

# Enfield Housing Authority

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*2015 Annual Report*



**William J. Ballard**, Chairman  
**Mary Ellen Kuraska**, Vice Chair  
**Howard Coro, Jr.**, Treasurer/Commissioner  
**Barbara Lawrence**, Commissioner  
**Matthew Gilbert**, Commissioner

**Scott C. Bertrand**, Executive Director

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# ENFIELD HOUSING AUTHORITY

1 Pearson Way, Enfield, CT 06082

January 11, 2016

On behalf of the Board of Commissioners, I am pleased to present the Annual Report for the Housing Authority of the Town of Enfield for Fiscal Year Ending December 31, 2015. This past year has been a success due to the hard work and commitment by the commissioners and staff of the Housing Authority of the Town of Enfield (EHA).

2015 was a very productive year for the EHA. Significant strides have been made toward implementing the agency's strategic plan to provide high performing, sustainable and fiscally responsible housing. Our focus continues to be the long term sustainability of our existing housing portfolio.

This past year, the EHA received approval from the State of Connecticut for \$3,820,175 in grant funding for renovations. The funding will be used for substantial improvements at three of our elderly developments; Windsor Court, Woodside Park and Ella Grasso Manor. The project is expected to begin in early 2016 and will be completed within one year.

The Authority began working on pre-development activities toward the redevelopment of Enfield Manor. This is being made possible by a \$300,000 planning grant from the State of Connecticut. The project team has been assembled and a preliminary concept has been created. The concept includes the complete replacement of the existing 80 units with up to 128 new apartments that meet current design standards. During 2016 the EHA will be engaging our residents and other local stakeholders. Local approvals will be sought this year with eye toward submitting a funding application in late 2016 or early 2017.

The EHA continued to execute our 20 year capital improvement plan for our two moderate rental developments; Green Valley and Laurel Park. The plan includes phasing upgrades over multiple years which will keep the developments sustainable without the need for outside capital. However the EHA will continue to leverage sources such as the energy efficiency incentives from EverSource.

During 2016 the EHA will continue to face challenges in the administration of the Federal Housing Choice Voucher Program (a.k.a. Section 8). Funding needs are likely to exceed what will be allocated by HUD due to budget cuts by Congress. Painfully low administrative fee pro-rations continue to make it increasingly difficult for the EHA to administer the program and meet the complex program regulations.

The EHA Board of Commissioners and staff remain committed to providing quality affordable housing opportunities despite the challenges that lay ahead. The EHA will continue to work diligently in 2016 with a focus on preserving these vital assets.

Respectfully Submitted,

**Scott C. Bertrand**

Executive Director

## Mission Statement

*“It is the mission of the Housing Authority of the Town of Enfield to provide effective, sustainable and fiscally responsible housing programs in a manner which promotes safe, decent, sanitary, drug free and smoke free housing opportunities.”*

## Vision Statement

*“Five years from now, the EHA will be the local leader in affordable housing by developing and managing programs while forging partnerships that result in high performing, sustainable and fiscally responsible housing.”*

