

Derby Housing Authority

September 6, 2018 Meeting

The Derby Housing Authority meeting was called to order at 6:31 pm by Linda Fusco, Chairperson; and was followed by the Pledge of Allegiance.

Roll Call

Present: Linda Fusco, Chairperson, Adam Pacheco, Vice-Chairperson, Robert Lisi, Treasurer, Michael Mazzola, Resident Commission.

Also Present: Robert Henderson Jr., Ellen Oczkowski, Jamie Berryman

Excused: Kathleen Ducharme, Secretary

Approval of Minutes:

Special Meeting August 9, 2018

Special Meeting and Public Hearing August 16, 2018

A motion to approve the minutes of the August 9, 2018 Special Meeting and the August 16, 2018 Special Meeting and Public Hearing was made by Mr. Pacheco and seconded by Mr. Mazzola. Motion Carried.

Additions, Deletions, Corrections

Ms. Fusco made a motion to amend the Executive Session – Personnel Issues Section of the agenda to add discussion of candidates for the Derby Housing Authority Operations Manager Position, seconded by Mr. Lisi. Motion Carried. Ms. Fusco also requested to be added under New Business item C. Employee Time Carryover. A motion was made by Ms. Fusco and seconded by Mr. Lisi. Motion Carried.

Public Portion

Loretta Sexton- 29 Stygar Terrace wanted to say thank you for the cleaning services that have been addressed in the ladies bathroom and community room.

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Linda Swinski- 15 Guardiano Terrace wanted to express that people are blocking the pathways and it is difficult for people to get by. She also asked about the parking lot striping and when that project would begin. Mr. Pacheco suggested when the parking lot lines were being done that perhaps it could include lines and signage for pathways and walkways to help address Ms. Swinski's concerns.

Ms. Fusco closed the public portion of the meeting.

Old Business

- a. Update on repairs to sidewalks, parking lots, driveways and catch basins
A contract with F. Pepe Construction, LLC has been signed for Stygar Terrace and Guardiano Terrace. The work will begin in approximately 5 weeks. Residents will receive letters informing them of the work that will be taking place.
- b. Discussion and Possible Action on Consultant RFP Position
Ms. Fusco presented the revised job specifications for the Consultant RFP Position. There was discussion and more revisions that were made. The board decided to defer this item until next months meeting.
- c. Update on Critical Needs
Ms. Fusco said there were no updates at this time. This item will continue to be worked on and will be carried over to the October meeting.
- d. Update on Status of Hiring
Ms. Fusco was pleased to announce that the part time maintenance position has been filled. Lou Oliwa passed all his checks and was hired and started working on Tuesday. Lou will work from 11:30 am – 4:30 pm and Anna will work 8:30 am – 1:30 pm. So their schedules will overlap. Mr. Pacheco suggested since this is a new type of schedule, there has to be some coordination and communication to ensure that no work orders are being overlooked.

- e. Approval of Resolution 2018-002 HCV Administrative Plan

Ms. Fusco made a motion to approve Resolution 2018-002 HCV Administrative Plan; WHEREAS, the Housing Authority has provided the public with the requisite notice and comment period for the 2018 Administrative Plan pursuant to 24 CFR §905.300: and

WHEREAS, the Housing Authority has conducted the required Public Hearing on August 16, 2018, for the 2018 Administrative plan and has provided the required period for comments on said Administrative Plan pursuant to 24 CFR §905.300 and

WHEREAS, the Housing Authority is making substantial revisions to the Administrative Plan to ensure compliance with all HUD regulations; and

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

- 1. The Administrative Plan is hereby approved by the Board of Commissioners of the Housing Authority of the City of Derby; and***
- 2. The Board of Commissioners is hereby authorized to implement the new Administrative Plan.***

Mr. Lisi seconded the motion. Motion Carried.

