CHARTER OAK
COMMUNITIES

REGULAR BOARD MEETING

AUGUST 27, 2014

6:00 PM

Post House, 40 Clinton Avenue, 1st Floor Meeting Room

AGENDA

1. Approve minutes of Regular Board Meeting of July 23, 2014

2. Secretary's Report

3. Public Comment

4. Board Committee Reports
   - Human Resources Committee
   - Finance Committee
   - Operations Committee, including 2nd Quarter Operations Report

5. Reports from Leadership
   - Executive Director and CEO
   - Development

6. Resolutions

   14-39 Approve the 2014 SEMAP (Section 8 Management Assessment Program) Certification

   14-40 Award Contract for: RFP 14-0003L, Mixed Finance Tax Credit Audit – FYs '14, '15 & '16 - Recommended Firm: Whittlesey & Hadley, P.C.

   14-41 Award Contract for: RFP 14-0003M, Multifamily/Tax Auditing Services FYs '14, '15 & '16 - Recommended Firm: Hurley, O'Neill & Company, P.C.

   14-42 Award Contract for: RFP 14-0009, Labor and Employment Legal Services Recommended Firm: McElroy, Deutsch, Mulvaney & Carpenter

   14-43 Accept Community Development Block Grant Funding for: Chiller/Compressor Replacement at Scofield Manor
   From the City of Stamford, Stamford Community Development Office

   14-44 Authorize an Agreement between Charter Oak Communities and Gamble Associates for Architectural Design Services for a Mixed-Use Building in connection with the Vita Health and Wellness District

7. Executive Session
   Legal Matters, Real Estate Items, Personnel Items

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
JULY 23, 2014

A regular board meeting of the Commissioners of the Housing Authority of the City of Stamford was held at 40 Clinton Avenue, Stamford, Connecticut on Wednesday, July 23, 2014.

Commissioner Nelthropp called the meeting to order at 6:05 PM.

A. Attendees

Present: Courtney Nelthropp, Kristella Garcia, Bill McCullough, Jack Penfield, Sheila Williams-Brown

Absent: None

Also Present: Vincent Tufo, Jonathan Gottlieb, Lisa Reynolds, Jan Tantimonico, Natalie Coard, Steven Brown, Frank Benavides, Consuelo Villegas, Daniel Meiteles, Christine Young

B. Approval of Minutes

Approval of minutes of the Regular Board Meeting of June 25, 2014

- Commissioner Nelthropp moved, Commissioner Williams-Brown seconded

The minutes were approved.

Ayes: Courtney Nelthropp, Jack Penfield, Sheila Williams-Brown, Bill McCullough

Nays: None

Abstain: Kristella Garcia

C. Secretary's Report

There was no report.

D. Public Comment

No one from the public asked to be heard.

E. Committee Reports

1. **Human Resources – 7/22/14, 1:00 PM:** Commissioners Penfield and Garcia and Ms. Tantimonico were in attendance. An update on recruitment and open positions (Eligibility Specialist, Administrator at Scofield and Property Manager) was provided. Ms. Tantimonico stated union negotiations were in process for AFSCME Local 818, AFSCME Local 1303, Teamsters 145 and Scofield Teamster 145. An update on the sub-groups (Recognition Committee and Communications Committee) for the Employee Survey was provided. The Communications Committee distributed the first Employee Newsletter and it was well received. Ms. Tantimonico noted Benefit Open Enrollment and audit went well and is complete. Ms. Tantimonico introduced Daniel Meiteles, Mayor's Youth Employment Program high school intern student, who is working in the Finance and IT Departments.
2. **Finance Committee – 7/22/14, 5:30 PM:** Commissioners Nelthropp, Penfield, Williams-Brown, Garcia and McCullough, Mr. Tufo, Ms. Reynolds, Mr. Wang, Mr. Feda, Ms. Coard and Ms. Villegas were in attendance. An update on the FY 2014 (4th Quarter – 6/30/2014) Financial Reports was provided. The 6/30/14 YE properties are generally performing better than budgeted. The 9/30/14 (Scofield) budget is being closely tracked and a spending plan for excess operating income is underway. Ms. Reynolds reminded the Board of the long term loan from Scofield to COC coming due in 2017. It is hopeful some portion can be paid off with this year's surplus from operations. The 12/31/14 properties are on track to perform as expected or better. Audit Updates were discussed pertaining to the HCVP program review, Glenbrook OIG, Procurement OIG and FY 2014 Annual Audit. The Memorandum of Understanding for Rippowam Corporation Accounting will be an August Board Resolution. The newly recommended auditors, Hurley & O'Neil, for Multi-Family and, Whittesley & Hadley, for LIHTC, were

discussed. Ms. Reynolds stated the lockbox and reserve accounts will be moved to Webster Bank in August. The checking account moves are scheduled for September/October. Commissioner Nelthropp commended the Finance Department's quality of work. He stated the integrity of their reports have been positive and a tremendous asset to the entire organization. Mr. Tufo reiterated the Financial report was presented this month so next month the new quarterly Operations report would be presented.

3. **Operations Committee –7/22/14, 8:00 AM:**
Commissioners McCullough, Williams-Brown and Ms. Coard were in attendance. The draft format of the new quarterly Operations Board report was presented. Commissioners Williams-Brown and McCullough gave feedback in areas they would like incorporated. The report will be provided at the August Board Meeting. An update on the Resident Service Coordinator/Property Manager communication collaboration was discussed. The teams lead by Kimberley Jackson and Monica Tinsley are creating guidelines and a template for the implementation of weekly meetings. Ms. Coard reviewed the status of on-going contract administrative activity. Ms. Coard discussed upcoming vendor services out for RFP/bid. Ms. Coard stated there is police patrol every weekend at Lawnhill Terrace through the Labor Day weekend. As a courtesy, the police are patrolling additional Eastside sites. The new security lighting at Lawnhill has been an asset to the community with no major security issues to report.

4. **Executive Director and CEO:**
Mr. Tufo noted Fairgate Farm is blossoming. Mr. Tufo reported that tonight is the 2nd week in the 6-week Farm- to-Table workshops being held on nutrition. The first week was well received with over 40 people attending. Mr. Tufo gave a Vita partnership update including a partnership meeting featuring the State Health Care Advocate, Victoria Veltri. Mr. Tufo noted that she is the individual responsible for the overhaul and design of the entire delivery system of the affordable health care act and health care exchange. Mr. Tufo reported that Ms. Veltri has taken note of Stamford and the Vita partnerships. She noted that Stamford is well ahead of most other Connecticut communities on health and wellness initiatives and are a potential guiding influence. Mr. Tufo reported funds are available from the HUD Vita grant to perform conceptual design work for a mixed-use building on the Stillwater frontage that could represent the fifth Vidal Court replacement phase. Mr. Tufo and Mr. Nelthropp recognized numerous staff and team recognition in their professionalism with additional responsibilities and functions.

5. **Development Update:**
A Rippowam Corporation development update on projects in construction, pre-development and in planning stages was distributed to members. Mr. Gottlieb noted renovations at Clinton Manor are expected to be complete by the end of July through the early part of August. Renovations at Quintard Manor are going well and that the first group of residents has returned to their apartments. Mr. Tufo noted the Quintard building, being a spec building purchased in the 1960's, has presented challenges in terms of latent conditions which are impacting the budget.

Completion of Greenfield is expected by September 2014. Mr. Gottlieb anticipates half the residents to move in October, and the other half of the residents to move in November. It was noted that renovations at Lawn Hill Terrace should commence early 2015. Summer Place/Czescik Homes final approval from The State Department of Housing (DOH) for Storm Sandy relief funds in the amount of $6.4 million was approved. Construction is expected to commence March 2015.

F. Resolutions

14-37: Award Contract for Specialized Legal Services to Reno and Cavanaugh PLLC.

- Commissioner Nelthropp moved, Commissioner Williams-Brown seconded.

NOW, THEREFORE, BE IT RESOLVED that:

The law firm of Reno & Cavanaugh PLLC has been competitively selected by COC pursuant to the process set forth in the COC procurement policies and pursuant to the process described in a Request for Proposals for Specialized Legal Services published by COC on June 12, 2014.

