



ANNUAL REPORT 2019

VERNON HOUSING AUTHORITY

21 Court Street, Suite 114, Vernon, CT 06066

Tel: (860) 871-0886 Fax: (860) 870-5970

VERNON HOUSING AUTHORITY

21 Court Street, Vernon, CT 06066

Annual Report 2019

On behalf of the Board of Commissioners, I am pleased to present the Annual Report for the Housing Authority of the Town of Vernon for Fiscal Year Ending December 31, 2019. 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 Vernon (VHA).

Over the course of the past twelve months the VHA commissioners and staff have focused efforts toward completing our goal of maintaining our high standards in the leasing of our housing stock, assisting additional Housing Choice Voucher Program clients and implementing Project Base Vouchers into our Grove Court housing development.

The VHA was successful in averaging a 98.09% occupancy rate at our properties throughout the year. Our Local Housing Choice Voucher Program continued to assist as many families as possible considering the continued underfunding of the program. The number of families assisted this year was 312. Additionally, we were able serve 1144 families in our State of Connecticut Department of Housing Program HCV and RAP Programs.

Security Cameras at Franklin Park West and East project was publicly bid in November 2018. Bids were received in December 2018 and the lower bidder American Total Protection Company was awarded the contract in the amount of \$116,168.88. Project commenced on January 2019 and was completed April 2019.

Court Towers Lobby project was publicly bid in January 2019. Bids were received in February 2019 and the lower bidder Chris Witham; LLC was awarded the contract in the amount of \$72,575. Project commence on April 15, 2019 and was completed September 2019.

The 3.9-million-dollar redevelopment of the Francis J. Pitkat Congregate Living Center began in May 2017. Part of the construction was completed by the end of 2018 and nearly all the construction was completed by August of 2019. In addition, VHA worked diligently to repurpose all awarded funds to complete the awarded grant funds for the betterment of the property in 2019. This included the design and installation of new furniture and art work between March and April of 2019 throughout the entire facility.

The VHA Board of Commissioners and staff remain committed to providing quality affordable housing opportunities despite the challenges that lay ahead. The Vernon Housing Authority will continue to work in 2020 with a focus on preserving these vital assets.

Respectfully Submitted,

Betsy R. Soto, Executive Director

ORGANIZATIONAL SUMMARY

Board of Commissioners

Mr. J. Michael O'Neil, Chairman
Ms. Karen Roy-Guglielmi, Vice Chairman
Mr. Peter Olson, Commissioner
Mr. Glenn Tarro, Commissioner
Ms. Judith Hany, Resident Commissioner

Housing Authority Staff

Administration

Betsy R. Soto, Executive Director
Wendy Ng, Finance Manager
Michael Patrick, Facility Manager
Michael Gentile, Housing Programs Manager
Rocky Shemanskis, Maintenance Manager

Public Housing

Michael Gentile, Housing Programs Manager
Donna Webber, Resident Services Coordinator

Housing Choice Voucher Program (Section 8)

Michael Gentile, Housing Programs Manager
Debra Hedger, HCV Housing Coordinator
Janel Rios, P/T Housing Coordinator

Francis J. Pitkat Congregate

Michael Gentile, Housing Programs Manager
Rosa Bailey, Resident Service Coordinator
Diane Torza, Assistant Resident Service Coordinator

State of CT DOH HCV & Rental Assistance Program

Michael Gentile, Housing Programs Manager
Ashley Baird, Assistant Lead Coordinator
Charlene Charette, Housing Coordinator
Janel Rios, Part Time Housing Coordinator
Abby Bellock, Part Time Assistant

Maintenance

Michael Patrick, Facility Manager
Rocky Shemanskis, Maintenance Manager
Greg Gauthier, Maintenance Laborer
Nicole Nadeau, Maintenance Laborer
Cuong Truong, Maintenance Laborer

MAJOR ACTIVITIES

In September of 2019 after 28 years with the Vernon Housing Authority Finance Manager, Mrs. Roberta Kruglik retired from the agency. The Vernon Housing Authority will forever be grateful of her time, loyalty and dedication to the agency. She will be truly missed. We wish her a Happy Retirement!

VHA Major Capital Improvements

Security Cameras at Franklin Park West and East. The project was publicly bid in November 2018. Bids were received in December 2018 and the lower bidder American Total Protection Company was awarded the contract in the amount of \$116,168.88. Project commenced January 2019 and was completed in April 2019. The cameras provide security 24-7 throughout Franklin Park West and Franklin Park East properties.

Court Towers Lobby-The project was publicly bid in January 2019. Bids were received in February 2019 and the lower bidder Chris Witham; LLC was awarded the contract in the amount of \$72,575. Project commence on April 15, 2019 and completed September 2019.

