

# Enfield Housing Authority

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*2017 Annual Report*



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

**Scott C. Bertrand**, Executive Director

## TABLE OF CONTENTS

<b>Introduction</b>	<b>2</b>
<b>Mission &amp; Vision</b>	<b>3</b>
<b>Organization</b>	<b>4</b>
<b>2015 Activities</b>	<b>6</b>
<b>Facilities</b>	<b>11</b>
<b>Financial</b>	<b>12</b>
<b>Housing Programs</b>	<b>17</b>
<b>Contact Information</b>	<b>21</b>



## ENFIELD HOUSING AUTHORITY

January 08, 2018

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, 2017. 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).

2017 was a very productive year for the EHA. Significant strides continue to be made toward implementing the agency's strategic plan for providing high performing, sustainable and fiscally responsible housing. Our focus continued to be on implementing strategies to insure the long-term sustainability of our existing housing portfolio.

This past year, the EHA substantially completed renovations at three of our elderly developments; Windsor Court, Woodside Park and Ella Grasso Manor. The work was made possible with grants from the State of Connecticut totaling \$3,995,175.

The Authority worked 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 completed the conceptual designs which includes the complete replacement of the existing 80 units with up to 100 new apartments that meet current design standards. The local approval process was initiated and will continue into 2018. It is anticipated that an application for funding will be made late in 2018. The EHA Board of Commissioners created a non-profit entity, Tobacco Valley Development Corporation, which will be used for housing development and re-development purposes.

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. The EHA received recognition from the Connecticut Department of Energy and Environmental Protection along with the Hartford Business Journal for Sustainability by being nominated for a 2017 Green Circle Award. This was in recognition of our partnership with EverSource to replace the heating systems at Laurel Park. EverSource featured our project as an example of multi-family residential upgrades that significantly reduce consumption. The financial incentive from EverSource was instrumental in the EHA's ability to defer base rent increases in 2017.

During 2018 the EHA will continue to face challenges in the administration of the Federal Housing Choice Voucher Program (a.k.a. Section 8) as has been the case for many years. Funding needs are likely to exceed what will be allocated by HUD due to budget constraints by Congress. Painfully low administrative fee prorations will continue to make it increasingly difficult for the EHA to administer the program and meet the complex program regulations. State of Connecticut budget deficits has also led to constraints to rental assistance for our elderly and disabled residents.

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 2018 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*

**Eric Jorgensen**, Commissioner – *Serving Since 2016*

## 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 Coordinator

**Kevin Donahue**, Modernization Coordinator

**Marquea Smith**, Housing Coordinator

**Drew Martin**, Congregate Desk Attendant

**Angela Ahern**, 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

## Elderly Site Renovations

In January of 2014 the EHA made an application to the State of Connecticut for approximately \$3.8 Million to renovate Woodside Park, Ella Grasso Manor and Windsor Court. The EHA was awarded funding the following December. The projects went out to bid in early 2015. Due similarities in building construction and needs, Woodside Park and Ella Grasso Manor were packaged as one project valued at over \$2.63 Million. Windsor Court was managed as a second project valued at over \$1.17 Million. The grant agreements were finalized in July of 2016. Construction began in September of 2016 and was substantially completed in November of 2017. Each of the three sites received significant improvements intended to keep the sites sustainable for the next 20 years. The General contractor was BRD Construction from Hartford, CT. The improvements included:

**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 is in the process of being installed.

**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 is in the process of being installed.

**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 was also installed.



Site Lighting Bases & Wiring



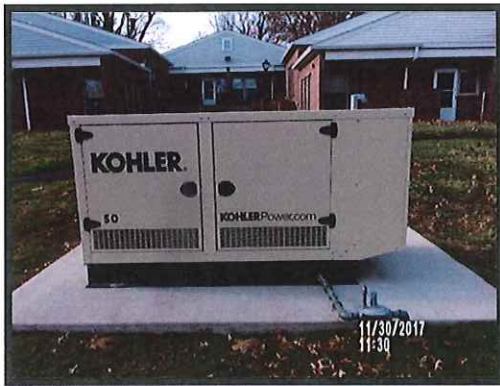
Alarm System Trenching



Accessible Shower Upgrade



Bathroom Upgrade



New Standby Generator



Siding Replacement

## Enfield Manor Predevelopment

The EHA continued with 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 completed the conceptual design work. The local approval process is in progress. The EHA will be engaging the residents and other local stakeholders during 2018. The EHA anticipates making an application for funding late 2018.