The Executive Director & CEO is hereby authorized, empowered and directed to negotiate the indefinite quantities contract, including hourly rates not to exceed those proposed by the selected firm in their response to the Request for Proposals. The form of the agreement shall follow the Agreement for Real Estate Legal Services that was attached to the Request for Proposals as Exhibit A. The total amount of this authorization is $250,000. Further Board action will be required to exceed this amount. The term of the agreement shall be five years unless terminated earlier for convenience or cause.

This Resolution shall take effect immediately.

This Resolution was passed.

Ayes:	Courtney Nelthropp Kristella Garcia Bill McCullough Jack Penfield Sheila Williams-Brown	Nays:	None

14-38: Resolution of the Housing Authority of the City of Stamford regarding Connecticut Light & Power Easement at Greenfield

- Commissioner Nelthropp moved, Commissioner Williams-Brown seconded.

Be it resolved that the Housing Authority of the City of Stamford (HACS), a municipal housing authority chartered by the general assembly of the State of Connecticut and having its principal office in the City of Stamford, in the State of Connecticut, its successors and assigns, grant and convey to the Connecticut Light & Power Company permanent rights for the installation, maintenance, and repair of electric and gas lines over, under and across land of HACS situated in the City of Stamford and State of Connecticut, as set forth in the proposed easement attached as Exhibit 1, and the Easement Map attached as Exhibit 2, which are hereby ordered filed with the records of this meeting; and

Be it resolved that Vincent J. Tufo, Executive Director and Chief Executive Officer of HACS, be and he is hereby authorized to execute and deliver in the name of HACS an easement presented to this meeting and to do any and all other acts to effectuate the foregoing.

This Resolution was passed.

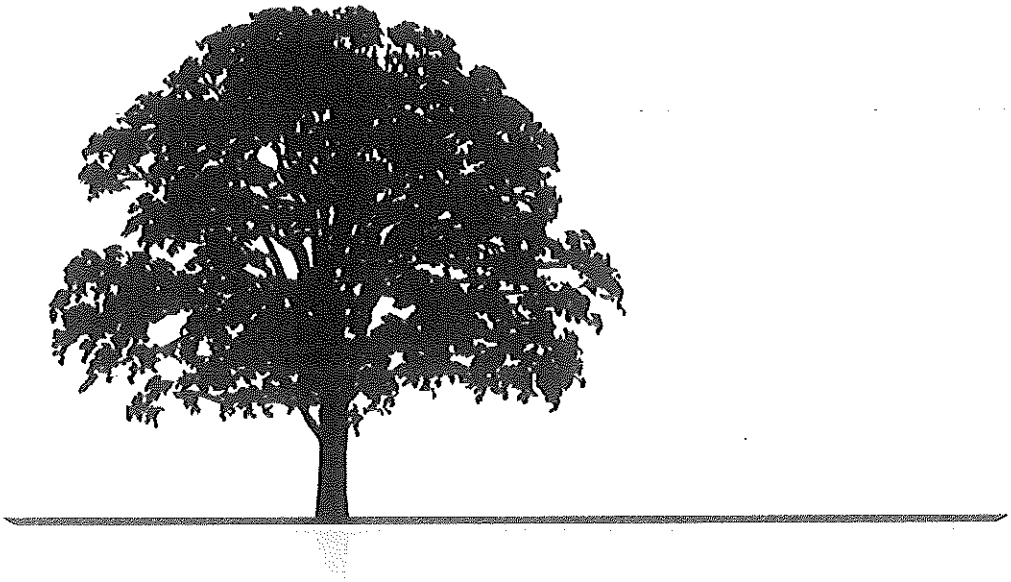
Ayes:	Courtney Nelthropp Kristella Garcia Bill McCullough Jack Penfield Sheila Williams-Brown	Nays:	None

G. Executive Session
No Executive Session.

H. Strategic Planning Discussion
The Strategic Planning Discussion was held July 22, 2014 at 6:30 PM.

I. Adjournment
At 6:53 PM, after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Garcia, the Board meeting was adjourned.

Vincent J. Tufo
Executive Director and CEO



Charter Oak Communities

June 30, 2014

Quarterly Operations Report

CHARTER OAK
COMMUNITIES

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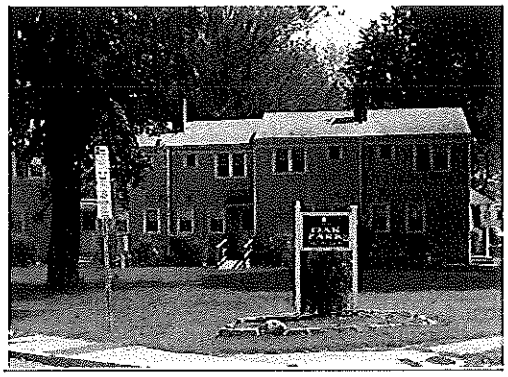
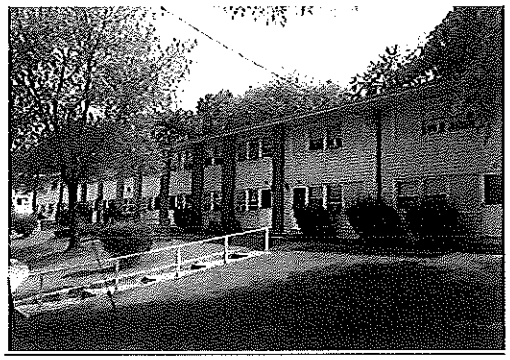
CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
April 2014-June 2014

Leased Activity



Property:	Oak Park
Units:	168
# Move ins:	1
# Vacancies:	6
Waiting list status:	Open
# of applicants	158 (shared with Lawnhill Terrace)

Oak Park is a moderate-rent, state-assisted housing complex consisting of two-story townhouse buildings with 1, 2, 3 & 5 bedroom units. It is located in a stable neighborhood on the East Side. Oak Park currently houses families and single adults with an average income of $34,000. The current base rent ranges from $551-837; residents are responsible for paying their own utilities.



Property:	Lawnhill Terrace
Units:	204
# Move ins:	0
# Vacancies:	3
Waiting list status:	Open
# of applicants	158 (shared with Oak Park)

Lawnhill Terrace is a moderate-rent, state-assisted housing complex consisting of two-story townhouse buildings with 2 and 3 bedroom units. The current base rent ranges from $825-885. It is located in a stable neighborhood on the East Side. The development houses families with an average income of $34,000. Lawnhill Terrace is in the pre-development stage of revitalization; Phase 1, which consists of 60 units, is set to begin renovations in early 2015.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
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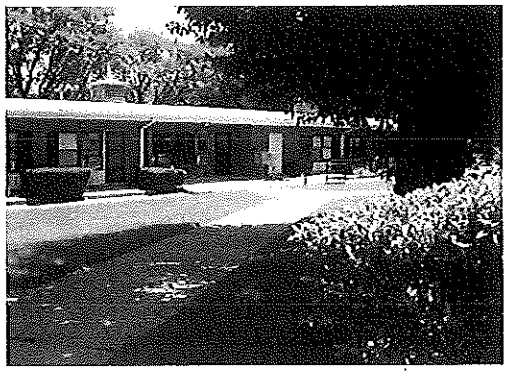
Property:	Wormser Congregate
Units:	40
# Move ins:	2
# Vacancies:	0
Waiting list status:	Open
# of applicants	13

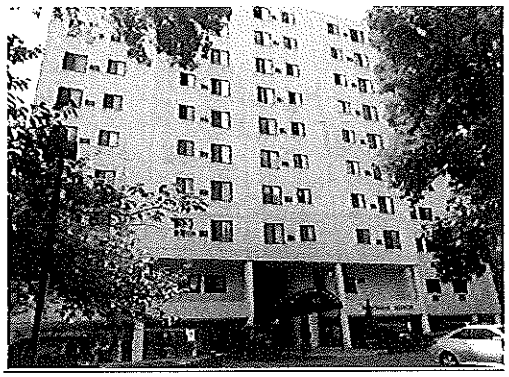
Wormser Congregate is a moderate-rent, state-assisted property consisting of a two-story building with one bedroom units. It is located in a campus-like setting near High Ridge Road. Wormser provides a congregate care environment for elderly households, which includes one communal meal per day and services and activities for the residents. The average age at Wormser is 85.