Adopted: January 14, 2013



## **ORGANIZATIONAL SUMMARY**

### **Board of Commissioners**

**William J. Ballard**, Chairman – *Serving since 1987*

**Mary Ellen Kuraska**, Vice Chair – *Serving since 2009*

**Howard Coro, Jr.**, Treasurer – *Serving since 2012*

**Barbara Lawrence**, Commissioner – *Serving Since 2013*

**Mathew Gilbert**, Commissioner – *Serving Since 2014*

### **Housing Authority Staff**

#### **Administration**

**Scott C. Bertrand**, Executive Director

**Lori Reale**, Deputy Executive Director

#### **Housing Programs**

**Shari Riddick**, Portfolio Manager

**Giovanna Waterhouse**, Housing Coordinator

**Christine Dolan-Kerr**, Resident Services Coordinator

**Diane Stolpinski**, Housing Programs Coordinator

**Kevin Donahue**, Modernization Coordinator

**Drew Martin**, Congregate Desk Attendant

**Alicia Corneau**, Congregate Desk Attendant

**Jackie Edwin**, Office Support Specialist

**Nicole Fuller**, Mark Twain Dining Room Assistant

**Facilities**

**William DuFour**, Facilities Manager

**John Viens**, Maintenance Mechanic

**Christopher Ceglia**, Maintenance Mechanic

**Kadian Anglin**, Maintenance Laborer

**John Bower**, Maintenance Laborer

**Michael Fournier**, Maintenance Laborer

## ACTIVITIES

### Mark Twain Renovations

The Enfield Housing Authority completed the major renovation project at the Mark Twain Congregate Living Center. The final phase of the project was the re-insulation and air sealing of the attic spaces. This work will further reduce the energy consumption of the facility. The additional \$168,895 of upgrades was made possible with a \$92,638 energy conservation incentive provided by EverSource and with the balance coming from the unexpended project contingency. The overall \$1,643,549 project was designed to keep the housing viable for a minimum of 15 years. The project was made possible by a \$1,244,115 grant from the State of Connecticut State Housing Rehabilitation and Preservation Program and \$306,796 of EHA funds. The grant program is being administered by the Department of Housing in partnership with the Connecticut Housing Finance Authority. The work included, but was not limited to; roof replacement, paving, fire alarm upgrades, fire protection system retro-fit, new kitchens in the Robbins wing, common area upgrades, energy efficiency measures and window replacements.

### Elderly Site Renovations

In January of 2014 the EHA made an application to the State of Connecticut for approximately \$4.0 Million to renovate Woodside Park, Ella Grasso Manor and Windsor Court. The EHA was informed in December 2014 that the applications were approved for this highly competitive funding. The project went out to bid in early 2015 with the work expected to begin in early 2016. Each of the three sites will receive improvements that should keep the sites sustainable for 20 years. Due to similarities in construction, Woodside Park and Ella Grasso Manor were combined as one endeavor with Windsor Court packaged as a second project. Planned improvements:

**Woodside Park:** Roof, siding, window and door upgrades, paving, and site lighting. Fire alarm and call for aide system replacement. Select bathroom upgrades. Complete community room and laundry room renovations including an emergency power generator. A video monitoring system will be added if the project costs are as expected.

**Ella Grasso Manor:** Roof, siding, window and door upgrades, and site lighting. Fire alarm and call for aide system replacement. Select bathroom upgrades. Complete community room and laundry room renovations including an emergency power generator. A video monitoring system will be added if the project costs are as expected.

**Windsor Court:** Fire alarm and call for aide system replacement, roof, siding and site lighting replacements, access road repaving, a backup power generator for the Community room. Select interior unit upgrades. A video monitoring system will be added if the project costs are as expected.

### Enfield Manor Predevelopment

The EHA has begun the pre-development work for the redevelopment of Enfield Manor. The planning is possible with a \$300,000 grant from the State of Connecticut. A development team has been assembled and the conceptual design work is in progress. The EHA will continue to engage the residents and other local stakeholders. The EHA anticipates making an application for funding late 2015 or early 2016.



## Moderate Rental Capital Plan

The Enfield Housing Authority continued general renovations at the Green Valley and Laurel Park moderate rental developments. The EHA updated the 6.6 million dollar program which uses a phased approach over 20 years. This strategy will enable the authority to pay for the improvements using the EHA's current and future capital improvement funds. Improvements at select locations within the neighborhood include; siding, windows, driveways, sidewalks, kitchens, flooring, landscaping and many other miscellaneous upgrades. During 2016 the EHA is planning the comprehensive replacement of the furnaces and water heaters at Laurel Park. The furnace project is expected to exceed \$750,000 and EverSource has committed to provide an incentive of over \$80,000 toward the project cost.

## Strategic Planning

The Board of Commissioners of the Enfield Housing Authority approved a strategic plan at the January 13, 2013 Annual Meeting. This plan has set the direction for the EHA for the next five years. The strategies used are reflected in the activities detailed within this report. Each year the Board and the Executive Director review the goals and strategies and update them as needed. A full copy of the plan is available upon request at the EHA main office.

## Appointments to the Board of Commissioners

Matthew Gilbert was unanimously reappointed by the Enfield Town Council to a five year term.