## Moderate Rental Capital Plan

General renovations at the Green Valley and Laurel Park Moderate Rental developments continued during 2017 using phased approach. This 20-year plan 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 included; kitchens and bath upgrades, flooring upgrades, electrical service replacements, landscaping and many other miscellaneous small projects. The pace of the work was slowed during 2017 as the focus was turned to the major upgrades at the three elderly/disabled sites.



## Strategic Planning

The Board of Commissioners of the Enfield Housing Authority approved the current strategic plan on January 13, 2013. This plan set the direction for the EHA for the past five years toward the sustainability of our housing assets. The EHA will be updating the plan during the course of 2018. A full copy of the plan is available upon request at the EHA main office.

## Appointments to the Board of Commissioners

William Ballard was re-appointed by the Enfield Town Council to for a five-year term. 2017 marks the 30<sup>th</sup> anniversary of Mr. Ballard's service to the EHA.

## Capacity Building & Training

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. Several staff members are in the process of participating in CONN-NAHRO's CT Public Housing Manager Certification program. This program is specifically designed for individuals who administer State of CT Sponsored Housing.

## Awards


### CT DEEP Green Circle Sustainability Award Program

The EHA was nominated by Energize CT and EverSource for the State of CT DEEP Green Circle Award Program.

**MULTIFAMILY INITIATIVE**

**ENERGY EFFICIENCY CASE STUDY:**

Enfield Housing Authority's Laurel Park Apartments, Enfield, CT



Lower the operating costs and increase tenant comfort in your multifamily property through the Eversource Multifamily Initiative. Features include cost effective, comprehensive energy strategies to address the unique energy needs of multifamily properties, including personal living space as well as internal and external common areas. This program is one of several innovative Energize Connecticut solutions brought to you by Eversource.

**Eversource helped the Enfield Housing Authority:**

- Save approximately \$24,000 annually in energy costs – an average of \$280 per unit
- Save more than \$330,000 over the next 13 years predicted use of the new equipment and improvements
- Defray their investment with nearly \$161,000 in incentives

"Our energy-efficient upgrades were a major factor in the decision to not increase base rents this year for our residents. Now, we have money back in our reserves—and back in our residents' pockets too!"  
-Scott Bertrand, Executive Director, EHA

The electricity and natural gas saved on this project over the lifetime of the measures is the equivalent of approximately:

- 2,000 tons of carbon dioxide (CO<sub>2</sub>) emissions avoided,
- 900 tons of coal not burned, or
- 450 cars taken off the roads for one year.

**Background**

Founded in 1918, the Enfield Housing Authority (EHA) is among the original public housing authorities in Connecticut. Over the past decade, EHA staff and commissioners have worked diligently to meet the housing needs of the community while striving to be the local leader in affordable housing. Through the development and management of new programs and strategic partnerships, EHA delivers high performance, sustainable and fiscally responsible housing to its residents.

**energize CONNECTICUT**  
Engineering you to make smart energy choices

**EVERSOURCE ENERGY**

Energize Connecticut - Program funded by energy on customer energy bills

**The Eversource Solution:**

The Multifamily Initiative identifies energy savings opportunities and provides financial assistance and expertise for insulation, windows, weatherization in living spaces, heating and domestic water heating equipment, common area and exterior lighting, HVAC controls and more. As part of the program a comprehensive assessment of all potential cost-effective, energy-saving upgrades across the property was performed.

The EHA received approximately \$161,000 in Energize Connecticut incentives to help offset the cost of the upgrades, which included the installation of:

- New high efficiency space heating and domestic hot water boilers in each tenant apartment
- New electrically commutated motors added to HVAC equipment to optimize performance
- High efficiency LED lighting
- Comprehensive weatherization measures, including air sealing and caulking
- Water-saving showerheads, faucet aerators, and hot water pipe wrap

**The Challenge**

EHA's Laurel Park is a community of 86 two- and three-bedroom apartment units, the majority of which had not received equipment updates since the 1980s. Inefficient boilers, water heaters and lighting were just a few of the problems.

It's important to note that EHA's housing developments are part of the State of Connecticut's financed programs and receive no ongoing capital subsidies to help finance facility upgrades.

The energy improvements translated into monthly savings on bills, too. "Our residents pay their own utilities, so their personal comfort and efficiency was just as important to us. Now, each unit is expected to see, on average, \$282 in energy savings each year," said Bertrand.

EHA also reaped non-energy saving benefits, such as reduced maintenance costs, increased tenant comfort, and improved visual appeal of the property.

With the money saved from energy efficiency, EHA plans to replace some of the siding and windows on residential properties at Laurel Park.




Eversource made it a worry-free experience. We'll continue to work with them on additional measures that will truly allow us to make more energy-efficient upgrades across our community.

Find energy solutions for your business. Call 877-WISE-USE (877-947-3873). Or visit: [EnergizeCT.com](http://EnergizeCT.com)



(L to R) Rep. Greg Stokes, Mayor Scott Kauplin, Rep. Carol Hall, Executive Director Scott Bertrand, Enoch Lenge (EverSource), Vice Chair Mary Ellen Kuraska

**Outstanding Risk Control Program – Five Star Performer** for our Risk Awareness and Business Continuity Plan from our insurer, HAI Group. The awards are a reflection of the work performed by the authority’s Risk & Safety Committee. This effort resulted in a Risk Control Dividend back to the EHA.

## Housing Advocacy & Associations

The EHA continues to be committed to advocating for public and affordable 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). He is a member of the Housing/Legislation and the Liaison Committees. Mr. Bertrand also serves on the HAI Group Board of Directors and is Chairman of the Learning and Information Technology Committee. Member-owned and nationally recognized, HAI Group is known for pioneering public and affordable housing insurance.

## 2017 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. During 2017, 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:	12 residents
Home Health Aide:	0 residents
Visiting Nurses:	0 residents
Adult Day Care:	0 residents
Community Meals:	74 residents
Transportation Services:	5 residents
Public Assistance Programs:	55 residents
Mental Health Services:	0 residents
Mediation/Facilitation Services:	10 residents
Legal Services:	0 residents
Medicare/Health Insurance:	22 residents
Friendly Visitor/companion:	7 residents
Socialization/Recreation	0 residents
Other Services:	230 residents

(Please note that there are residents who received multiple services provided)

## 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. The EHA provides dedicated office and meeting space for the Bay Path staff and students.

**Town of Enfield Adult Day Center & Congregate Meal Program** – The EHA continues to provide space for the Enfield Adult Day Center at the Mark Twain Congregate Living Center under a long-term lease 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 reduced 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.

## Smoke Free Housing

The EHA joined the national effort to make housing smoke free. The EHA implemented a Smoke-Free policy on January 1, 2017 that prohibits smoking within all EHA owned units and within 25 feet of doors and windows. Existing residents were given a one-year notice of the new policy and were offered opportunities for assistance with smoking cessation.



# FACILITIES

## Work Orders

As of December 31, 2017, the EHA maintenance staff completed 2,380 calls for maintenance service.

## Unit Turnover 2017

The EHA maintenance staff renovated 60 apartments in preparation for new and/or transferred residents. The breakdown by program is: **Elderly: 28 Moderate Rental: 13 Congregate: 17**

During Calendar Year 2017, 59 households moved in and 57 moved out. The breakdown by program is as follows: **Elderly: 31 In/25 Out Moderate Rental: 12 In/17 Out Congregate: 16 In/15 Out**

## Modernization/Capital Improvements & Replacements

In addition to the major renovation projects discussed above, this past year, the Enfield Housing Authority made other significant investments into our developments. The investment was over \$125,000 and included non-routine maintenance work, extraordinary or emergency contract repairs, capital replacements and design. The following is a sample of the many activities undertaken this past year.

**Enfield Manor Furnace Replacement** – Furnaces at Enfield Manor are obsolete and parts are no longer commercially available. 12 wall hung compact furnaces were replaced with three high efficiency condensing boilers that include an indirect water heater. The old units were salvaged and will be used at other locations where replacement is not feasible. EverSource provided an energy efficiency incentive of \$16,239 to help offset the cost of this work. **2017 Project Cost: \$97,848 with a net cost \$81,609**

**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.

**Moderate Rental Step Replacements** – The steps were replaced at several locations at our Green Valley and Laurel Park Developments.