Property:	Czescik Homes
Units:	50=(20)/(16)/(14)
# Move ins:	0
# Vacancies:	3
Waiting list status:	Closed 3/31/2014
# of applicants:	2

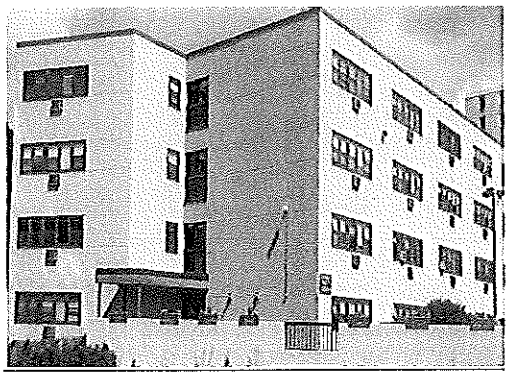
Czescik Homes is a moderate-rent, state-assisted housing complex consisting of three, single story buildings with efficiencies and one bedroom units. It is located south of downtown Stamford on two sites along the Rippowam River. Czescik Homes houses elderly and disabled households. Some residents of Czesick Homes will be relocated to the planned new development at 922 Summer Street, which is expected to commence construction in Spring 2015. Family Centers is assisting the residents of Czesick Homes in the initial planning of their relocation.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
April 2014-June 2014



Property:	Rippowam Manor
Units:	80
# Move-ins:	2
# Vacancies:	2
Waiting list status:	Open
# of applicants	158

Rippowam Manor is a federally funded, multi-family property, consisting of a nine-story building with efficiencies and one bedroom units. The current contract rent is $1,240 and $1,380, but a Project Based (Section 8) rental agreement allows tenants to pay a reduced rent. It is located on the North Side of downtown along the Rippowam River. Rippowam Manor houses elderly households with an average income of $12,000, and an average age of 76.



Property:	Glenbrook Manor
Units:	40
# Move-ins:	3
# Vacancies:	1
Waiting list status:	Open
# of applicants	15

Glenbrook Manor is a federally funded, multi-family property, consisting of a four-story building with efficiencies and one bedroom units. The current contract rent is $1,082 and $1,191, but a Project Based (Section 8) rental agreement allows tenants to pay a reduced rent. It is located off of Main Street on the East Side. The Glenbrook Manor property houses elderly households with an average age 74 and an average household income of $18,000.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
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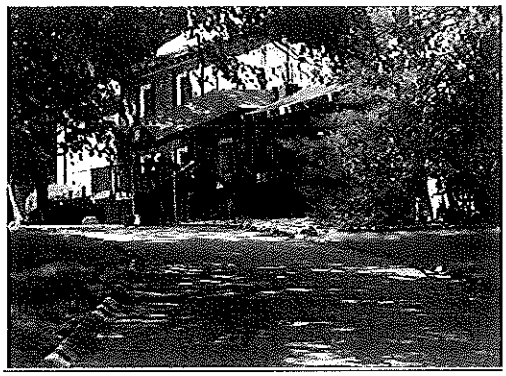
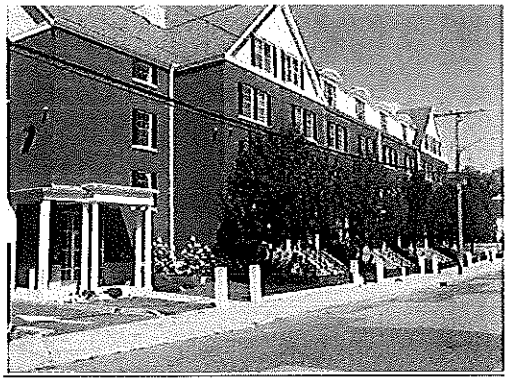


Property:	Scofield Manor
Units:	50
# Move-ins:	1
# Vacancies:	0
Waiting list status:	Open
# of applicants	1

Scofield Manor is Residential Care Home licensed by the Department of Public Health and operated by Charter Oak Communities. This facility provides a combination of housing, support services, personalized assistance and health care support/coordination for the elderly and disabled residents with an average age of 67.



Property:	Taylor Street
Units:	16
# Move-ins:	0
# Vacancies:	0
Waiting list status:	Closed (4/30/13)
# of applicants	207

Taylor Street Apartments, the first phase of the Fairfield Court HOPE VI revitalization, is a mixed-tenure building consisting of eight owner-occupied two bedroom condominiums and 16 one bedroom rental apartments. The current contract rent is $1,332 for the project based Section 8 units. The condos are fully occupied by moderate income, first-time homebuyers. The apartments are funded by LIHTC and include supportive services. Taylor Street Apartments houses elderly, non-elderly and disabled residents with an average income of $12,000.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
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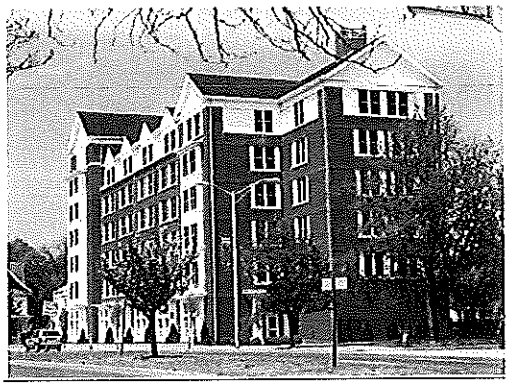

Property:	Post House
Units:	60
# Move- ins:	2
# Vacancies:	2
Waiting list status:	Closed (4/30/13)
# of applicants	142

Post House, the second phase of the Fairfield Court HOPE VI revitalization, is a LIHTC funded, supportive housing community consisting of a single six-story building with one bedroom units. It is located on the corner of Clinton Avenue and Tresser Boulevard in the heart of the downtown. The current contract rent is $1,379 for the Section 8 project based units. Post House houses elderly, non-elderly and disabled residents with an average income of $15,000.

Property:	Clinton Manor
Units:	88
# Vacancies:	9
# Move-ins:	0
Waiting list status:	Closed (5/31/2013)
# of applicants	54

Clinton Manor is a LIHTC property, consisting of an eleven-story building with one bedroom units. The average household income is $14,000. It is located within Stamford's downtown. Clinton Manor houses elderly households with an average age of 76.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
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Property:	**Stamford Manor**
Units:	**215**
# Move-ins:	**6**
# Vacancies:	**3**
Waiting list status:	**Open- 2 br. only**
# of applicants	**382**

Stamford Manor is a federal, low-income public housing property consisting of an eleven-story building with efficiencies, one, and two bedroom units. It is located in Stamford's downtown on the Rippowam River. Stamford Manor houses elderly and disabled households with an average age of 67 and household income of $12,000.

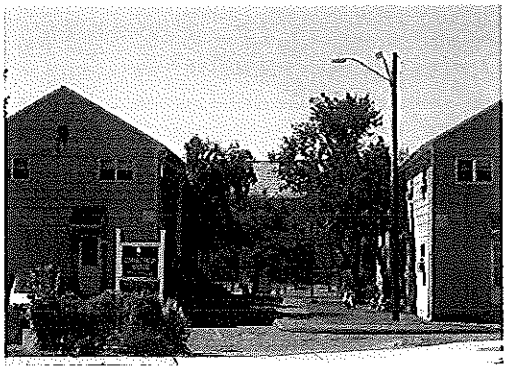
Property:	**Quintard Manor**
Units:	**60**
# Move-ins:	**0**
# Vacancies:	**7**
Waiting list status:	**Closed (5/31/2013)**
# of applicants	**49**

Quintard Manor is a federally funded property consisting of a six-story building with efficiencies and one bedroom units. It is located close to Main Street on the East Side. The contract rent is $1,175-$1,185 for the Section 8 project based units. Quintard Manor houses elderly residents with an average age of 75 and household income of $15,000. Quintard Manor is under renovation with an expected completion summer of 2015.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
April 2014-June 2014

Property:	**Lawn Ave Townhouses**
Units:	**20**
# Move-ins:	**0**
# Vacancies:	**0**
Waiting list status:	**Closed (10/3/2003)**
# of applicants	**23 (shared with other family developments)**

Lawn Avenue Townhouses is a federal, low-income public housing property consisting three, two-story buildings with three and four bedrooms units. It is located in a stable neighborhood on the East Side. Lawn Avenue Townhouses houses family households with an average income of $17,000.