## Capacity Building

The EHA staff and commissioners continued to work towards building the authority's capacity to provide housing effectively and efficiently, thereby being prepared for future development/re-development opportunities. This included, but was not limited to, training in areas such as; Policies & Procedures, Lead Based Paint, Fair Housing & Reasonable Accommodations, Housing Quality Standards and many other topics.

The EHA also created a new position for a modernization coordinator to administer the planned renovations and redevelopment of our housing stock. In addition, the authority has worked toward building development teams that includes in house staff, architects, engineers, and other consultants to provide the technical expertise needed to pursue funding and to implement the projects.

## Awards

The EHA received two awards for our partnership with Bay Path University.

### **New England Council of the National Association of Housing & Redevelopment Officials (NERC-NAHRO)**

**Award of Excellence: *Program Innovation – Resident Services***

### **National Association of Housing & Redevelopment Officials (NAHRO)**

**Award of Merit: *Program Innovation – Resident & Client Services***

Bay Path University and the EHA had an ongoing partnership for the students to complete their Level I Field Occupational Therapy Training. The program was expanded adding Level II Field Study. The students are able to complete their field study program while working with our elderly residents. The objective of this program is to provide an opportunity for the residents to receive a variety of services at no cost and without having to leave the premises. The program is also designed to assist the residents in ways that the students could help fill gaps that impaired the residents physically or mentally. The



Occupational Therapy program made it possible for the aging residents, who face many challenges, to maintain their daily living skills. The students develop monthly schedules which consist of group activities, in-services, and one-on-one sessions. The activities include; Chair Exercise, Nutrition, Spa Days, Home Safety, Community Outings, Diabetes Education, Relaxation Groups, Daily Safety Awareness, Crafting, Memory/Reminisce Games, Car Fit Test, Health Education Seminars, Cooking Classes, Trivia, Pot Luck Lunches, and more. The Bay Path students work with many residents which enhance their comfort and independence. Most importantly, the students set goals and established routines with the participants. Many residents have improved their social & interpersonal skills as a result of this program.



The EHA also received award from our insurer, HAI Group:

**Outstanding Risk Control Program – Five Star Performer** for our Risk Awareness and Business Continuity Plan. This effort resulted in a Risk Control Dividend back to the EHA.

**Low Loss Achievement Award** for having a liability loss ratio of less than 50% for three consecutive years (2011, 2012, & 2013).

## Housing Advocacy & Associations

The EHA continues to be committed to advocating for public housing. EHA executive director Scott Bertrand remains an active Executive Board member for the Connecticut Chapter of the National Association of Housing and Redevelopment Officials (CONN-NAHRO) as Past President, and as a member of the Housing/Legislation, Strategic Planning and Steering Committees. He is also an Executive Board member of the New England Regional Council of NAHRO.

Mr. Bertrand serves as a committee member with HAI Group. He serves on the Marketing/Agency Operations, Finance and Business Development/Research committees. This past year Mr. Bertrand represented the Enfield Housing Authority and CONN-NAHRO on the Connecticut Housing Finance Authority's Multi-family Advisory Committee.



**NEW ENGLAND REGIONAL COUNCIL**  
P.O. Box 270 • Boston, Massachusetts 02133-0270  
(617)742-NEHC • Fax (617)742-0133 • www.nercoahro.org



## 2015 Resident Services Summary

The Enfield Housing Authority enhances a positive living environment through a commitment to resident services. This is achieved by dedicating a full time staff member to work directly with our residents and by organizing events and activities.

This past year, the EHA has assisted residents with 251 different services. Below is a summary list of services that has been provided by the type of service:

Homemaking Service:	14 residents
Home Health Aide:	13 residents
Visiting Nurse:	5 residents
Adult Day Care:	1 resident
Transportation Services:	9 residents
Public Assistance Programs:	82 residents
Mental Health Services:	6 residents
Mediation/Facilitation Services:	5 residents
Legal Services:	4 residents
Medicare/Health Insurance:	19 residents
Friendly Visitor/Companion:	10 residents
Socialization/Recreation:	15 residents
Other Services:	68 residents

## Community Partnerships

The EHA continues to engage in both formal and informal local partnerships. These relationships help to maintain and improve the quality of life for the residents of Enfield.