- f. Discussions and updates on Companies to assist in open wait list
Mr. Henderson led the discussion on how this process will be handled, online, paper applications, or both and whether to train current staff do to the additional work internally or bring in someone part time temporarily. Mr. Henderson will be able to better address the board with an answer at the October meeting.

New Business:

- a. SEMAP letter of approval presented by Jamie Berryman
Jamie Berryman discussed the SEMAP letter that was submitted to HUD. HUD agreed with the score that was provided. The purpose of the letter is to provide notification of the corrective actions taken to resolve the deficiencies. Ms. Berryman stated there is nothing to appeal and corrective measures are being addressed. Staff members are no

DHA Minutes

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longer present and new staff members have been hired. Mr. Pacheco asked what else should be done at this point for continued improvement. Ms. Berryman suggested stepping up in the area of policy and procedures such as quality assurance reviews. Ms. Berryman will be at the October meeting to provide more information to Bob and Ellen and will continue to answer any questions and concerns the DHA Commissioners may have. Ms. Fusco asked for a motion to approve the SEMAP letter, and provide a signed copy of the letter to Jamie Berryman.

Mr. Lisi made the motion to approve the SEMAP letter and Mr. Pacheco seconded the motion. Motion Carried.

b. Consultant for SSHP Grant

Ms. Fusco led the discussion on hiring a consultant for the SSHP Grant. HUD and CHAFFA suggested hiring someone new. Ms. Fusco said she would get 3 names for bids/proposals for the October meeting. The board can then decide at that time if they want to apply for the grant.

c. Employee Carryover Time

Ms. Fusco explained the request to carry over time for Ellen Oczkowski. The time was earned however she was unable to take the time off.

Mr. Pacheco made a motion to approve the carryover time for Ellen Oczkowski, seconded by Mr. Lisi. Motion Carried.

Directors Report

HOUSING AUTHORITY CITY OF DERBY

101 West Fourth Street
P.O. Box 843
Derby, CT 06418
(203)735-8652 Telephone
(203)734-0204 Fax

Board of Commissioners
Linda Fusco, Chairperson
Adam Pacheco, Vice Chairman
Kathleen Ducharme, Secretary
Robert Lisi, Treasurer
Michael Mazzola, Resident
Commissioner

SUBSIDIZED HOUSING AUTHORITY REPORT MONTH OF AUGUST, 2018

STATE ELDERLY SITES

STYGAR TERRACE

6 Vacant

Resident Concerns:

CICIA MANOR

No Vacancies

Resident Concerns:

LAKEVIEW APARTMENT

- Checking into A/C covers

Resident Concerns

MISCELLANEOUS

1. Paid vouchers and bills are available for review.

SECTION 8 PROGRAM

1. Landlord checks for the month of September, 2018 were processed and will be mailed on September 4, 2018.
2. Paid vouchers and bills are available for review.

DHA Minutes

September 6, 2018

Executive Session – DHA Operations Manager Position

A motion to go into executive session at 7:55 pm was made by Mr. Lisi and seconded by Mr. Pacheco. Motion Carried.

The meeting resumed at 8:13pm.

A motion was made by Ms. Fusco and seconded by Mr. Mazzola with regard to the DHA Operation Manager Job Specifications to accept as written with the addition under experience and education, under the pay salary, making the addition; any hours worked greater than the employees standard work week shall be compensated with compensatory time off at a later date to be approved by the commissioners. Compensatory time shall be accrued at an hour for hour rate. Motion Carried.

Ms. Fusco asked for a motion to hire Robert Henderson for the position of DHA Operations Manager.

A motion was made by Mr. Pacheco, and seconded by Mr. Lisi to hire Robert Henderson for the position of DHA Operations Manager. Motion Carried.

Adjournment

A motion to adjourn the meeting was made by Mr. Lisi, and seconded by Mr. Pacheco. The meeting was adjourned at 8:15 pm.