Property:	**Connecticut Avenue A &B**
Units:	**12**
# Move-ins:	**0**
# Vacancies:	**0**
Waiting list status:	**Closed (10/3/2003)**
# of applicants	**23 (shared with other family developments)**

Connecticut Avenue is a federal, low-income public housing property consisting of two, two-story buildings with two and three bedrooms units. It is located amidst the Rippowam Park complex on the far West Side. Connecticut Avenue houses family households with an average income of $25,000.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
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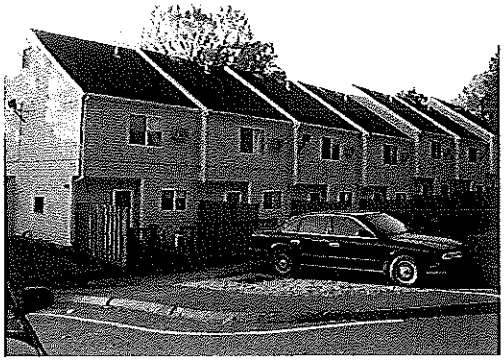

Property:	**Ursula Park Townhouses**
Units:	**32**
# Move-ins:	**1**
# Vacancies:	**0**
Waiting list status:	**Closed (10/3/2003)**
# of applicants	**23 (shared with other family developments)**

Ursula Park Townhouses is a federal, low-income housing property consisting of four townhouse buildings with two and three bedrooms units. It is located adjacent to Oak Park complex on the East Side. Ursula Park houses family households with an average income of $15,000.

Property:	**Sheridan Mews**
Units:	**8**
# Move-ins:	**0**
# Vacancies:	**0**
Waiting list status:	**Closed (10/3/2003)**
# of applicants	**23 (shared with other family developments)**

Sheridan Mews is a federal, low-income public housing property consisting of four duplex buildings with three bedrooms units. It is located in a stable neighborhood on the East Side. Sheridan Mews houses family households with an average income of $28, 000.

CHARTER OAK COMMUNITIES
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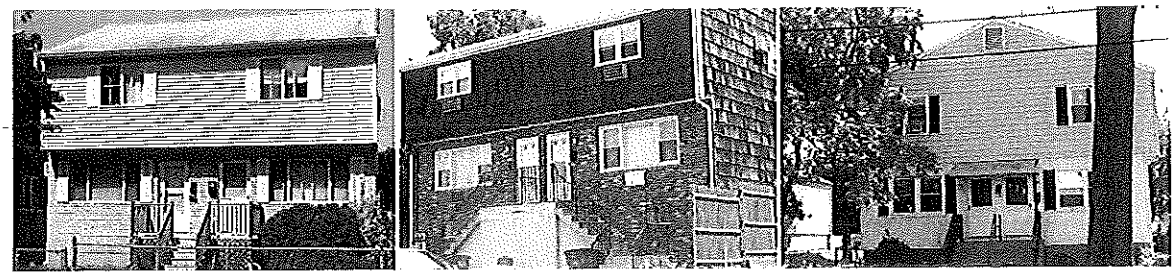

Property:	Scattered Sites
Units:	6
# Move-ins:	0
# Vacancies:	0
Waiting list status:	Closed (10/3/2003)
# of applicants	23 (shared with other family developments)

"Scattered Sites" is the name given to three federal, low-income public housing duplexes, each with three bedrooms having the official designation of *Multi-Location*. The buildings are located in Stamford's Waterside, Southeast and Glenbrook neighborhoods. These properties houses family households with an average income of $29,000.

Tenant Accounts Receivable

Throughout the portfolio there are 280 residents who have a combined rent receivable balance of $111,587.34 as of June 30, 2014, resulting in a delinquent Tenant Accounts Receivables (TARS) of .80%. We are diligently collecting on these accounts through court stipulations which include repayment agreements.

	Total	Current to 30 Days	Over 30 Days	Over 60 Days	Over 90 Days
A/R Tenant Receivable	$111,587.34	$49,516.86	$16,403.81	$10,118.78	$35,547.89

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
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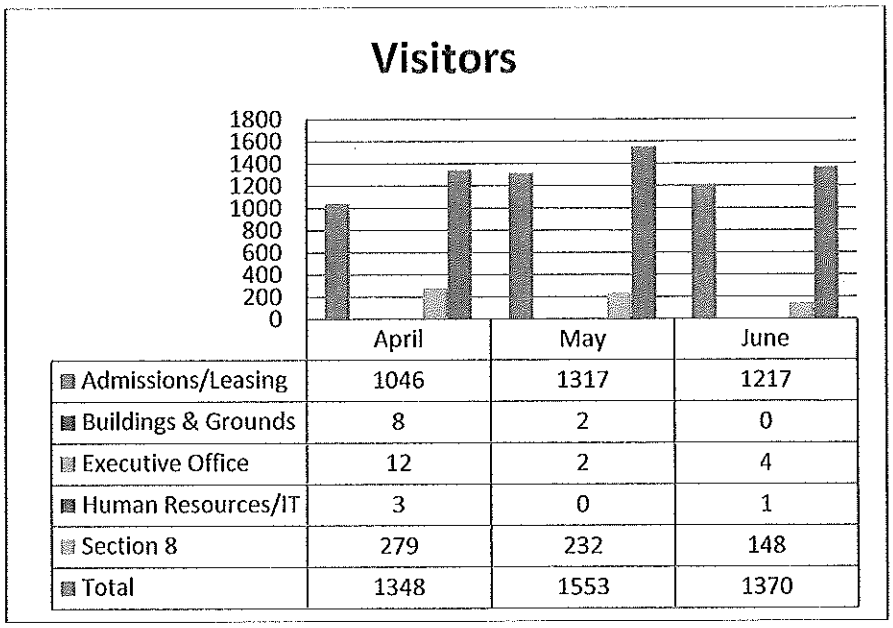
Communication

During the second quarter, an average of 1,400 individuals visited COC's corporate office. The Admissions/Leasing office had the majority of the visitors due to the acceptance of the Greenfield applications, which will commence leasing in September 2014. In June, the Low Income Federal Family waiting list for two and three bedroom units was opened, for which 196 applications was accepted. Additionally, 55 families were issued vouchers from the Section 8 waiting list.



