

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=VFdVSG5Fajc4YldxRGhmTlJWT0xDQT09

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

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Grand Total	Total Non-CFP Funds	Total CFP Funds	Service	Capital Fund Financing – Debt	Development	Demolition	Operations	Other	Administration	Structures and Equipment	DHA Wide Non dwelling	Physical Improvements Subtotal	Name	Development Number and	Housing Authority of the City of Stamford CT-7	PHA Name/Number	Part I: Summary
		A										Annual Statement	Year 1 FFY: <b>2023</b>	Work Statement for	tamford CT-7		
1,103,400	0	1,103,400		0	0	0	220,680	100,000	110,340		16,000	656,380	FFY: <b>2024</b>	Work Statement for Year 2	Stamford,	Locality (City/	
1,103,400	0	1,103,400		0	0	0	220,680	100,000	110,340		16,000	656,380	FFY: 2025	Work Statement for Year 3	Stamford, Connecticut	Locality (City/County & State)	
1,103,400	0	1,103,400		0	0	0	220,680	100,000	110,340		16,000	656,380	FFY: 2026	Work Statement for Year 4		⊠Original 5-Year Plan Revision No:	
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Hous	HAA Name/Number: Housing Authority of the City of Stamford CT-7	mford CT-7	Locality (City/county & State) Stamford, Connecticut	ounty & State)	⊠Original 5-Year Plan	Revision No:
Ą	Development Number and Name	Work Statement for Year 1 FFY: <b>2023</b>	Work Statement for Year 2 FFY: <b>2024</b>	Work Statement for Year 3 FFY: <b>2025</b>	Work Statement for Year 4 FFY: <b>2026</b>	Work Statement for Year 5 FFY: <b>2027</b>
		Annual				
		Statement				
	AMP 2					
	Stamford Manor		656,380	656,380	656,380	656,380

Work Statement for Year Two  Statement for Year Two  Vear 1 FFY 2023  See AMP 2  Annual Stanford Manor  Balcony Deck Coating Boiler Room Door Repicment Stall Replacement Flor Drains & Storm Drains Radiator Replacement Elevator Motor Replacement Entry Doors & Bucks Entry Doors & Bucks  Statement Work Statement for Year Two  FFY 2024  Estimated Cost Number/Name General Description of Major Work Categories  Major Work Categories  Number/Name General Description of Major Work Categories  Major Work Categories  Number/Name General Description of Major Work Categories  Major Work Categories  Number/Name General Description of Major Work Categories  Major Work Categories  Number/Name General Description of Major Work Categories  Major Work Categories  Number/Name General Description of Major Work Categori	\$656,380	Subtotal of Estimated Cost	Subtota	\$656,380	Subtotal of Estimated Cost	Subtotal	
Estimated Cost  Development Number/Name General Description of Major Work Categories  AMP 2  Stamford Manor  149,855 Window replacement 20,000 Balcony Deck Coating 5,000 Floor Drains & Storm Drain 20,000 Shower Stall Replacement 10,000 Entry Doors & Bucks 41,771 Bathroom upgrades 100,000 309,754  Work Statement for Year: Three FFY 2025 Estimated C Quantity Quantity Estimated C Quantity  Estimated C  Auntity Estimated C  Quantity  Estimated C  Auntity  Estimated C  Entry Doors & Storm Drain 30,000 309,754							
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Estimated Cost Development Number/Name General Description of Major Work Categories AMP 2  Stamford Manor  149,855 Window replacement 20,000 Shower Stall Replacement 20,000 Shower Stall Replacement Shower Stall Replacement State of From Drain Sta	336,380		Entry Doors & Bucks	10,000		Floor Drains & Storm Drains	
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Subtotal											Laundry Room Upgrade	Ventilation Fan replcment	Call for Aid Replacement	Kitchen Replacement	Entry doors & Bucks	Window Replacement		Stamford Manor	AMP 2	Work Categories	General Description of Major		W	Part II: Supporting Pages - Physical Needs Work Statement(s)
Subtotal of Estimated Cost																					Quantity	FFY 2026	Work Statement for Year Four	leeds Work Statement(s
\$656,380											90,000	10,000	10,000	16,269	358,111	172,000					Estimated Cost			8)
Subto				Kitchen Replacement	Fire Alarm Sys replcmnt	Caulk Removal	Radiator & Valve replcmnt	Sprinkler line replacmnt	Boiler Replacement	Flooring Replacement	Elevator Replacement	Lead Bend Replacement	Bathroom Replacement	Refrigerators	Entry Doors & Bucks	Window Replacement		Stamford Manor	AMP 2	General Description of Major Work Categories	Number/Name		1	
Subtotal of Estimated Cost			н																		Quantity	FFY 2027	Work Statement for Year: Five	
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Capital Fund Program, Capital Fund Program Replacement Housing Factor and Annual Statement/Performance and Evaluation Report 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

6 15 14 ವ 12 Part I: Summary 6 Line Housing Authority of the City of Stamford PHA Name: X Original Annual Statement Type of Grant Performance and Evaluation Report for Period Ending:

Summary by Development Account Total non-CFP Funds 1495.1 Relocation Costs 1430 Fees and Costs 1415 Liquidated Damages 1470 Non-dwelling Structures 1440 Site Acquisition 1410 Administration (may not exceed 10% of line 21) 1499 Development Activities 4 1492 Moving to Work Demonstration 1475 Non-dwelling Equipment 1465.1 Dwelling Equipment—Nonexpendable 1460 Dwelling Structures 1450 Site Improvement 1408 Management Improvements 1406 Operations (may not exceed 20% of line 21) 3 1485 Demolition Grant Type and Number
Capital Fund Program Grant No: CT 26-P007-501-23
Replacement Housing Factor Grant No: Date of CFFP: Reserve for Disasters/Emergencies Original 656,380 110,340 220,680 70,000 16,000 Total Estimated Cost

Revised<sup>2</sup> Revised Annual Statement (revision no: ) Final Performance and Evaluation Report Obligated 0 0 0 0 0 Total Actual Cost 1 FY of Grant Approval: 2023 FFY of Grant: 2023 Expended

<sup>&</sup>lt;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>&</sup>lt;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 : Summary	nmary						
PHA Name: Housing A City of Sta	PHA Name: Grant Type and Number Housing Authority of the Capital Fund Program Grant No: CT 26 P007-501-23 City of Stamford Replacement Housing Factor Grant No: Date of CFFP:	-501-23			FFY of Grant 2023 FFY of Grant Appro	FFY of Grant 2023 FFY of Grant Approval: 2023	
Type of Grant	nt			4			
X Original	X Original Annual Statement ☐ Reserve for Disasters/Emergencies	ncies		Revised Annual	ual Statement (revision no: )	sion no: )	
Performa	Performance and Evaluation Report for Period Ending:			☐ Final Perform	Final Performance and Evaluation Report	n Report	
Line	Summary by Development Account		Total	<b>Total Estimated Cost</b>			Total Actual Cost 1
			Original	Re	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment			4			
19	1502 Contingency (may not exceed 8% of line 20)		30,000	00		0	
20	Amount of Annual Grant:: (sum of lines 2 - 19)		1,103,400	00		0	
21	Amount of line 20 Related to LBP Activities			y			
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						
Signatur	Signature of Executive Director	Date	Sign	Signature of Public	ic Housing Director	rector	Date

<sup>&</sup>lt;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.

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 II: Supporting Pages									
PHA Name: <b>Housing A</b> u	PHA Name: Housing Authority of the city of Stamford	Grant Type and Number Capital Fund Program G CFFP (Yes/ No):	Grant Type and Number Capital Fund Program Grant No: <b>CT 26 P007-501-23</b> CFFP (Yes/ No):	26 P007-501-2	S	Federal F	Federal FFY of Grant: 2023		
		Replacement	CFFP (Yes/ No): Replacement Housing Factor Grant No:	Vo:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories		Development Account No.	Quantity	Total Estimated Cost	ed Cost	Total Actual Cost		Status of Work
					Original	Revised 1	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
						4			
AMP 2									
Stamford Manor									
	Window Replacement		1460		656,380				
			8	A STATE OF THE PARTY OF THE PAR					
	Management Improvements								
	Software Upgrade		1408	4897	16,000				
	Administration		1410		110,340				
	Fees & Costs		37						
	Architect & Engineering fees including Handicapped Accessibility Assessment	4	1430		70,000				
	Operations		1406		220,680				

<sup>&</sup>lt;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

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		3/30/27		3/30/25	HA WIDE
		3/30/27		3/30/25	AMP 2
	Actual Expenditure End Date	Original Expenditure End Date	Actual Obligation End Date	Original Obligation End Date	
Reasons for Revised Target Dates 1	All Funds Expended (Quarter Ending Date)	All Funds (Quarter E	All Fund Obligated (Quarter Ending Date)	All Fund (Quarter I	Development Number Name/PHA-Wide Activities
Federal FFY of Grant: 2023			<u>a</u> .	of the City of Stamfor	PHA Name: Housing Authority of the City of Stamford
			Program	or Capital Fund Financing	Part III: Implementation Schedule for Capital Fund Financing Program

<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.