Respectfully submitted,



Meg Martins
Recording Secretary

** These minutes are subject to the approval of the Derby Housing Authority at their next schedule meeting.

DERBY HOUSING AUTHORITY OPERATIONS MANAGER

Function:

The Housing Operations Manager is responsible for all property activities related to compliance with the lease at an assigned development(s). This role as “lease enforcer” requires the Housing Operations Manager to monitor or perform all rent collection, annual unit inspection, income recertification and all physical repairs that might affect code compliance and thus the Authority’s obligations under the lease. In addition, the Housing Operations Manager is responsible for all routine administrative activities related to the Housing Choice Voucher Program (Section 8). The Housing Operations Manager oversees all administrative activities associated with the day-to-day program management conducted by the Section 8 Specialists, FSS Coordinator, Program Clerk, and Maintenance Mechanics and all other staff assigned to the programs.

Supervision Received and Exercised:

The Housing Operations Manager reports directly to the DHA Board of Commissioners. The Housing Operations Manager may supervise clerical support or an intern, either of whom is assigned to a specific development on either a full-time or part-time basis. Directly supervises Section 8 Specialists, FSS Coordinator, Program Clerk, Maintenance Mechanics all other staff assigned to him/her and is responsible for all maintenance operations.

Essential Job Duties:

- Assist with the development of various RFP’s.
- Assists with Real Estate Development Activity.
- Reviews monthly reports on project expenses (project-based budgets) and identifies cost containment strategies.
- Coordinates all vacancy turnover activities including DHA staff and 3rd party contractors to minimize “down time”.
- Conducts orientations for new Section 8 residents.
- Conducts annual recertification conference with head of households and completes and prepares all paperwork associated with interim or annual income certifications regarding Section 8.
- Assures that annual unit inspections are done in conformance with an established monthly target that assures all inspection completed each twelve month period.
- The Operations Manager will write a policy to review and approve recommendations from maintenance on resident charges for damages. This will be enforced by the Subsidized Housing Coordinator.
- Along with the Subsidized Housing Coordinator will perform weekly Building and Grounds Inspections for a set of structures or floors based on an established schedule that assures that each site assigned is inspected each month.

- Enforces “house rules” and facilitates dispute resolution among tenants.
- Leads security and risk management meetings concerning each property assigned.
- Coordinates with the DHA Board of Commissioners on the development of modernization priorities.
- Recommends “for cause” lease enforcement actions to the DHA Board of Commissioners.
- Develops and maintains internal reporting systems sufficient to generate at least monthly reports on PHAS standards and other performance indicators.
- Responsible for annual PHAS report.
- Responsible for assuring that the annual SEMAP report is completed by an outside entity.
- Along with the Subsidized Housing Coordinator, will coordinate with the DHA Executive Board to identify additional performance indicators to be monitored.
- Meets with the Subsidized Housing Coordinator and various staff
- on a periodic basis to review maintenance Work Order reports and to identify issues with planning and scheduling of work.
- Along with the Subsidized Housing Coordinator will provide social service referrals for households in crisis.
- Coordinates with the Maintenance Staff on planning and scheduling of work.
- Meets with resident groups.
- Prepares for standard monthly reports on operating statistics as well as special reports on request.
- Monitors the case load for the Section 8 Specialists and recommends reassignment of the specific cases, as needed, to balance case load.
- Coordinates with other Housing Authorities on “incoming” and “outgoing” (portability) Vouchers.
- Conducts initial briefing and Annual Recertification’s for all Section 8 “incoming” Vouchers.
- Conducts random file reviews of approximately 10% of program participants to determine if Annual Recertification’s and file documents meet internal program standards.
- Reviews all Landlord claims for damage and unpaid rent.
- Reviews all requests for extensions to the initial housing search period.
- Along with the Subsidized Housing Coordinator will assure that an adequate queue of eligible Section 8 applicants are on the Section 8 Waiting List.
- Reviews and makes recommendations for all rent changes (amended HAP Contracts).
- Provides assistance for applications (NOFA’s) for new Section 8 HCV Program resources.
- Assists, as requested, on special projects such as updates on basic information required for rent reasonableness or utility allowance schedules.
- Trains new Section 8 staff on routine program procedures.