	April	May	June
Admissions/Leasing	1046	1317	1217
Buildings & Grounds	8	2	0
Executive Office	12	2	4
Human Resources/IT	3	0	1
Section 8	279	232	148
Total	1348	1553	1370

The Information Technology (IT) department has been working on various projects to improve customer communication. The staff is working with a consultant on the COC website to change over to a new website program allowing COC better control of the content. Also, to make the website user friendly, Google Translate was added allowing users to view the website in over 70 different languages.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
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Resident Meeting Highlights

During this period meetings were held at the following communities:

Community	Key points of Discussion
Quintard Manor	Renovation update; Rent rebates
Czescik Homes	Introduction of Nancy; Relocation; Upcoming housekeeping inspections
Stamford Manor	Floor captains recruitment; Guest policy
Clinton Manor	Renovation update; Common area rules; Rent rebates
Lawnhill Terrace	Introduction of Rodney; Renovation update; Installation of exterior lights
Post House	Rent rebates; Upcoming recertification's;
Wormser Congregate	Approved rent increase; Introduction of new residents; Farmer's market coupons
Taylor Street	Proper use of washer/dryers; upcoming housekeeping inspections
Glenbrook Manor	Recertification concerns; landscape schedule
Rippowam Manor	Proper disposal of bulk items; update from RSC on events

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
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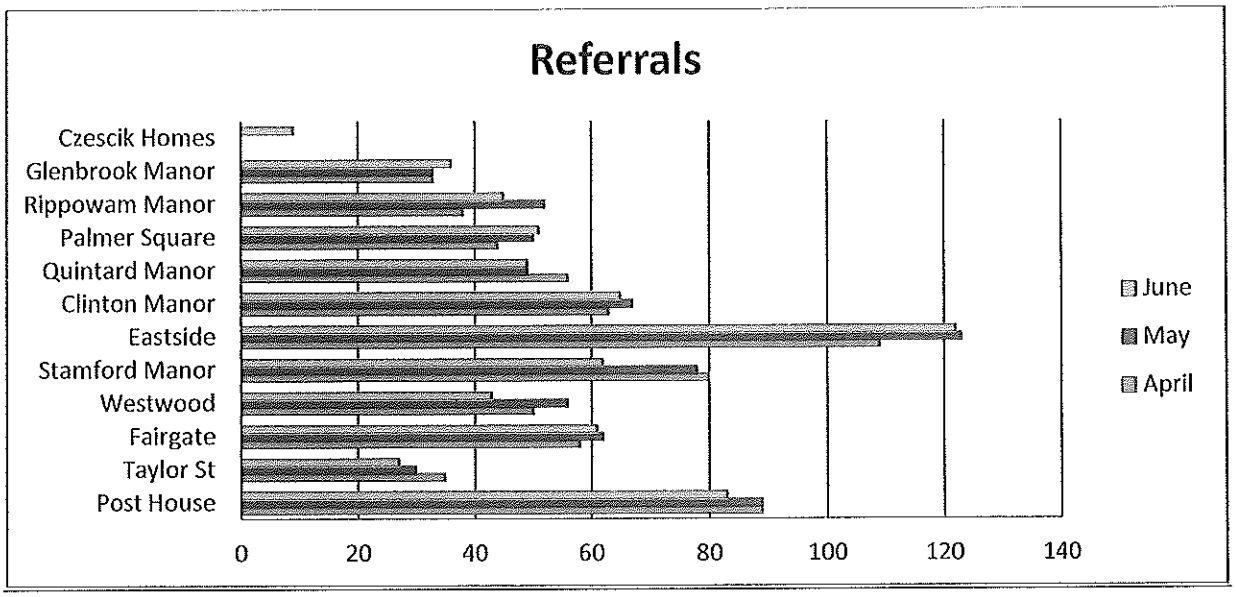
Supportive Services

Family Centers managed an average of 1,100 contacts each month for April, May and June. The Resident Service Coordinators (RSCs) conducted 41 new individual needs assessments. As a result of some of the contacts, 600 referrals were made to partner agencies and community support services to assist the residents in areas such as entitlements, financial support, case management and vocational training.



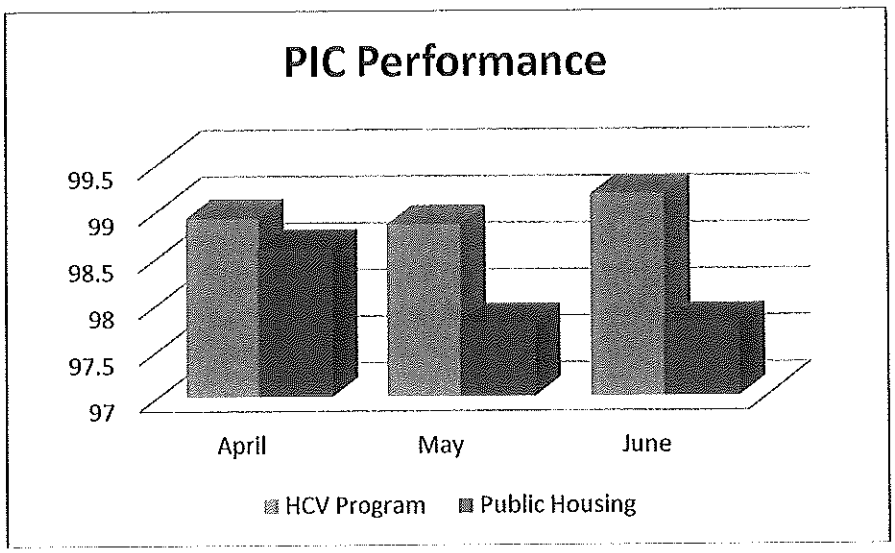
The Resident Service Coordinators have organized and held the following events throughout the portfolio:

- Mother's Day party
- Walking group(s)
- Coffee with friends
- Father's Day event
    - Open microphone night
    - Family portrait day
    - Poetry event
    - Gardening
- Ice cream social

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
April 2014-June 2014

Compliance

Each month HUD reports on Public Housing and Section 8 activity via its Public and Indian Housing Information Center (PIC) reporting system. A monthly score is give to COC indicating its compliance with HUD occupancy requirements. Below is the chart indicating the Housing Choice Voucher (HCV) & Public Housing PIC score:



All HUD assisted and insured housing (Public Housing and Multifamily Housing) covered under the Department's Uniform Physical Condition Standards (UPCS) regulations must be inspected by Real Estate Assessment Center (REAC). The purpose of REAC is to evaluate the condition of properties that HUD has a financial interest or statutory obligation to monitor. The five areas that will be inspected by REAC are; site, building exterior, building systems, common areas and units. The following properties have been scheduled for upcoming REAC inspections; Taylor Street, Post House, Fairgate, Ursula Park Townhouse, & Stamford Manor. The inspection and maintenance team is working diligently to address and repair items to ensure an acceptable score is received.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
April 2014-June 2014

Procurement Management

For the second quarter there are currently five Request for Proposals out to bid for the following services:

1. Specialized Legal Services
2. Labor and Employment Legal Services
3. Organizational Development Consulting Services
4. Chiller Compressor Replacement at Scofield Manor
5. Resident Supportive Services
6. Architectural Design Services

The following contracts have been executed, modified, or extended due to change orders, time and scope changes, etc:

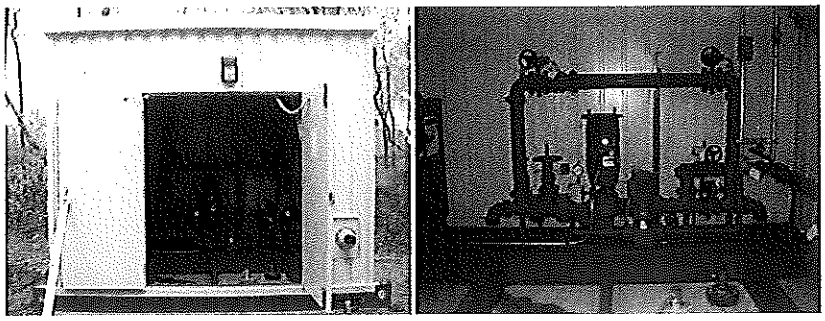
Contractor	Description	Status
JK Energy	Energy Conservation at Oak Park & Ursula Park Townhouses	Contract Executed
Hurley and O'Neill	Auditing Services	Contract Executed
Central Electric & Generator	Emergency Generator Maintenance Service	Contract Executed
HC Maintenance	Janitorial Services at Scofield Manor	Contract Executed
InfoShred	Records Storage and Maintenance	Contract Executed
Northeast Elevator	Elevator Maintenance Service	Contract Modification
Quality Floorshine	Janitorial Services	Contract Modification
Krystal Kleer	Water Purification	Contract Modification
Hunter Mechanical	Heating and Plumbing	Contract Modification
Greenway Property Mgmt	Landscaping Services	Contract Modification - Added Wormser
City Carting	Carting Services	Contract Modification - Schedule revision
Shipman Goodwin	General Legal Services	Contract Modification - Increase contract amount
Proshred	Shredding Services	Contract Extension - Reduction in services

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
April 2014-June 2014

Capital Improvements

- Stamford Manor Sprinkler Replacement – All repairs to the piping on the residential floors has been completed. The Fire Pump repair, the last contract item, has now been addressed. There are four floors that have the dry valves and compressors that require replacement and were not part of the original contract. A change order will be implemented and COC will have the contractor, Southport Contracting, do this remaining work. All other contract work has been completed and closeout documents will be forthcoming.