**Bay Path College** – Bay Path College continues to provide free occupational therapy services to the residents of the Mark Twain Congregate Living Center. The internship program places entry level therapist students to provide Level I services each fall and Level II services in the spring. Resident participation is voluntary and provided at no cost. The students gain valuable experience working directly with the senior population while the residents receive services to enhance their wellbeing. This year the partnership was expanded by providing dedicated office space for the Bay Path staff and students which further strengthened our partnership.

**Town of Enfield Adult Day Center** – The EHA continues to provide space for the Enfield Adult Day Center at the Mark Twain Congregate Living Center. The long term lease with the Town lapsed in March of 2009. However, the EHA and the Town of Enfield are close to finalizing a new agreement. For many years the EHA has leased the Adult Day Center to the Town of Enfield at no cost in return for the Town's continued administration of the congregate meal program at a minimal cost to the Mark Twain residents.

## HUD Section 8 Management Assessment

The EHA has maintained the status of being a High Performing Agency with the U.S. Department of Housing and Urban Development in the management of the Section 8 Program. The EHA will be assessed again in 2017 for the two year period that will end December 31, 2016.

## Smoke Free Housing

This year the EHA intends to join the national effort to make our housing smoke free. The EHA recently released a draft policy for public comment that will prohibit smoking within all EHA owned units and within 25 feet of doors and windows. The EHA plans to offer assistance within smoking cessation. If approved, the policy will be effective for new residents on July 1, 2016 and it will be effective on January 1, 2017 for the current residents.

## Payment in Lieu of Taxes (PILOT)

The Town of Enfield received **\$87,821** in PILOT funding from the State of Connecticut for **Fiscal Year 2014-2015** for our two Moderate Rental developments. Future funding for this program remains to be a concern each year due to pressure on the budget for the State of Connecticut.

Prior year awards were as follows:

\$166,382	FY 2004-2005
\$132,967	FY 2005-2006
\$130,257	FY 2006-2007
\$103,940	FY 2007-2008
\$91,428	FY 2008-2009
\$91,428	FY 2009-2010
\$85,993	FY 2010-2011
\$85,993	FY 2011-2012
\$76,423	FY 2012-2013
\$88,960	FY 2013-2014



# FACILITIES

## Work Orders

As of December 31, 2015, the EHA maintenance staff completed 2,562 calls for maintenance service.

## Unit Turnover 2015

The EHA maintenance staff renovated 71 apartments in preparation for new and/or transferred residents. The units turned increased by 2 additional apartments. It should be noted that there was a large increase in the number of larger Moderate Rental units that received kitchen and bathroom upgrades. The breakdown by program is: **Elderly: 26 Moderate Rental: 26 Congregate: 19**

During Calendar Year 2015, 76 households moved in and 67 moved out. The breakdown by program is as follows: **Elderly: 27 In/30 Out Moderate Rental: 26 In/26 Out Congregate: 23 In/11 Out**

## Modernization/Capital Improvements & Replacements

This past year, the Enfield Housing Authority invested over \$157,621 into our portfolio and operations in the form of improvements, modernization projects and replacements for the elderly and moderate rental programs FYE 12/31/2015 and Congregate FYE 6/30/2015. This includes non-routine maintenance work, extraordinary or emergency contract repairs, capital replacements and design (excluding the Mark Twain Project). The following is a sample of the many activities undertaken this past year.

**Mark Twain Insulation** – The attic spaces were re-insulated and air sealed. This work will further reduce the energy consumption of the facility. The upgrades were made possible with a \$92,638 energy conservation incentive provided by EverSource and with the \$76,257 balance coming from the State of Connecticut SHRP grant project contingency. **2015 Project Cost: \$168,895.**

**Enfield Manor Furnace Replacement** – Furnaces at Enfield Manor are obsolete and parts are no longer commercially available. Six (6) wall hung compact furnaces were replaced with one high efficiency condensing boiler that includes an indirect water heater. The six old units were salvaged and will be used at other locations where replacement is not feasible. **2015 Project Cost: \$27,624**



Central Boiler & Water Heater



One of Six Obsolete Boilers

**Kitchen Cabinet/Countertop and Bath Vanity Upgrades** – Kitchens and bath vanities at our Moderate Rental and Elderly units continue to be upgraded on an as needed basis. **2015 Project Cost: \$18,841 (materials, labor was performed in-house)**

**Computer Network Server Replacement** – The authority’s computer network server was replaced due to its age and the discontinued software support by Microsoft. **2015 Project Cost: \$27,126**

**Severe Winter Weather** – Extreme weather placed a significant strain on the EHA facilities. The polar vortexes created unusually cold weather that contributed to several pipe freezes and taxed heating systems. In addition, heavy and drifting snow led to deep roof loads at Mark Twain which needed to be removed.