- Along with the Subsidized Housing Coordinator conducts program briefings and provides assistance on methods for housing searches.
- Monitors progress of household during housing search and prepares request for the extension of the housing search for review and approval.
- Receives Request for Lease Approval and schedules all unit inspections.
- Serves as single point of contact for all landlords and program participants in their caseload.
- Monitors Section 8 mobility and coordinates with finance on billings and other record-keeping requirements.
- Along with the Subsidized Housing Coordinator conducts initial briefing for all Section 8 “incoming” Vouchers.
- Provides limited mediation services between landlords and program participants to avoid evictions or unnecessary displacement.
- Along with the Subsidized Housing Coordinator oversees process for monthly HCV HAP payments.

Secondary Job Duties:

- Attends meetings with residents and community members to discuss Authority programs.
- Serves as Contract Manager on specific development projects as assigned by the Executive Director.
- Assists in developing collective bargaining and human resource policies and procedures.
- Coordinates with City Departments such as Fire, Police and Public Works.
- Coordinates with social service agencies.
- Attends Board of Commissioners meetings when requested.

Performance Criteria:

The Housing Operations Manager is partially evaluated on the timely completion of all annual unit inspection and recertification’s, effectiveness in rent collection, ability to coordinate with maintenance on planning and scheduling of unit and site repairs, promptness in meeting rent-up schedules and avoidance of compliance findings by HUD or other auditing entities. The ability of the Housing Operations Manager to effectively work with residents and community agencies is also evaluated in this employee’s overall job performance.

Qualifications and Skills:

- Knowledge of Connecticut Tenant/Landlord law
- Knowledge of PHAS and HUD regulations related to occupancy management, maintenance, and lease enforcement (HUD Handbooks 7460.05, 7465.01, 7465.03, and 24 CFR 966)

- A Public Housing Manager (PHM) Certification or obtain within 12 months of appointment
- Knowledge of HUD regulations related to occupancy management
- Knowledge of CHFA Requirements for state-aided properties
- Knowledge of DHA procedures and standards for applicant screening
- Sufficient knowledge of physical systems sufficient to coordinate maintenance priorities
- Knowledge of modern office administrative and filing systems.
- Effective communication and supervisory skills
- Bi-lingual in Spanish and English, preferred but not mandatory
- Above average written and excellent oral communication skills
- Computer literacy
- Ability to effectively supervise and train staff on Section 8 Program and Public Housing requirements
- Knowledge of Section 8 and Public Housing Program regulations

Experience and Education:

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Associate Degree, Bachelor preferred, with five (5) years of experience with low income or assisted housing programs (HCV) involving maintenance, tenant selection or property management or

Five (5) to eight (8) years of experience with property management for public or assisted housing programs (HCV) involving maintenance, tenant selection or property management.

Must have at least three (3) years of supervisory experience.

This position is a six month trial position with an annual salary of @ \$56,590.

HOUSING AUTHORITY CITY OF DERBY

101 West Fourth Street
P.O. Box 843
Derby, CT 06418

(203)735-6652 Telephone
(203)734-0204 Fax

Board of Commissioners
Linda Fusco, Chairperson
Adam Pacheco, Vice Chairman
Kathleen Ducharme, Secretary
Robert Lisi, Treasurer
Michael Mazzola, Resident
Commissioner

RESOLUTION 2018 - 002 ADMINISTRATIVE PLAN 2018

WHEREAS, the Housing Authority has provided the public with the requisite notice and comment period for the 2018 Administrative Plan pursuant to 24 CFR §905.300; and

WHEREAS, the Housing Authority has conducted the required Public Hearing on August 16, 2018, for the 2018 Administrative plan and has provided the required period for comments on said Administrative Plan pursuant to 24 CFR §905.300 and

WHEREAS, the Housing Authority is making substantial revisions to the Administrative Plan to ensure compliance with all HUD regulations; and

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

1. The Administrative Plan is hereby approved by the Board of Commissioners of the Housing Authority of the City of Derby; and
2. The Board of Commissioners is hereby authorized to implement the new Administrative Plan.