- Wormser Congregate Fire Pump -The Fire Pump installation is nearing completion. Over the past 60 days, the contractor has completed the underground pipe installation, backfilled the entire area, seeded and watered the area, set the Fire Pump House enclosure in place, and made electrical and piping connections into the enclosure. Once he has completed the final electrical and piping tie-ins, and the full testing of the system, the work will be complete. This should occur in the next 30 days.



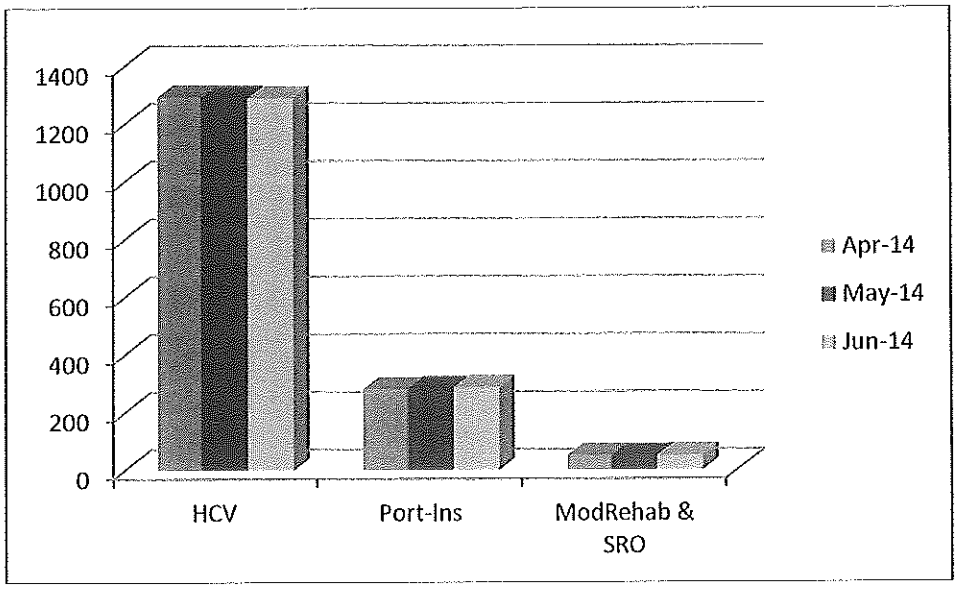
- Ursula Park Townhouses Roofing, Windows and Siding Replacement- The roofing and siding project has begun. After some brief delays, the contractor has mobilized with locating site containers and dumpsters, and beginning the roof replacement to 136 Ursula. The single unit mock up has begun. The purpose of the mock up is to see firsthand what an entire area will look like before continuing with the full project.

- Scofield Manor Chiller Compressor Replacement-The Compressor to the chiller has been successfully replaced, and the building is now being air-conditioned.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
April 2014-June 2014

Housing Choice Voucher Program

During the second quarter, the Section 8 Department administered an average of 1,629 vouchers per month, under the HCV Program, which includes Tenant and Project Based Vouchers, Portability, Moderate Rehabilitation (MR) and Single Room Occupancy (SRO) Programs.



The Section 8 team continues to proactively process and interview families to determine their new and/or continued eligibility for our programs. This activity, totaling 810 transactions, included interviewing, annual and interim recertifications, issuance of vouchers, leasing up, terminating and coordinating unit transfers and portabilities.

In addition to the activities listed above, other activities included HCV Rental Reasonableness Training, the renewal of the SRO HUD contracts for Woodland Avenue and Metcalf, and the beginning of revising and updated the programs Administrative Plan. The greatest highlight of Q2 2014 was the opportunity to invite all the families on the HCV waitlist to a briefing during which time families were informed about the HCV Program and screened for participation.

CHARTER OAK COMMUNITIES
QUARTERLY OPERATIONS REPORT
April 2014-June 2014

Human Resources

Charter Oak Communities has the following vacant positions which are currently in the interviewing phase:

- Scofield Manor Administrator
- Property Manager
  - Post House
  - East Side
- Eligibility Specialist (2)
- Administrative Assistant Finance
- Administrative Assistant Executive Office
- Scofield Manor Kitchen Utility Worker (P/T)
- Attendant Scofield Manor (P/T)
- Foreman – Westside Properties

The following positions have been filled in the last 90 days:

- Administrative assistant (temporary)
- Clerk Typist II-(HCVP)
- Scofield Manor Attendant (2) F/T
- Scofield Manor Attendant (2) P/T
- Maintenance Custodian (temporary)
- Wormser Attendant (2) P/T
- Wormser Housekeeper P/T

Staff Development

The staff attended the following trainings to enhance their professional development and ensure program compliance:

- Hiring Great Site-Level Staff
- Leader as a Coach
- Leader, Mentor, Coach: Supervisory & Management Skills
- Microsoft Excel Essentials for Housing Managers
- Customized COC Customer Service Training
- 10 Bad Habits to Avoid in Compliance
- ADP HRB Training - Customized ADP Reporting

Wellness Committee

The softball season has come to an end for the COC Chargers, the Wellness Committee is in the process of compiling responses to whether there is an interest in volleyball, kickball or dodge ball for the fall season. The committee members have attended informational meetings with the City of Stamford Recreations Service Department in regards to these sports, more information to follow.

HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES
22 Clinton Avenue
Stamford, CT 06901

Board Meeting Date: August 27, 2014

Resolution Number: 14-39

Resolution

Subject: Approve the 2014 SEMAP (Section 8 Management Assessment Program) Certification.

Background: SEMAP is HUD's tool for objectively measuring a housing agency's performance in administering its Housing Choice Voucher (HCV) Program. It is also a self-assessment tool that allows housing agencies to identify their management capabilities and/or deficiencies based on 14 Key Performance Indicators.

HUD requires COC to conduct a supervisory-quality review of file samples for four areas: selection from waiting list; rent reasonableness; determination of adjusted income; and Housing Quality Standard enforcement.

HUD's rating system is as follows: High Performer (90+); Standard Performer (61-89%); Troubled performer (60% or less). Through the commitment of Charter Oak Communities' HCV staff, based on this evaluation, COC is certifying a score of 127 points out of a possible 135, which is interpreted as a performance rating of 94%, High Performer status.

This data will be transmitted electronically to HUD via the internet upon approval.

Resolution: **BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF STAMFORD THAT THE 2014 SEMAP (SECTION 8 MANAGEMENT ASSESSMENT PROGRAM) CERTIFICATION IS HEREBY APPROVED FOR SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.**

Jacqueline Figueroa,
Housing Choice Voucher Program Manager
Staff Member Submitting Report

HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES
22 Clinton Ave.
Stamford, Connecticut 06901

Board Meeting Date: August 27, 2014

Resolution Number: 14-40

RESOLUTION

Subject: Award Contract for: RFP 14-0003L, Mixed Finance Tax Credit Audit – FYs '14, '15 & '16
Recommended Firm: Whittlesey & Hadley, P.C.

Background: Eight proposals were received for the aforementioned public solicitation. The solicitation included four audit categories: (1) Housing Authority Audit (*previously awarded to Hurley & O'Neill pursuant to Board Resolution No. 14-31*), (2) Multifamily Audits/Taxes, (3) Mixed Finance Tax Credit (LIHTC) Audits/Taxes, and (4) Medicaid Funded Long Term Care Residential Facility Audit/Taxes/Cost Report (*previously awarded to Marcum, LLP pursuant to Resolution No. 14-35*). Each firm had the option to submit proposals for all of the aforesaid audits or on an individual basis. Out of the eight proposals received, six firms responded to all or part of the Mixed Finance Tax Credit (LIHTC) portion of the RFP. Whittlesey & Hadley P.C. ("WH") has been deemed responsive and responsible to provide necessary Auditing Services as outlined herein for fiscal years 2014, 2015 & 2016 at the Housing Authority of the City of Stamford d/b/a Charter Oak Communities. WH has the qualifications, the necessary organization, staff, experience, technical skills and operational controls to perform the tasks outlined in the RFP. (Consolidated Scoring Grid Attached)

Based on the above and given that the proposed fee(s) are reasonable according to independent estimates, staff recommends this contract be awarded to Whittlesey & Hadley, P.C.