**Frozen Pipe Damage & Defective Weld**



**Snow Removed from Mark Twain**

**CHFA Small Improvement Program** – The EHA was successful in receiving **\$20,000** in grants from the CT Housing Finance Authority. The program was designed to enhance the lives of the residents at our four elderly developments and the Mark Twain Congregate Living Center. Improvements included, but were not limited to; common area furniture, community information boards, and outdoor planters.



**Outdoor Furniture at Mark Twain**



**Indoor Seating at Mark Twain**

**Tree Work** – Several trees needed to be removed at Enfield Manor as they were creating hazards to some of the buildings and electric services lines. **2015 Project Cost: \$3,650**



# FINANCIAL SUMMARY

## Annual Financial Audit

The Fiscal Year 2014 Audit Report was completed and filed as required. A full copy of the audited financial statements is available upon request at the EHA Office.

## STATEMENTS OF NET POSITION 2014

Housing Authority of the Town of Enfield STATEMENTS OF NET POSITION December 31, 2014 and 2013		
	2014	2013
<b>ASSETS</b>		
Current:		
Cash and equivalents		
Unrestricted	\$ 993,268	\$ 782,607
Restricted	532,550	1,260,746
Total cash and cash equivalents	<u>1,525,818</u>	<u>2,043,353</u>
Receivables:		
Tenants	114,516	114,134
Other	155,686	44,819
Less: allowance for uncollectibles	(81,709)	(80,116)
Prepaid expenses	61,718	63,310
Investments:		
Restricted	2,020,080	1,696,919
Total current assets	<u>3,796,109</u>	<u>3,882,419</u>
Noncurrent:		
Capital Assets		
Construction in progress	1,683,478	225,964
Depreciable - net	5,329,220	5,455,529
Nondepreciable	1,129,002	1,129,002
Total noncurrent assets	<u>8,141,700</u>	<u>6,810,495</u>
Total Assets	<u>11,937,809</u>	<u>10,692,914</u>
<b>LIABILITIES</b>		
Current:		
Accounts payable	261,611	89,517
Due to other governments	29,245	2,251
Accrued wages	9,627	18,328
Accrued expenses	8,955	7,079
Tenant security deposits	85,280	82,975
Unearned revenue	32,667	19,840
Compensated absences	4,830	4,564
Total current liabilities	<u>432,215</u>	<u>224,554</u>
Noncurrent:		
Compensated absences	43,459	41,074
Total long-term liabilities	<u>43,459</u>	<u>41,074</u>
Total liabilities	<u>475,674</u>	<u>265,628</u>
<b>NET POSITION</b>		
Net investment in capital assets	8,141,700	6,810,494
Restricted for:		
Capital improvements	2,460,283	2,714,271
HAP payments	629	40,235
Unrestricted	859,523	862,286
Total net position	<u>\$ 11,462,135</u>	<u>\$ 10,427,286</u>