Signed by: _____
Linda Fusco, Chairperson

_____ Date



**CERTIFICATION OF
DOMESTIC VIOLENCE,
DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING,
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: _____

2. Name of victim: _____

3. Your name (if different from victim's): _____

4. Name(s) of other family member(s) listed on the lease: _____

5. Residence of victim: _____

6. Name of the accused perpetrator (if known and can be safely disclosed): _____

7. Relationship of the accused perpetrator to the victim: _____

8. Date(s) and times(s) of incident(s) (if known): _____

10. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.



F. PEPE CONSTRUCTION, LLC

36 Commerce Street • Derby, CT 06418

(203) 735-1107

August 30, 2018

Derby Housing Authority
West 4th Street
Derby Ct 06418
At; Ellen

PROPOSAL

Phone # 203-735-6652

Fax # 203-734-0204

STYGAR TERRACE

Sidewalk Repairs;

1. Cracks in sidewalk 1 inch or grater to be repaired with asphalt
2. Cracks in sidewalk 1 inch or less to be filled and sealed
3. Asphalt to be saw cut removed & disposed of new class II asphalt to be installed

Labor & Material \$5,200.00

Laundry Room;

-Saw cut existing concrete slab install new floor drain

Labor & Material \$1,100.00

Total Labor & Material \$6,300.00

Frank Pepe

F. Pepe Construction LLC

Derby Housing Authority



F. PEPE CONSTRUCTION, LLC

36 Commerce Street • Derby, CT 06418

(203) 735-1107

August 30, 2018

Derby Housing Authority
West 4th Street
Derby Ct 06418
At; Ellen

PROPOSAL

Phone # 203-735-6652

Fax # 203-734-0204

GARDIANO TERRACE

- | | |
|---|------------|
| 1. Back driveway sink hole | \$1,750.00 |
| 2. Bottom of driveway | \$2,250.00 |
| 3. Sidewalk in front of driveway | \$1,500.00 |
| 4. Parking lot hot crack repair spraying lines & numbers in parking lot | \$7,200.00 |

Total \$12,700.00

Frank Pepe
F. Pepe Construction LLC

Derby Housing Authority

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Board of Commissioners

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Michael Mazzola, Resident
Commissioner

September 7, 2018

Jennifer Gottlieb Elazhari
CT Public Housing Director
U.S. Department of Housing and Urban Development
Office of Public Housing, Hartford Field Office
20 Church Street, 10th Floor
Hartford, CT 06103-3220

Dear Ms. Gottlieb Elazhari:

The Derby Housing Authority (DHA) is in receipt of your letter dated July 26, 2018 regarding the FYE 3/31/2018 overall SEMAP score. The purpose of this letter is to provide you with written notification of the corrective actions taken by this agency to resolve the deficiencies for Indicators 2 (Reasonable Rent), 3 (Determination of Adjusted Income) and 6 (HQS Enforcement), as requested in your letter.

Indicator #2 – Reasonable Rent and Indicator #3 – Determination of Adjusted Income

When QC reviews for the FY 2018 SEMAP Certification were conducted, deficiencies in more than 20% of the files reviewed were discovered for Indicators 2 & 3, which lead to a self-certification of zero (0) points for both of these indicators.

During the 3rd quarter of CY 2017, the DHA began to discover deficiencies in the work performance of the Section 8 Coordinator. Some of these errors and deficiencies appeared in the quality control (QC) sampling for the FY 2018 SEMAP review for Indicators 2 & 3. This employee decided to retire from the DHA as of September 29, 2017. In addition, the Executive Director left the agency in the middle of CY 2017, which meant the DHA had 2 vacancies in key staff positions for a period of time during FY 2018.