# FINANCIAL SUMMARY

## Annual Financial Audit

The Fiscal Year 2016 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

<b>HOUSING AUTHORITY OF THE TOWN OF ENFIELD</b>	
<b>STATEMENT OF NET POSITION</b>	
<b>December 31, 2016</b>	
<b>ASSETS</b>	
Current Assets:	
Cash and cash equivalents - Note 4	\$ 3,491,684
Restricted cash and cash equivalents - Notes 4 & 5	218,303
Accounts receivable, net - Note 6	89,498
Prepaid expenses and other current assets	69,344
Total Current Assets	<u>3,868,829</u>
Noncurrent Assets:	
Capital assets, net of accumulated depreciation - Note 7	<u>9,214,871</u>
Total Noncurrent Assets	<u>9,214,871</u>
Total Assets	<u>13,083,700</u>
<b>DEFERRED OUTFLOWS OF RESOURCES - Note 10</b>	<u>273,528</u>
<b>LIABILITIES</b>	
Current Liabilities:	
Accounts payable	65,907
Accounts payable, other government	51,732
Accrued wages and current portion of compensated absences	28,774
Other accrued expenses	30,917
Unearned revenue	206,218
Tenant security deposits	98,802
Total Current Liabilities	<u>482,350</u>
Noncurrent Liabilities:	
Accrued compensated absences, net of current portion - Note 8	39,392
Accrued pension - Notes 8 & 10	<u>642,673</u>
Total Noncurrent Liabilities	<u>682,065</u>
Total Liabilities	<u>1,164,415</u>
<b>NET POSITION</b>	
Net investment in capital assets	9,214,871
Restricted for:	
Housing Assistance Payments	10,702
Unrestricted (deficit)	<u>2,967,240</u>
Total Net Position	<u>\$ 12,192,813</u>

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

<b>HOUSING AUTHORITY OF THE TOWN OF ENFIELD</b>	
<b>STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION</b>	
<b>For the Year Ended December 31, 2016</b>	
<b>OPERATING REVENUES</b>	
Tenant rental income	\$ 2,269,351
HUD grants and contributions	2,232,486
Other government grants and contributions	367,573
Other revenue	<u>209,905</u>
Total Operating Revenues	<u>5,079,315</u>
<b>OPERATING EXPENSES</b>	
Housing assistance payments	2,101,502
Administration	937,866
Repair and maintenance	678,558
Depreciation expense	420,920
Utilities	322,125
Tenant services	272,074
Insurance expense	131,844
Other general expenses	<u>110,078</u>
Total Operating Expenses	<u>4,974,967</u>
<b>Operating Income</b>	<u>104,348</u>
<b>NONOPERATING REVENUES</b>	
Interest and investment revenue	<u>25,214</u>
<b>Total Nonoperating Revenues</b>	<u>25,214</u>
<b>Income before Capital Contributions and Transfers</b>	<u>129,562</u>
<b>CAPITAL CONTRIBUTIONS &amp; TRANSFERS</b>	
Other government capital grants and contributions	<u>508,751</u>
<b>Total Capital Contributions and Transfers</b>	<u>508,751</u>
<b>Change in Net Position</b>	638,313
Net Position - Beginning of Year	<u>11,554,500</u>
<b>Net Position - End of Year</b>	<u>\$ 12,192,813</u>

## STATEMENT OF CASH FLOWS

<b>STATEMENT OF CASH FLOWS</b>	
<b>For the Year Ended December 31, 2016</b>	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
HUD grants	\$ 2,340,744
Other government grants	463,887
Receipts from tenants	2,208,196
Other operating receipts	266,614
Payments to employees	(1,283,509)
Payments to suppliers	(3,244,405)
	<u>751,527</u>
Net cash provided by operating activities	<u>751,527</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Other government capital grants	508,751
Acquisitions of capital assets	(1,579,667)
	<u>(1,070,916)</u>
Net cash used in capital and related financing activities	<u>(1,070,916)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest and dividends received	<u>25,214</u>
Net cash provided by investing activities	<u>25,214</u>
<b>Net decrease in cash and cash equivalents</b>	<b>(294,175)</b>
Cash and cash equivalents at beginning of year	<u>4,004,162</u>
<b>Cash and cash equivalents at end of year</b>	<b>\$ <u>3,709,987</u></b>
<b>Reconciliation of operating income to net cash provided by operating activities:</b>	
Operating Income	\$ 104,348
Adjustments:	
Depreciation	420,920
Change in assets and liabilities:	
(Increase) decrease in accounts receivable, tenants	23,641
(Increase) decrease in accounts receivable, other	65,990
(Increase) decrease in accounts receivable, other government	29,218
(Increase) decrease in prepaid expenses and other current assets	16,630
(Decrease) increase in accounts payable	(116,884)
(Decrease) increase in accounts payable, other government	13,757
(Decrease) increase in compensated absences and accrued wages	12,096
(Decrease) increase in accrued pension liability	18,060
(Decrease) increase in accrued expenses and other current liabilities	(2,094)
(Decrease) increase in tenant security deposits	7,537
(Decrease) increase in unearned operating revenue	158,308
	<u>751,527</u>
Net cash provided by operating activities	<u>\$ 751,527</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 not increased for the fiscal year that began January 1, 2017. The average base (minimum) rent was \$358 per month. As of September 30, 2017, the average rent paid by all residents was \$444 per month. It is anticipated that the base rents will need to be increased in future years 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 \$985 to \$1,378 per month.

**Elderly** – A base rent increase was not implemented for the fiscal year that began January 1, 2017. The average base (minimum) rent was \$382 per month. As of September 30, 2017, the average lease rent was \$423 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 \$736 to \$900 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 for 2017 to serve the existing residents. However, continued and/or adequate funding for this program is a major concern due to the ongoing State of CT budget constraints. 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 an average of \$5 per month for the fiscal year that began July 1, 2017. The new average base rent is \$448 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 \$782 to \$971 per month excluding the additional congregate services.

The rental rates range between \$413 and \$481 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 congregate services was increased by \$10 per month bringing the total monthly services cost to \$302. The State of Connecticut will also subsidize the cost for residents whose income will not support this amount.

## Section 8 Housing Choice Voucher (HCV) Program

During 2017, the EHA worked toward maximizing the use of vouchers available with 100% of the budget authority being expended. The voucher utilization rate was 98%.

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 76% 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 at low levels.



## 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 FY2017 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.



**Ella Grasso Manor by Freshwater Pond**

# 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 & 2018 Base Rents:

122	Two bedroom	Base Rent:	\$378
51	Three Bedroom	Base Rent:	\$414
1	Four Bedroom	Base Rent:	\$445

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

During Fiscal Year 2017, 12 families moved in and 17 moved out. As of December 31, 2017, there were eight vacant units in the process of being made ready for new residents and there were 30 families on the waiting list. As of December 27, 2017, the average household had three members. The average annual household income was \$25,557 which represents 31% of Area Median Income (AMI) for a household of three. Families below 50% of AMI are considered by HUD to be Very Low Income. 82% of the families derived some or all of their income from wages.



**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 2018 are \$399 for an efficiency unit and \$429 for a one bedroom.



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

There are 40 units within 10 one story buildings along with a community building that includes a laundry room. The base rent for 2018 is \$406 for a one bedroom.



### *Woodside Park (E 61) – 1972*

There are 40 units within 10 one story buildings along with a community building that includes a laundry room. The base rents for 2018 are \$362 for a standard one-bedroom unit and \$388 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 2018 range from \$376 to \$401 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 Calendar Year 2017, 31 households moved in and 25 moved out. As of December 27, 2017, there were six vacant units in the process of being made ready for new residents. There were nine applicants on the wait list. 49% of the residents were age 62 or over and 51% were people under age 62 with disabilities. The average household income was \$15,405 which represents 24% of Area Median Income (AMI) for a household of one. Families below 30% of AMI are considered by HUD to be Extremely Low Income.

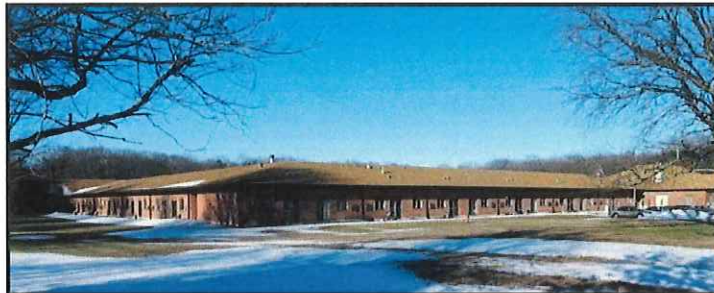
## State Financed Congregate Housing

### *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 \$413 to \$481 which includes all utilities. There is a monthly service fee of \$302 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 2017, 16 households moved in and 15 moved out. As of December 27, 2017, there were no vacant units in the process of being made ready for new residents. There were 23 applicants on the wait list. The average household income was \$19,944 which represents 31% of Area Median Income (AMI) for a household of one. Families below 30% of AMI are considered by HUD to be Extremely Low Income.



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, 2017, the voucher utilization rate was 98% with the average rate for the year being 98%. Last year one Voucher was terminated for non-compliance and eight were turned back in to the EHA by the participant or were absorbed by other jurisdictions. Nine applicants were selected from the waitlist and two vouchers from other jurisdictions were absorbed into our program.

As of December 31, 2017, there were 51 incoming portable Vouchers from other jurisdictions and 5 outgoing vouchers.

The wait list was last opened and closed during 2015. Currently there are 57 households on the list for a Housing Choice Voucher.

There were 220 Section 8 Housing Quality Standard inspections performed last year with 100 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).