## STATEMENTS OF REVENUES, EXPENSES, & CHANGES IN FUND NET POSITION

Housing Authority of the Town of Enfield		
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION		
For the years ended December 31, 2014 and 2013		
	2014	2013
<b>Operating Revenues:</b>		
Dwelling rental	\$ 2,000,567	\$ 1,916,754
Tenant revenue other	3,011	2,881
HUD operating grants	2,128,797	2,117,475
Section 8 fraud recovery	818	3,743
State operating grants	237,666	275,578
Other	426,072	420,523
Total Operating Revenues	4,796,931	4,736,954
<b>Operating Expenses:</b>		
Administrative	871,721	827,277
Tenant services	232,177	251,567
Utilities	336,901	291,468
Ordinary maintenance and operations	512,271	555,092
General expense	157,495	136,492
Extraordinary maintenance	89,221	136,797
Housing assistance payments	2,407,051	2,436,846
Depreciation	356,598	358,376
Total Operating Expenses	4,963,435	4,993,915
Operating income (loss)	(166,504)	(256,961)
<b>Nonoperating Revenues (Expenses):</b>		
Investment income	26,329	23,642
Total Other Income (Expense)	26,329	23,642
Net income/(loss) before capital grants	(140,175)	(233,319)
Government capital grants	1,175,024	31,275
Change in net position	1,034,849	(202,044)
Net position - beginning of year	10,427,286	10,629,330
Net position - end of year	\$ 11,462,135	\$ 10,427,286

## STATEMENT OF CASH FLOWS

Housing Authority of the Town of Enfield		
STATEMENTS OF CASH FLOWS		
For the years ended December 31, 2014 and 2013		
	2014	2013
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from customers/tenants	\$ 2,019,484	\$ 1,916,287
HUD operating grants	2,128,797	2,117,475
State operating grants	127,236	247,779
Payments to vendors/suppliers/landlords	(3,630,727)	(3,813,226)
Payments to employees	(779,604)	(767,616)
Other receipts (payments)	426,890	424,266
Net cash provided by operating activities	<u>292,076</u>	<u>124,965</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Capital grants	1,175,024	31,275
Purchase of capital assets	(1,687,803)	(349,250)
Net cash used by capital and related financing activities	<u>(512,779)</u>	<u>(317,975)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest and dividends	26,329	23,642
Deposits into investment pool	(323,161)	(1,696,919)
Net cash provided (used) by investing activities	<u>(296,832)</u>	<u>(1,673,277)</u>
Net decrease in cash equivalents	(517,535)	(1,866,287)
Cash equivalents - beginning	2,043,353	3,909,640
Cash equivalents - ending	<u>\$ 1,525,818</u>	<u>\$ 2,043,353</u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>		
Operating income (loss)	(166,504)	(256,961)
Adjustments to reconcile operating income (loss) to net cash flows from operating activities:		
Depreciation	356,598	358,376
(Increase) decrease in the following assets:		
Receivables:		
Tenants	(382)	(85,178)
Other receivables	1,156	67,325
Due from other governments	(110,430)	(27,799)
Prepaid expenses	1,592	30,346
Increase (decrease) in the following liabilities:		
Accounts payable	172,094	25,499
Accrued wages	(8,701)	(5,488)
Due to other governments	26,994	(6,972)
Accrued expenses	1,876	7,079
Tenant security deposits	2,305	2,075
Deferred revenues	12,827	12,430
Compensated absences	2,651	4,233
Total adjustments	<u>458,580</u>	<u>381,926</u>
Net cash flows from operating activities	<u>\$ 292,076</u>	<u>\$ 124,965</u>

### Management Plans

The Congregate Housing Management and Services Plans as well as the Elderly and Moderate Rental Plans were submitted and approved as required.

## Base Rent Structure

**Moderate Rental** – The base rents for the Moderate Rental program were increased based on bedroom size \$30 to \$40 per month for the fiscal year that begin January 1, 2016. The average base (minimum) rent is \$358 per month. As of September 30, 2015, the average rent paid by all residents was \$425 per month. It is anticipated that the base rents will need to be increased each year to keep in step with the recommended reserve levels from the independent capital needs assessments and the EHA Capital Improvement Plan. The utility adjusted Fair Market Rent (FMR) for comparable apartments is about \$917 to \$1,372 per month.

**Elderly** – The EHA needed to increase the base (minimum) rents for the upcoming fiscal year. A base rent increase of \$28 to \$36 went into effect for January 1, 2016. The average base (minimum) rent is \$382 per month. The increase was made in consideration to the rent levels needed for long term sustainability of the developments. As of September 30, 2015, the average lease rent was \$380 per month however the actual amount paid by many residents was substantially less due to assistance from State of Connecticut’s Elderly Rental Assistance Payment (ERAP) program. It is anticipated that the base rents will need to be increased each year to keep in step with the recommended reserve levels from the independent capital needs assessments and the EHA Capital Improvement Plan. The utility adjusted Fair Market Rent (FMR) for comparable apartments is about \$703 to \$885 per month.

Many residents who cannot afford the base rent may receive a rent subsidy from the State of Connecticut’s Rental Assistance Payment (RAP) program if funds are available. Fortunately, ERAP funding was adequate which enabled the EHA to implement the needed increases while minimizing the impact on the current residents. However continued and/or adequate funding for this program is a major concern due to the ongoing State of CT budget restraints. The EHA has chosen to reduce the monthly payment for eligible residents up front and in some cases before the funds are made available by the State.

**Congregate** – The EHA needed to increase the base rent \$20 per month for the fiscal year that began July 1, 2015. The new average base rent is \$430 per month. The increase was made in consideration to the rent levels needed for long term sustainability of the developments. The estimated market rents for comparable apartments are about \$732 to \$918 per month.

The rental rates range between \$396 and \$462 per month which includes all utilities. Many residents who cannot afford the base rent will receive a rent subsidy from the State of Connecticut’s Congregate Rental Assistance Payment program. The fee for congregare services was increased by \$3 per month bringing the total monthly cost to \$277. The State of Connecticut will also subsidize the cost for residents whose income will not support this amount.

## Section 8 Housing Choice Voucher Program

During 2015, the EHA worked toward maximizing the use of vouchers available with 98% of the budget authority being expended.

The program continues to be difficult to manage as the Administrative Fees paid to housing authorities continues to be critically low and was prorated at only 81% of what is due. The inadequate funding has forced the EHA to operate the program at a loss for several years. The EHA is unlikely to be able to sustain the program, maintain regulatory compliance and provide an adequate level of service to the program participants so long as administrative funding is prorated.



## **Freshwater Pond Apartments**

Funding for this privately owned and managed Section 8 Project Based Program was adequate to meet the US Department of Housing and Urban Development's (HUD) commitment to the owners. Each year the EHA provides contract administration services for HUD.

## **Annual Agency Plan (HUD required)**

The required Agency Plan for FY2015 has been submitted to the US Department of Housing and Urban Development. A copy of the plan is available for viewing at the Central Office during regular business hours.

# HOUSING PROGRAM SUMMARY

## State Financed Moderate Rental “Family Housing”

### *Green Valley Village (MR 26) – 1951*

84 units within 42 side by side duplex style buildings

### *Laurel Park (MR 56) – 1954*

90 units within 45 side by side duplex style buildings

#### Unit Breakdown & 2016 Base Rents:

122	Two bedroom	Base Rent:	\$348
51	Three Bedroom	Base Rent:	\$381
1	Four Bedroom	Base Rent:	\$408

Residents pay the greater of the monthly base rent or 30% of their adjusted gross income.

During Fiscal Year 2015, 26 families moved in and 26 moved out. As of December 31, 2015 there were seven vacant units in the process of being made ready for new residents and there were 31 families on the waiting list.



**Green Valley Drive by Pearl Street**

## State Financed Elderly Housing

### *Enfield Manor & Extension (E 10 & E 21) – 1964 & 1965*

There are 80 units within 17 one story buildings along with a community/office building that includes a laundry room. The base rents for 2016 are \$389 for an efficiency unit and \$419 for a one bedroom.



### *Windsor Court (E 31 & E 50) – 1968 Redeveloped 2002*

There are 40 units within 20 one story buildings along with a community building that includes a laundry room. The base rent for 2016 is \$387 for a one bedroom.



### *Woodside Park (E 61) – 1972*

There are 40 units within 20 one story buildings along with a community building that includes a laundry room. The base rents for 2016 are \$349 for a standard one bedroom unit and \$374 for a larger one bedroom.





Woodside Park

***Ella Grasso Manor (E 125) – 1982***

There are 40 one bedroom units within 20 one story buildings along with a community building that includes a laundry room. The base rents for 2016 range from \$363 to \$387 depending on the unit size.



Ella Grasso Manor

**For all elderly developments:**

Residents pay the greater of; the monthly base rent or 30% of their adjusted gross income. Households who would be paying in excess of 30% of their adjusted monthly income are eligible to participate in the State of Connecticut’s Rental Assistance Program if funding is available.

