6/30/2027	6/30/2028

1,796,618	1,617,121	1,654,120	1,833,007
(179,497)	36,999	178,887	222,499
1,617,121	1,654,120	1,833,007	2,055,506

Housing Choice Voucher Program (HCVP)

Unrestricted (Administrative) Budget

For Year Ending June 30, 2025

FY 2024 Results		Overview
Net Operating Results	\$129K	The HCV program consists of two funding components – unrestricted and restricted. The unrestricted funding component relates to the administrative function that oversees the voucher program. The restricted funding component is available only for housing assistance payments (HAP) in accordance with HUD issued budget authority. This budget represents the unrestricted administrative budget for FY 2025. The net operating results are forecasted in the budget presentation through FY 2028 to highlight the growth the program is expected to experience in the out-years.
Budget Variance	+\$448K	
Reserve Balance	\$1.79M	
Budget FY 2025		
Net Operating Results	(\$196K)	
Reserve Balance	\$1.6M	

FY 2024 net operating income is projected to be \$129K. The current year’s results will increase our unrestricted administrative reserves to \$1.8M as of 6/30/24. The budget variance is largely attributed to savings due to vacancies in two management staff positions. An operating loss of \$196K is budgeted for FY 2025, decreasing reserves to \$1.6M. The FY 2025 loss will decrease the Months Expendable Net Asset Ratio (MENAR), which measures the level of reserves against operating expenses, from 9 months to 7 months. While the upcoming budget shows an operating loss, the operating results in the successive years will continue to improve in accordance with voucher program growth.

COC will convert 105 units out of the Low-Income Public Housing Program (LIPH) utilizing the Rental Assistance Demonstration (RAD). As of FY 2024, 3 properties consisting of 73 units and the final 2 properties consisting of 32 units are expected to convert in the Summer of 2024. In FY 2026, the balance of our LIPH units (250) will convert to the HCV Program through the Streamlined Voluntary Conversion (SVC) program. There are (47) vouchers designated as Project-Based Vouchers (PBV) for the renovated Oak Park Phases in FY 2025 and FY 2027. Additionally, the Portability program, which allows voucher holders from jurisdictions outside of Stamford to ‘port-in’ to Stamford, has been growing at a rate of 50-60 units per year, and is expected to grow from 441 vouchers to 728 vouchers by FY 2028.

Forecasted Voucher Count



Housing Choice Voucher Program (HCVP)

Unrestricted (Administrative) Budget

For Year Ending June 30, 2025

Explanatory Notes & Narrative:

1.	Administrative Fee- Vouchers	<p>The FY 2024 administrative fees (AF) were funded at a proration level between 90-95%, which is higher than the budgeted 85%. HUD also increased the AF by 2.51%. These variables contributed to a \$204K favorable budget variance for FY 2024.</p> <p>Despite the increase from the RAD vouchers and the higher AF rate, the budget for FY 2025 is projected to decrease by \$104K in accordance with the recent decline in the proration rate levels. The 2025 budget reflects the current trend of 89%.</p>
2.	Administrative Fee- Portability	<p>The portability program continues to grow each year at 50-60 vouchers. This increase correlates to a favorable budget variance of 10% for AF to \$465K in FY 2024. The growth is expected to continue into FY 2025 budget, generating \$524K in portability voucher AF.</p>
3.	Administrative Wages & Benefits	<p>For FY 2024, the Administrative Wages & Benefits expense finished under budget by \$187K due to staff turnover and vacancies during the year. The prior year's budget included the addition of the Director of Housing Opportunity and an Intake Specialist, which are allocated 100% to the department. This increase in staff is crucial for the department to support voucher growth, waitlist leasing, portability growth, and the RAD & SVC activities.</p> <p>As of now the Director of Housing Opportunity and HCV Manager position remains vacant. Management is optimistic about producing a candidate for the HCV manager position in the upcoming year, and the Deputy Executive Director continues to provide oversight in the interim. This cost allocation is reflected in the FY 2025 budget.</p>
4.	Office & Administrative	<p>During FY 2024, there were costs for operational consultation services in anticipation of the changes planned for the out years. This includes the conversion to RAD, the implementation of the Housing Opportunity Through Modernization Act (HOTMA), and the conversion of housing quality standards to a new method for inspections called National Standards for the Physical Inspection of Real Estate (NSPIRE).</p> <p>COC is expected to have successfully implemented a modern and more efficient MIS system (Yardi) in FY 2025. This will cause a budget increase starting in FY 2025 of \$10K, and \$40K in subsequent years. The new software is expected to make the HCV department more efficient through automation and improved processes, allowing for enhanced customer and growth capability for the voucher program.</p>