The VHA redeveloping the Francis J. Pitkat Congregate Living Center continued in 2019. The \$3.9 million project was 99% complete through December 31, 2019. The VHA was able to repurpose grant funds saved due to cost underruns in construction and project management to design and purchase all new program appropriate furniture for the property. For this the Executive Director was successful in convincing the State that this was an essential purchase for the completion of the project. New furniture, and artwork were completed August 2019. Signage design through the property is now complete and installation is schedule for 2020.

Windermere Court Exterior Site Improvements-Walk through of the property has been conducted and Proposals accepted 8/14/2019. The design drawings phase begun September 2019. Project to go out to bid in 2020.

Windermere Camera Project- Walk through of this property has been conducted and proposals accepted 11/6/2019. Project to go out to bid in 2020. Project to commence in conjunction with the Site Improvement Project.

Becker Place-The project was under design in February 2019 and Architectural and Engineering walk through pre-proposal accepted on April 12th. Walk through and scope review completed on 5/29/2019. Scope review to be determined and work schedule to be determined. Project to go out to bid in 2020.

Appointments to the Board of Commissioners

Karen Roy-Guglielmi was appointed to a five-year term by the Vernon Town Council in February 2019.

Housing Advocacy & Associations

The Vernon Housing Authority continues to be committed to advocating for public housing. VHA Executive Director Betsy R. Soto is an active Executive Board Member for the Connecticut Chapter of the National Association of Housing (CONN-NAHRO), Vice-President of Member Services Committee, Scholarship Committee Member and Professional Development Committee Member.

Executive Board Member for the New England Regional Counsel of NAHRO (NERC-NAHRO). In addition to numerous committees such as Budget & Financial Committee, Nominating Committee (typically only given to State Chapter Presidents), Professional Development Committee and Scholarship Committee.

A member on numerous National NAHRO Committees. Emerging Leaders Subcommittee, Small Agency Advisory Committee and Diversity, Equity and Inclusion Advisory Committee.

Her dedication and passion for Housing has brought her to these leadership positions throughout numerous Housing Associations. Her goal is to continue refining her expertise in the ever-constant changes housing brings. So that the Vernon Housing Authority can continue to provide for our families, clients and the public with the best customer service possible while providing our residents with safe, sanitary and affordable housing. In addition to assisting other agencies with the necessary knowledge needed to be successful.

2019 Resident Services

The Vernon Housing Authority enhances our ability to provide 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 VHA has assisted approximately 318 residents with different services. The list of services includes Homemaking Service, Home Health Aides, Transportation Services, Public Assistance Programs, Mental Health Services, Medicare/Health Insurance, Visiting Nurses Service, Protective Services & Community Meals. We once again teamed with the Town of Vernon Department of Social Services to sign up our residents for the rental rebate program. Over two hundred of our residents took advantage of this offer allowing them to supplement their limited budgets. In addition to services we have provided community relations through health clinics, entertainment, and community functions. Clinics & functions at all our senior and disabled housing sites included Blood Pressure Clinics, Foot Care Clinics, Summer Picnics, Holiday Parties, Ice Cream Socials, Musical Entertainment, Bingo, Pizza Parties, Dinners, and other miscellaneous game playing functions. At Court Towers we continued the operation of the Gift and Coffee Shops as a service for our residents. These can continue operation thanks to our resident volunteers including Evelyn Robbins & Michael Koval.

HUD Housing Choice Voucher Management Assessment

The VHA 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 VHA was assessed for the year ending 2019 and received 100 of 100 possible points. **HIGH PERFORMER** status.

Public Housing Assessment System

U.S Department of Housing and Urban Development, Office of Public and Indian Housing Real Estate Assessment Center. Public Housing Assessment System (PHAS) Score Report. This system is used by HUD to score Housing Authorities. Indicators used are PHYSICAL, FINANCIAL, MANAGEMENT, CAPITAL and LATE PENALTY POINTS. VHA was scored on the HUD PHAS system for 2019 and scored 93 out of 100 points. **HIGH PERFORMER** status.

Payment in Lieu of Taxes (PILOT)

The Housing Authority was proud to present the Town of Vernon with a PILOT payment in the amount of \$81,298. PILOT payments made to the Town of Vernon in 2016, 2017 & 2018 are listed below.

<u>Property Designation</u>	<u>2018 Pilot Payment</u>	<u>2017 Pilot Payment</u>	<u>2016 Pilot Payment</u>
Court Towers, Franklin Park West & Scattered Sites	\$45,214	\$47,283	\$44,558
Franklin Park East	\$10,880	\$11,847	\$10,589
Windermere Court	\$ 8,932	\$10,158	\$10,229
Francis Pitkat Congregate	\$16,272	\$15,643	\$15,235
Total Payment	\$81,298	\$84,931	\$80,611

The Vernon Housing Authority is continuously adding value to its properties by maintaining what we have developed in the Town of Vernon. Thus through offering affordable housing to our residents and by maintaining an increased amount of money we are able to give the Town of Vernon in our yearly PILOT payment.

FACILITIES

Work Orders - Through December 31, 2019, the VHA maintenance staff completed 1,652 work orders for maintenance services.

Unit Turnover - The VHA maintenance staff renovated 71 apartments in preparation for new and/or transferred residents.

FINANCIAL SUMMARY

FINANCIAL SUMMARY							
		Project Total	HCV	State/Local	Business Activities	Subtotal	Total
Assets	Current Assets Cash						
111	Cash-unrestricted	460,948	135,655	1,693,644	225,713	2,515,960	\$2,515,960
112	Cash-restricted-Modernization and Development	244,000				244,000	244,000
113	Other Restricted		235			235	235
114	Cash-Tenant Security Deposits	11,799		1,500		13,299	13,299
100	Total Cash	716,747	135,890	1,695,144	225,713	2,773,494	2,773,494
122	Account Receivable - HUD Other Projects	7,104				7,104	7,104
124	Account Receivable - Other government			183,609		183,609	183,609
125	Account Receivable - Misc.	50,060		798	55,139	105,997	105,997
126	A/R - tenants	10,480		12,855		23,335	23,335
126.1	Allowance for doubtful accounts - tenants			(3,866)		(3,866)	(3,866)
120	Total Receivable, Net of Allowances of Doubtful Accts	67,644	0	193,396	55,139	316,179	316,179
142	Prepaid expenses and other assets	79,697	5,429	33,734	2,530	121,390	121,390
143	Inventories					0	0
150	total current Assets	864,088	141,319	1,922,274	283,382	3,211,063	3,211,063
						0	0
161	Land	364,941		65,076	11,607	441,624	441,624
162	Buildings	12,294,105		4,011,668	102,742	16,408,515	16,408,515
163	Furniture equipment and machinery - dwellings	524,338		320,866		845,204	845,204
164	Furniture equipment and machinery - administration	671,401	46,673	64,654	16,720	799,448	799,448
165	Leasehold Improvements	1,049,361				1,049,361	1,049,361
166	Accumulated depreciation	(10,339,333)	(45,199)	(3,315,581)	(55,637)	(13,755,750)	(13,755,750)
167	Construction in progress			4,187,009		4,187,009	4,187,009
160	Total Capital Assets, Net of Accumulated Depreciation	4,564,813	1,474	5,333,692	75,432	9,975,411	9,975,411
171	Notes, Loans, & Mortgages Receivable-Non-Current				150,726	150,726	150,726
174	Other Assets	33,558				33,558	33,558
180	Total Non-Current Assets	4,598,371	1,474	5,333,692	226,158	10,159,695	10,159,695
						0	0
200	Deferred Outflow of Resources	314,461	78,557	148,631	149,246	690,895	690,895
						0	0
290	Total Assets and Deferred outflow of Resources	5,776,920	221,350	7,404,597	658,786	14,061,653	14,061,653
312	A/P <= 90 days	24,931	4,488	7,114	2,282	38,815	38,815
321	Accrued wage/payroll taxes payable	4,454	2,153	1,747	3,700	12,054	12,054
325	Accrued interest payable	3,129				3,129	3,129
333	A/P - other government	66,452		9,997		76,449	76,449
341	Tenant security deposits	11,799		1,500	1,001	14,300	14,300
342	Unearned Revenue			167,753		167,753	167,753
343	Capital Projects/ Mortgage Revenue	59,871		233,506		293,377	293,377
346	Accrued liabilities - other	88,609		196,618	347	285,574	285,574
310	Total Current Liabilities	259,245	6,641	618,235	7,330	891,451	891,451
351	L/T Debt, Net of Current- Capital Projects/Mortgage Revenue	1,408,111				1,408,111	1,408,111
353	Non-current liabilities - other	31,588				31,588	31,588
357	Accrued Pension and OPEB Liab.	538,037	140,616	262,180	235,270	1,176,103	1,176,103
350	Total Non-Current Liabilities	1,977,736	140,616	262,180	235,270	2,615,802	2,615,802
300	Total Liabilities	2,236,981	147,257	880,415	242,600	3,507,253	3,507,253
400	Deferred Inflow of Resources	24,134	5,871	10,903	11,923	52,831	52,831
508.4	Net Investment in capital assets	3,340,831	1,474	5,100,186	75,432	8,517,923	8,517,923
511.4	Restricted Net Positions		235			235	235
512.4	Unrestricted Net Positions	174,974	66,513	1,413,093	328,831	1,983,411	1,983,411
513	Total Equity-Net Assets/Position	3,515,805	68,222	6,513,279	404,263	10,501,569	10,501,569
						0	0
600	Total Liabilities, Deferred Inflow of Resources & Equity-Net	5,776,920	221,350	7,404,597	658,786	14,061,653	14,061,653

Annual Financial Audit

The Fiscal Year 2018 Audit Report was completed and filed as required. There were two findings cited in the report and the findings have been corrected. A full copy of the audited financial statements is available upon request at the VHA Office.

Management Plans

The Congregate Housing Management and Services Plans and the Elderly Rental Plan was submitted and approved as required.

Base Rent Structure

State Elderly Congregate - A base rent increase of \$20 per efficiency and \$20 per one-bedroom unit went into effect July 1, 2019. This increased the base rents to \$490 and \$560, respectively.

Project Based Voucher Program

This program is one part of the HCV program. It helps pay for rent in privately owned rental housing, but only in specific entity-owned buildings or units. That means that if you get a project-based voucher, you do not get to choose the unit you live in because the subsidy is within the property and its units. 54 Project Based Vouchers were implemented October 1, 2018 at our Grove Court Property. There are currently 39 studios and 15-one bedrooms. The studios rent amounts are \$830 and the one bedroom are \$862. Residents rent is based on 30% of their adjusted gross income.

Section 8 Housing Choice Voucher Program

During 2019, the VHA continued to work with increasing funding while maintaining a high level of services for our clients. The program waitlist reopened for the first time in over 5 years August of 2019 and a total of 4,995 new applicants were out on the Section 8 waitlist. The program ended the year with 312 HCV participants. This department continues to work off our waiting list to provide rental assistance to families in need.

5 Year & Annual Agency Plan (HUD required)

The required Agency Plan for FY 2019 has been submitted and approved by 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 Property & Program SUMMARY

Federally Funded Elderly and Disabled Developments

Residents pay rents based on 30% of their adjusted gross income. All utilities except phone and cable are included in the rent at these sites. The flat or maximum rents are based on a minimum of 80% of the fair market rents as published by HUD annually. In 2019 the flat rents were \$672 for an efficiency and \$841 for a one bedroom.

Franklin Park West, 114 Franklin Park West, Built 1964 - 64 Elderly & Disabled Units
Court Towers, 21 Court Street, Built 1970 - 72 Elderly Units & Disabled Units
Franklin Park East, Franklin Street, Built 1963 - 40 Elderly Units & Disabled Units
Windermere Court, 29 Windermere Avenue, Built 1970 - 40 Elderly Units & Disabled Units

Federally Funded Low-Income Housing Developments

Residents pay rents based on 30% of their adjusted gross income and they pay all utilities except water at these sites. The flat or maximum rents are based on a minimum of 80% of the fair market rents as published by HUD annually. In 2019 the flat rents were \$1,046 for a two bedroom, \$1,309 for a three bedroom and \$1,462 for a four bedroom.

Scattered Sites, Seven Properties - 9 Family Units

State Funded Developments

Project Based Vouchers were implemented October 1, 2018 and rent amounts were increased and to \$830 for an efficiency and \$862 for a one bedroom per month. Residents rent is based on 30% of their adjusted gross income.

Grove Court, 55 Grove Street, Built 1968 - 24 Elderly Units & Disabled Units

Grove Street Extension, 55 Grove Street, Built 1977 - 30 Elderly Units & Disabled Units

State Funded Congregate Facility

The Congregate program includes a combination of rent and services in the monthly cost. The base rents in 2019 were \$490 for an efficiency and \$560 for a one bedroom which includes all utilities except phone. There is a monthly service fee of \$830 which covers the cost of the congregate program related assistance. The services include 24-hour front desk attendants, one daily meal, light housekeeping, service coordination, entertainment and some transportation services. 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 made available.

Francis J. Pitkat Congregate Center, 80 Franklin Street - 44 Frail Elderly Units

Federal Housing Choice Voucher Program

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. As of December 31, 2019, the budget authority rate was 89% and voucher utilization was at 312.

State of CT Department of Housing
Housing Choice Voucher and Rental Assistance Program

Program participants use the voucher or RAP certificate 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. In 2019 the voucher and state certificates utilization were at 1,144.

Contact & Meeting Information

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

Vernon Housing Authority
21 Court Street, Suite 114
P.O. Box 963
Vernon, CT 06066
Phone: 860-871-0886 Fax: 860-870-5970
www.vernonhousing.org

The Regular Meeting of VHA Board Commissioner's is held the second Thursday of each month at 1 PM in the Conference Room located at 21 Court Street, Vernon, CT (unless otherwise posted).