During Fiscal Year 2015 27 households moved in and 30 moved out. As of December 31, 2015 there were nine vacant units in the process of being made ready for new residents. There is one down unit awaiting major renovation. There were 6 households on the waiting list. As of January 4, 2016, 46% of the residents were age 62 or over and 54% were people under age 62 with disabilities.

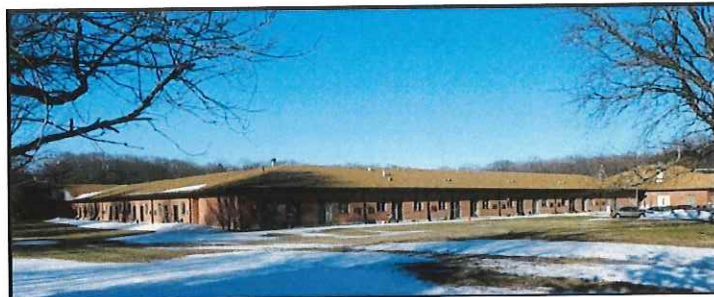
**State Financed Congregate Housing**

***Mark Twain Congregate Living Center (C-3 & C-18) – 1982/1992***

The development contains 82 units. The original 42 units were established in 1982 when a former elementary school was converted to housing. In 1992, an addition to the building was added consisting of 40 units. Also added was an adult daycare center which is operated by the Town of Enfield.

The rents range from \$396 to \$462 which includes all utilities. There is a monthly service fee of \$277 which covers the cost of the congregate program related assistance. Residents who would be paying in excess of 30% of their adjusted monthly income are eligible to participate in the State of Connecticut's Rental Assistance and Congregate Subsidy Programs if funding is available.

During Calendar Year 2015, 23 households moved in and 11 moved out. As of December 31, 2015 there were no (0) vacant units in the process of being made ready for new residents. There are 13 applicants on the wait list.



Mark Twain Congregate Living Center

## Federal Section 8 Low Income Housing Program

### *Housing Choice Vouchers (Participant Based)*

Program participants use the voucher in the private rental market. Program participants pay 30% to 40% of their adjusted gross monthly income toward the rent. A Housing Assistance Payment (HAP) is made directly to the owner for the balance of the rent within certain limitations based on Federal guidelines. The EHA has a HUD approved baseline of 136 Housing Choice Vouchers (HCV).

As of December 31, 2015 the voucher utilization rate was 92% with the average rate for the year being 94%. Last year three Vouchers were terminated for non-compliance and ten were turned back in to the EHA by the participant or were absorbed by other jurisdictions. Five applicants were selected from the waitlist and four vouchers from other jurisdictions were absorbed into our program.

As of December 31, 2015, there were 36 incoming portable Vouchers from other jurisdictions and four outgoing vouchers.

The wait list was opened during 2015. The EHA received 5,098 pre-applications that resulted in 123 households being placed on the list. Currently there are 119 households on the list for a Housing Choice Voucher.

There were 206 Section 8 Housing Quality Standard inspections performed last year with 91 of them failing the initial inspection

**New Construction (Project Based)** – The EHA is contract administrator for HUD in the oversight of the 75 unit Freshwater Pond apartment complex.

## **Contact & Meeting Information**

***For more information regarding the Housing Authority of the Town of Enfield, please feel free to contact us at:***

### **Central Offices**

#### **Enfield Housing Authority**

1 Pearson Way  
Enfield, CT 06082

**Phone:** 860-745-7493 **Fax:** 860-741-8439 **TTY/TDD:** 800-545-1833 Ext. 849

### **Congregate Housing Office**

#### **Mark Twain Congregate Living Center**

110 South Road  
Enfield, CT 06082

**Phone:** 860-745-7493 **Fax:** 860-763-5517 **TTY/TDD:** 800-545-1833 Ext. 849

The Regular Meeting of EHA Board Commissioner's is held the second Monday of each month at 6 PM in the Conference Room located at 1 Pearson Way, Enfield, CT (unless otherwise posted). If a legal holiday falls on that day, the meeting will be held the following day (Tuesday).