The DHA hired a new employee for the Section 8 Coordinator position who began work in October 2017. This new Section 8 Coordinator has 12 years of experience working with the Housing Choice Voucher program in the roles of Case Manager and HQS Inspector. In addition, this employee held the positions of Property Manager, Director of Operations and Executive Director during the 5 year period prior to his arrival at the DHA.

The majority of activity reviewed during the FY 2018 SEMAP certification was completed by the previous Section 8 Coordinator and/or the previous Executive Director. Therefore, the DHA self-certified 0 points for this indicator in order to reflect this.

Over the last 9 months, there has been a significant amount of work completed by the new Section 8 Coordinator to resolve areas of non-compliance identified internally by the DHA upon the departure of the previous Executive Director and the previous Section 8 Coordinator. In addition, the DHA has increased

the frequency of QC reviews for FY 2019. The DHA now works with Jaime Berryman of Seabrook Solutions to complete Voucher program QC activities. Upon completion of each QC review, Ms. Berryman reviews the results with the DHA staff in order to identify any areas of improvement, where needed. In addition, Ms. Berryman works with the staff to correct errors found within the files during periodic QC reviews and provides training or any other assistance with integration of proper procedures into daily and periodic work processes, as deemed necessary.

Indicator #6 – HQS Enforcement

When QC reviews for the FY 2018 SEMAP Certification were conducted, deficiencies in more than 2% of the files reviewed were discovered, which lead to a self-certification of zero (0) points for this indicator. The areas in which deficiencies were found are as follows:

1. Missing inspection forms;
2. Lack of documented correspondence between the inspector and the tenant / owner; and
3. The inspector was not rescheduling follow up inspections in a timely manner.

Upon discovering these deficiencies, DHA made several requests to the outsourced inspection company to discuss these issues and decide on corrective actions. The DHA provided the outsourced inspection company with a specified period of time to implement corrective actions and achieve compliance for this indicator. The company did not improve their performance after the specified period of time. Therefore, DHA conducted procurement activities and contracted with a new inspection company to perform HQS inspections. This new inspection company was just selected and the transition process is about to begin. DHA will be closely monitoring the performance of the new inspection company to ensure that the HQS is properly enforced. Further monitoring will take place as part of periodic QC activities performed by Seabrook Solutions, as mentioned above.

At the end of FY 2019, the DHA will evaluate the level of success achieved as a result of this action plan and will adjust the frequency of QC activities as needed during FY 2020. So far, the DHA is pleased with the outcome of the recent staffing changes for these functions, and we feel these have been very positive changes for the agency.

If you have any questions regarding the action plan outlined within this letter, please feel free to contact me by phone at (203) 214-9152 or by email at lfusco1237@aol.com.

Sincerely,

Linda Fusco
Chairperson, DHA Board of Commissioners

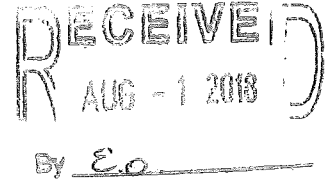
cc: Adam Pacheco, Vice Chairman, DHA Board of Commissioners
Kathleen Ducharme, Secretary, DHA Board of Commissioners
Robert Lisi, Treasurer, DHA Board of Commissioners
Michael Mazzola, Resident Commissioner, DHA Board of Commissioners
Dwoun Byrd, Portfolio Management Specialist, U.S. Dept. of Housing and Urban Development



U.S. Department of Housing and Urban Development

Hartford Field Office
Office of Public Housing
20 Church Street, 10th Floor
Hartford, Connecticut 06103-3220
E-mail Address: Jennifer.R.Gottlieb@hud.gov