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Executive Director and CEO is authorized to enter into a contract with Whittlesey & Hadley, P.C. for Auditing Services – FYs 2014, 2015 & 2016 over a three (3) year period with an additional two (2) one-year options in an amount not to exceed $339,600.00 over the initial three-year contract term and not to exceed $556,000.00 over the five-year maximum contract period. Furthermore, that the Executive Director & CEO be authorized to act as contracting officer and perform all duties as outlined in the HUD General Conditions, including executing Change Orders; provided, however, that further board approval will be required prior to executing change orders that result in the contract price exceeding 110% of the original contract price stated above.

Lisa Reynolds
Staff Member Submitting Resolution

Auditing Services - FYs 2014, 2015 & 2016
Proposals rec'd 4/24/2014 at 3:00 p.m. - RFP No. 14-0003
Consolidated Review

Mixed Finance Tax Credit (LIHTC)

Reviewer: Evaluation Committee

	CRITERIA	MAXIMUM	Factor Type	Michaud, Accavallo, Woodbridge & Cusano, LLC	Novogradac & Company, LLP	Whittlesey	*Hurley & O'Neill	**UHY	KPG
1	The proposed costs the firm proposes to charge COC to provide the required work	20 Points	Objective	14	16	16	19	16	20
2	Ability to meet Time Requirements (Schedule of Performance)	20 Points	Subjective (Technical)	18.17	18.33	18.00	19.17	14.83	17.00
3	Firm's qualification and experience	20 Points	Subjective (Technical)	13.83	18.17	18.33	18.50	11.33	16.50
4	Partner, supervisory, and staff qualifications and experience	20 Points	Subjective (Technical)	14.17	17.83	16.67	18.33	10.83	15.67
5	Similar engagements with other government entities	20 Points	Subjective (Technical)	13.33	17.00	18.00	18.67	9.83	16.17
6	Section 3 Business Preference	15 Points	Objective	0	0	0	0	0	0
6	TOTAL POINTS	115 Points		73.50	87.33	87.00	93.67	62.83	85.33

NOTES/COMMENTS:

*Hurley & O'Neill bid on Progress Drive & Palmer Square ONLY

**UHY bid on all tax credit properties EXCEPT Greenfield and 18 Quintard LLC

Michaud, Novogradac, Whittlesey & KPG bid on all tax credit properties.

RFP No. 14-0003L, Auditing Services Fys '14, '15 & 16
Whittlesey & Hadley

	2014	2015	2016	2017	2018
Clinton Avenue Limited Partnership	$ 9,700.00	$ 9,700.00	$ 9,700.00	$ 9,700.00	$ 9,700.00
Taylor Street Limited Partnership	$ 8,100.00	$ 8,100.00	$ 8,100.00	$ 8,100.00	$ 8,100.00
Fairfield Court Limited Partnership	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 12,000.00
58 Progress Drive Limited Partnership	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 12,000.00
Palmer Square Housing	$ 9,900.00	$ 9,900.00	$ 9,900.00	$ 9,900.00	$ 9,900.00
22 Clinton LLC	$ 10,500.00	$ 10,500.00	$ 10,500.00	$ 10,500.00	$ 10,500.00
22 Clinton LLC Cost Cert	$ 10,000.00	$ -	$ -	$ -	$ -
18 Quintard LLC	$ 10,500.00	$ 10,500.00	$ 10,500.00	$ 10,500.00	$ 10,500.00
18 Quintard LLC Cert		$ 15,000.00			
Greenfield	$ 10,500.00	$ 10,500.00	$ 10,500.00	$ 10,500.00	$ 10,500.00
Greenfield Cert	$ -	$ 15,000.00	$ -	$ -	$ -
	$ 93,200.00	$ 113,200.00	$ 83,200.00	$ 83,200.00	$ 83,200.00

Cost over 3 years **$ 289,600.00**

Cost over 5 years $ 456,000.00

HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES
22 Clinton Ave.
Stamford, Connecticut 06901

Board Meeting Date: August 27, 2014

Resolution Number: 14-41

RESOLUTION

Subject: Award Contract for: RFP 14-0003M, Multifamily/Tax Auditing Services – FYs '14, '15 & '16
Recommended Firm: Hurley, O'Neill & Company, P.C.

Background: Eight proposals were received for the aforementioned public solicitation. The solicitation included four audit categories: (1) Housing Authority Audit (*previously awarded to Hurley & O'Neill pursuant to Board Resolution No. 14-31*), (2) Multifamily Audits/Taxes, (3) Mixed Finance Tax Credit (LIHTC) Audits/Taxes, and (4) Medicaid Funded Long Term Care Residential Facility Audit/Taxes/Cost Report (*previously awarded to Marcum, LLP pursuant to Resolution No. 14-35*). Each firm had the option to submit proposals for all of the aforesaid audits or on an individual basis. Out of the eight proposals received, seven firms responded to the Multifamily Audits/Taxes portion of the RFP. Hurley, O'Neill & Company, P.C. ("HOC") has been deemed responsive and responsible to provide necessary Auditing Services as outlined herein for fiscal years 2014, 2015 & 2016 at the Housing Authority of the City of Stamford d/b/a Charter Oak Communities. HOC has the qualifications, the necessary organization, staff, experience, technical skills and operational controls to perform the tasks outlined in the RFP. (Consolidated Scoring Grid Attached)

Based on the above and given that the proposed fee(s) are reasonable according to independent estimates, staff recommends this contract be awarded to Hurley, O'Neill & Company, P.C.

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Executive Director and CEO is authorized to enter into a contract with Hurley, O'Neill & Company, P.C. for Auditing Services – FYs 2014, 2015 & 2016 over a three (3) year period with an additional two (2) one-year options in an amount not to exceed $42,000.00.00 over the initial three-year contract term and not to exceed $70,000.00 over the five-year maximum contract period. Furthermore, that the Executive Director & CEO be authorized to act as contracting officer and perform all duties as outlined in the HUD General Conditions, including executing Change Orders; provided, however, that further board approval will be required prior to executing change orders that result in the contract price exceeding 110% of the original contract price stated above.

Lisa Reynolds
Staff Member Submitting Resolution

Auditing Services - FYs 2014, 2015 & 2016
Proposals rec'd 4/24/2014 at 3:00 p.m. - RFP No. 14-0003
Consolidated Review

Multifamily

Reviewer: Evaluation Committee

	CRITERIA	MAXIMUM	Factor Type	Michaud, Accavallo, Woodbridge & Cusano, LLC	Novogradac & Company, LLP	Whittlesey	Hurley & O'Neill	Marcum	UHY	KPG
1	The proposed costs the firm proposes to charge COC to provide the required work	20 Points	Objective	19	18	18	20	20	14	20
2	Ability to meet Time Requirements (Schedule of Performance)	20 Points	Subjective (Technical)	17.40	17.20	17.60	19.20	15.60	17.00	17.60
3	Firm's qualification and experience	20 Points	Subjective (Technical)	14.60	17.80	18.00	18.80	15.20	11.40	17.40
4	Partner, supervisory, and staff qualifications and experience	20 Points	Subjective (Technical)	14.40	17.40	17.60	18.60	13.80	11.80	16.40
5	Similar engagements with other government entities	20 Points	Subjective (Technical)	13	17	17	18	15	10	18
6	Section 3 Business Preference	15 Points	Objective	0	0	0	0	0	0	0
6	TOTAL POINTS	115 Points		78.20	87.20	88.60	95.00	79.20	63.80	89.60

NOTES/COMMENTS:

HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES
22 Clinton Ave.
Stamford, Connecticut 06901

Board Meeting Date: August 27, 2014

Resolution Number: 14-42

RESOLUTION

Subject: Award Contract for: RFP 14-0009, Labor and Employment Legal Services
Recommended Firm: McElroy, Deutsch, Mulvaney & Carpenter

Background: Three proposals were received for the aforementioned public solicitation. Out of the three proposals received, the incumbent, McElroy, Deutsch, Mulvaney & Carpenter has been deemed responsive and responsible to provide necessary Labor and Employment Legal Services in accordance with the aforesaid RFP at the Housing Authority of the City of Stamford d/b/a Charter Oak Communities. McElroy, Deutsch, Mulvaney & Carpenter has the qualifications, the necessary organization, staff, experience, technical skills and operational controls to perform the tasks outlined in the RFP. (Consolidated Scoring Grid Attached)

Based on the above, staff recommends this contract be awarded to McElroy, Deutsch, Mulvaney & Carpenter.