Telephone: (860) 240-9757
Facsimile: (860) 240-4854
TTY: (800) 877-8339



JUL 26 2018

Ms. Ellen Oczkowski
Acting Executive Director
101 West Fourth St.
P.O. Box 843
Derby, CT 06418

Dear Ms. Oczkowski:

SUBJECT: Section 8 Management Assessment Program (SEMAP)
Fiscal Year Ending **3/31/208**

The purpose of this letter is to inform you of the Derby Housing Authority's (DHA's) overall SEMAP score, overall performance rating (designation) and the rating on each SEMAP indicator. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 Program. As a result, HUD will be able to provide more effective program assistance to HAs.

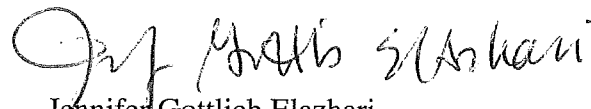
The DHA's overall SEMAP score for the fiscal year ended 3/31/2018 is **66%**. Enclosed please find your score on each indicator and your MTCS Extract Detail Report. Dividing the sum of the indicator ratings by the total possible points derives the overall SEMAP score. The SEMAP scores are rounded off to the nearest possible whole number. As a result of your overall SEMAP score of 66%, DHA is hereby designated as a **Standard Performer**.

In accordance with guidance found in PIH Notice 2005-33, a PHA may file an electronic appeal of its overall SEMAP rating **within no more than 30 calendar days** of this notice. Such an appeal must provide reasons and justification for the appeal. Additionally, PHAs may only submit an appeal if it will change the overall rating, such as from a Standard to a High Performer.

PHAs must also correct any deficient indicator (receiving a score of "zero") as identified in this notice. These corrective measures, along with written notification of the corrective actions taken, must be provided to this office **within 45 calendar days of this notice**. We have recorded that the DHA has been rated zero on **three** of the performance indicators. PHAs which fail to correct SEMAP deficiencies *and* provide documentation of corrective actions to this office within the 45-day period following this notice may be required to submit a corrective action plan (CAP).

If you have any questions regarding your SEMAP rating, please contact Dwoun Byrd, Portfolio Management Specialist, at (860) 240-9778.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Gottlieb Elazhari". The signature is written in a cursive style with a large initial "J".

Jennifer Gottlieb Elazhari
HUD Office of Public and Indian Housing
CT Public Housing Director

Enclosure

Field Office: **1EPH HARTFORD PROGRAM CENTER**
 Housing Agency: **CT017 Derby Housing Authority**
 PHA Fiscal Year End: **3/31/2018**

Profile

Profile Number: **1**
 Points Earned: **95**
 Total Possible Points: **145**
 Overall Score(in %): **66**
 Overall Rating: **Standard**
 Profile Status: **Final Rating**
 Profile Type:

| Indicator # | Previous Rating | Current Rating | HUD/FO Rating |
|--------------------------------------|-----------------|----------------|---------------|
| 1 - Waiting List Selection | NA | 15 | 15 |
| 2 - Reasonable Rent | NA | 0 | 0 |
| 3 - Determination of Adjusted Income | NA | 0 | 0 |
| 4 - Utility Allowance Schedule | NA | 5 | 5 |
| 5 - HQS Quality Control | NA | 5 | 5 |
| 6 - HQS Enforcement | NA | 0 | 0 |
| 7 - Expanding Housing Opportunities | NA | 5 | 5 |
| 8 - Payment Standards | NA | 5 | 5 |
| 9 - Timely Annual Reexaminations | NA | 10 | 10 |

| | | | |
|---------------------------------------|----|----|----|
| 10 - Correct Tenant Rent Calculations | NA | 5 | 5 |
| 11 - Pre-contract HQS | NA | 5 | 5 |
| 12 - Continuing HQS Inspections | NA | 10 | 10 |
| 13 - Lease-Up | NA | 20 | 20 |
| 14 - Family Self Sufficiency | NA | 10 | 10 |
| 15 - Deconcentration Bonus | NA | 0 | 0 |

Multifamily Tenant Characteristics System

SEMAP Indicators

Program type: SEMAP

Extract date: 03/31/2018

| | |
|---|-----|
| Reporting Rate | |
| Percent Reported | 96 |
| Late Reexamination | |
| Percent Late Reexamination | 2 |
| Tenant Rent Discrepancies | |
| Percent of Family Rent Discrepancy | 0 |
| HQS - Newly Leased Units(% of Units) | |
| Passed Inspection Before Contract Effective | 100 |
| Late HQS Inspections | |
| Percent Late HQS Inspections | 1 |
| Family Self-Sufficiency | |
| Number of Families Enrolled | 27 |
| Percent With Escrow Balance | 87 |
| Family Self-Sufficiency (FO Input) | |
| Number of Mandatory FSS Slots | 25 |
| Lease-up (FO Input) | |
| Percent Leased | 100 |

HOUSING AUTHORITY CITY of DERBY
101 West Fourth Street, P.O. Box 843 Derby, CT 06418
Section 8/Housing Choice Voucher Program Phone (203) 736-3821
Fax (203) 734-0204

This Contractual Agreement entered into as this 15th day of September, 2018 between **Housing Authority City of Derby and Right Choice Inspection Services, LLC.**

The Housing Authority City of Derby (hereinafter the Agency) and Right Choice Inspection Service, LLC (hereinafter Respondent) agrees as follows:

The Respondent will perform HQS inspection services and shall work as an independent Contractor to undertake all necessary unit inspection services required by the Agency. There are approximately 275 independently owned units that require an inspection each year. The workload requirements will be obtained from the Agency and submitted to the Agency on a daily basis.

The Agency is entering into a contract for the HQS inspections services. These services will include, but not be limited to the following:

- Retrieve and submit work assignments on a daily basis.
- Conduct HQS inspections in accordance with HUD's Housing Quality Standards (24 CFR 981.401) and Agency Policy. This comprises move-in inspections, annual inspections, special inspections, tenant complaint inspections and follow-up inspections for units that initially were in non-compliance.
- Prepare and send inspection notifications appointments and the results.
- Provide the Agency with the inspection results.
- Respondent will comply with Connecticut date policies, Agency admin plan, federal privacy laws and with all federal, state and local laws, ordinances, codes, rules and regulations that may affect the services.

LAWS AND REGULATIONS

Respondent will indemnify and hold harmless the Agency and its representatives from all claims, loss, damages, actions , causes for action and/or expenses resulting from or brought on account of any personal injury or property damage that is attributed to any work performed under or related to this contract, resulting from the negligent acts or omissions of the Respondent.

Projected Term of Contract: One (1) year with option to extend the contract for two additional years at one (1) year intervals.

Contract Period: Contract shall be for the period September 15, 2018 through September 14, 2019

The Contract Price: The Agency shall pay Respondent for the performance of the contract, in current funds, within 30 days of receipt of an invoice for services at the rate listed below.

| TYPE OF INSPECTION | INSPECTION FEE |
|--|-----------------------|
| A. Annual Inspection | \$40.00 |
| B. Initial /Move-in Inspection | \$30.00 |
| C. Re-inspection / Follow-up Inspections | \$25.00 |
| D. Special Inspection | \$25.00 |
| E. No Show | \$15.00 |
| F. Tenant Complaint Inspections | \$25.00 |

Agrees to and accepted by:

RIGHT CHOICE INSPECTION SERVICES, LLC

Respondent

By: _____

Title: _____

Date: _____

Address: P.O. Box 514, Bloomfield, CT 06002

HOUSING AUTHORITY CITY of DERBY

Agency

By: _____

Title: _____

Date: _____

Address: 101 West Fourth Street, Derby, CT 06418

WITNESS: _____ **DATE:** _____

WITNESS: _____ **DATE:** _____