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Executive Director and CEO is authorized to enter into a contract with McElroy, Deutsch, Mulvaney & Carpenter for Labor & Employment Law Legal Services over a five (5) year period in an amount not to exceed $500,000.00 over the five-year maximum contract period. Furthermore, that the Executive Director & CEO be authorized to act as contracting officer and perform all duties as outlined in the HUD General Conditions, including executing Change Orders; provided, however, that further board approval will be required prior to executing change orders that result in the contract price exceeding 110% of the original contract price stated above.

Janice Tantimonico
Staff Member Submitting Resolution

Labor & Employment Law Legal Services - FYs 2014 - 2018
Proposals rec'd 7/17/2014 at 2:00 p.m. - RFP No. 14-0009
Consolidated Review

Charter Oak Communities

Reviewer: Evaluation Committee

	CRITERIA	MAXIMUM	Factor Type	Shipman & Goodwin	Durant, Nichols, Houston, & Hodgson	McElroy, Deutsch, Mulvaney& Carpenter
1	The proposed costs the firm proposes to charge COC to provide the required work	30 Points	Objective	24.54	30.00	20.70
2	The Firm's Demonstrated Understanding of the Requirement	15 Points	Subjective (Technical)	11.67	11.67	15.00
3	The Firm's Appropriateness of the Technical Approach and Quality of the Work Plan	10 Points	Subjective (Technical)	8.33	8.00	10.00
4	The Firm's Technical Capabilities and Management Plan (staffing of positions, assigning work, etc.)	20 Points	Subjective (Technical)	15.33	15.33	20.00
5	The Firm's Demonstrated Experience and Past Performance	20 Points	Subjective (Technical)	14.67	12.67	20.00
6	Overall Quality of Proposal	5 Points	Subjective	5.00	4.67	5.00
6	TOTAL POINTS	100 Points		79.54	82.33	90.70

NOTES/COMMENTS:

HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES
22 Clinton Ave.
Stamford, Connecticut 06901

Board Meeting Date: August 27, 2014

Resolution Number: 14-43

RESOLUTION

Subject: Accept Community Development Block Grant Funding for: Chiller/Compressor Replacement at Scofield Manor
From the City of Stamford, Stamford Community Development Office

Background: On August 27, 2014 at a duly called meeting of the Board of Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities ("COC") at which a quorum was present, it was resolved that the Board of Commissioners of COC is authorized to accept $9,780 in Community Development Block Grant Year 40 funding from the Stamford Community Development Office, for the Chiller/Compressor Replacement at Scofield Manor, 614 Scofieldtown Road, in Stamford, CT and is authorized to sign a contract and pertaining documents.

Resolution: Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director and CEO is authorized to sign Requests for Payment for these funds.

Vincent Tufo
Staff Member Submitting Resolution

HOUSING AUTHORITY OF THE CITY OF STAMFORD
D/B/A CHARTER OAK COMMUNITIES
22 CLINTON AVENUE
STAMFORD, CT 06901

Board Meeting Date: **August 27, 2014**

Resolution Number: **14-44**

RESOLUTION

Subject: **Authorize an Agreement between Charter Oak Communities and Gamble Associates for Architectural Design Services for a Mixed-Use Building in connection with the Vita Health and Wellness District**

Background: This resolution is to authorize the execution of an agreement for architectural design services to support implementation of the *Vita* Health and Wellness district in the Stillwater Avenue Corridor. The funding for this engagement is wholly provided by the U.S. Department of Housing and Urban Development Sustainable Communities/Community Challenge planning grant, as awarded to the City of Stamford and substantially sub-granted to Charter Oak Communities.

The Housing Authority of the City of Stamford d/b/a Charter Oak Communities ("COC") issued a Request for Qualifications (RFQ No.14-0016) to architectural firms for assistance in implementing the *Vita* Health and Wellness District project. The requested services will provide conceptual architectural, site planning and landscape design and feasibility analysis services for a proposed residential/mixed-use building.

The proposed building shall be a mid-rise structure of up to five stories, sited on a to-be-assembled property of approximately two acres in size. The residential portion (upper floors) shall consist of between 80 and 120 dwelling units, including one-, two- and three-bedroom apartments. The ground floor shall consist of 20,000 to 30,000 SF of retail, utility and common space.

The scope of services will include the following:

- Building Massing: Map current parcel ownership, take into consideration property acquisition and timing, consider street realignments integrate appropriate building footprints/heights and setbacks, configure open spaces and establish a phasing plan in anticipation of completion of Stamford Hospital's campus master plan.

- Program Distribution/Layout: Within the preferred massing alternative and applicable zoning and building code requirements, integrate housing unit information and support spaces. Allocate retail/commercial space on the ground floor.

- Site Planning: Establish a site circulation plan that takes into account a new roadway alignment for Finney Lane and maximizes access through the site. Investigate necessary parking requirements and locations for the residential and commercial spaces, taking into account surface, below building and structured configurations.

In considering a total of five responses to the Request for Qualifications, Gamble Associates was determined to have the most favorable combination of suitable experience, team capacity, design skills, project administration skills, and competitive fee structure. An evaluation table, identifying all respondents and the scores awarded to each is attached.

The authorization is in an amount not to exceed $110,000.00. This authorization may not be exceeded without additional authorization from the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that:

1. **The Board of Commissioners of the Housing Authority of the City of Stamford hereby approves the selection of Gamble Associates to provide architectural design services for a proposed mixed-use building in connection with implementation of the Vita Health and Wellness District in an amount not to exceed $110,000.00; provided however that additional Board authorization is required prior to exceeding the stated amount by 110%.**

2. **The Executive Director and CEO is hereby authorized, empowered and directed to negotiate and execute an agreement and to execute additional documents and take such further actions as may be necessary and proper to contract with Gamble Associates in connection with providing architectural design services.**

3. **This resolution shall take effect immediately.**

Vincent Tufo
Staff Person Submitting Resolution

Architectural Design Services: Residential/Mixed Use Building
Proposals rec'd August 11, 2014 - RFQ No. 14-0016

Consolidated Evaluation Grid

Reviewer: Committee

8/21/2014

	CRITERIA	MAXIMUM	Factor Type	Newman Architects	Antinozzi Associates	Gamble Associates	Amenta Emma	Perkins Eastman
1	The proposed costs the firm proposes to charge COC to provide the required services	20 Points	Objective	6	20	18	6	15
2	Expertise in the planning and development of affordable housing in a neighborhood setting and in delivering services appropriate to public housing agencies and/or community development agencies	30 Points	Subjective (Technical)	25	20	20	19	19
3	Expertise in providing architectural design services for mixed-income residential projects	30 Points	Subjective (Technical)	25	20	25	20	20
4	Current capacity to undertake this project and history of timeliness in meeting deadlines	10 Points	Subjective (Technical)	10	10	10	10	10
5	Furtherance of the Owner's commitment to the involvement of Minority Business Enterprises and Women Business Enterprises	10 Points	Subjective (Technical)	10	10	10	10	10
6	TOTAL POINTS	100 Points		76	80	83	65	74

NOTES/COMMENTS: