

Board Report by Marianne Monarca, Procurement Officer
Meriden Housing Authority
Monthly Board Meeting – October 2026

PROCUREMENT UPDATES: Open/Upcoming Solicitations/Contracts

Contracts/Proposals for Signature:

There are no contracts for signature.

Upcoming Solicitations/Procurement:

- **Legal Services RFP #2026-MHA-01 – Proposals due October 23, 2026**
- **Snow Removal Services IFB #2026-MHA-02– MHA Properties 2026/2027 Season –**
Four (4) responses received and under review.
- **Community Towers**
 - **Co-Gen Replacement IFB #2026-CT-04 – Bids due October 30, 2026**
- **143 West Main Street RFP #2025-MHA-06 – RFP for Developer Services under negotiations**
- **Auditing Services RFQ #2026-MHA-03 – due November 20, 2026**

Board Report by Madeline De Jesus, Asset Manager
Meriden Housing Authority
Monthly Board Meeting – October 26, 2026

COMMUNITY TOWERS – Site Operations Update

Occupancy Summary

<u>Total Units</u>	<u>#Inactive</u>	<u>#Occupied</u>	<u># Vacant</u>	<u>% Occupied</u>	<u>% Vacant</u>
[221]	[3]	[204]	[14]	[93.58%]	[6.42%]

- 190 applicants on the waiting list
- A total of 0 applicants were contacted

Waiting list: The waiting list remains closed, and no applications are being accepted at this time.

Work Orders: A total of 5 work orders remain open.

NSPIRE (REAC) Inspection: The NSPIRE (REAC) inspection is scheduled for Friday, November 6, 2026. Notices were distributed to all residents, and preliminary apartment inspections began on Tuesday, October 20, 2026, in preparation for the upcoming HUD inspection.

Relocation: The relocation process at Community Towers continues to move forward, with no major issues reported at this time. Management continues to coordinate with residents, contractors, and staff to ensure that transfers are handled as smoothly and efficiently as possible. The process remains ongoing, with continued attention to residents' needs and the overall progress of the renovations.

Tenant Organization: On Monday, October 19, 2026, notices were distributed to all residents at Community Towers regarding the Tenant Organization, informing them that HUD recognizes the organization as the official Tenant Organization.

Security Guard Schedule: The new security guard schedule for Community Towers went into effect on Monday, October 12, 2026. So far, the new schedule is working well, and there are no issues to report.

Security Summary: The guards continue to perform their duties effectively.

- **Crime Levels:** The level of suspected criminal and drug-related activity has remained about the same. Security staff continue to monitor and report suspicious activities; however, access is often granted by residents to their guests, limiting security's ability to restrict entry.
- **Homeless Activity:** We continue to observe occasional attempts by homeless individuals to enter the building. This remains an ongoing challenge.
- **Stairwell Areas:** The stairwells in both the North and South Towers continue to be cleaner and more secure than in previous periods.
- **Tenant Satisfaction:** Tenant feedback remains overwhelmingly positive.

- **Professionalism:** Security services continue to operate as scheduled and provide ongoing monitoring of the property.
- **Conclusion:** The presence of security at Community Towers has made a significant and positive impact.

**Board Report by Evette Nava
Meriden Housing Authority
Monthly Board Meeting – Monday, October 26, 2026**

Resident Opportunities and Self-Sufficiency

Duties performed

- Worked closely with the Property Management team at Community Towers throughout the month to support the overall needs of the property and its residents.
- Assisted in providing residents with documentation and setting up appointments for renter's rebate program for the Senior Center.
- Worked with management and tenants during the relocation process by coordinating logistics, providing necessary support, and helping ensure a smooth transition.
- Assisted Community Towers residents in obtaining information online for DMV, Social Security, and DSS benefits such as SNAP. Assisted with transportation set up, navigate online systems with tenants, and yearly recertification process.

Food Insecurity

- Worked with Community Towers maintenance and management staff to distribute Connecticut Food Bank boxes onsite to residents in need of additional food assistance. We have a total of 66 residents and distribution is scheduled for every 3rd Wednesday of the month.
- The Senior Farmers Market Program has ended. We had a total of 140 residents benefited from the program.

Resident Programming

- MHA staff continues to seek local agencies and organizations to provide in-house workshops and referrals to build stronger connections with our residents.
- Medicare enrollment began October 15th, and we had couple of insurance agents to bring information to our residents, and more agents have been scheduled in November.
- We had Lincoln Heritage Insurance and Verizon provide a presentation about their services. They both provided a Bingo, food and prizes for the residents
- Next arts and crafts will also be scheduled in November

Tenant organization:

- We had a meeting with Resident Council members in October to discuss the 5 year progress to be presented to the residents for comments scheduled for October 27, 2026 at 3pm at Community Towers.
- We continue to have discussions about future event plans and find ways to get the residents to come together.
- Taco Tuesday was held this month and many participated. Resident council has organized a Halloween Bingo coming up. We are also working together on organizing a Thanksgiving Dinner and Christmas gathering for all tenants.

Board Report by Evette Nava, Asset Manager
Meriden Housing Authority
Monthly Board Meeting – Monday, October 26, 2026

Johnson Farms – Site Operations Update

Occupancy Summary

Total Units	#Occupied	#Vacant	% Occupied	% Vacant
[52]	[50]	[2]	[96.16%]	[3.84%]

- There are 2 vacant units; 0 units are ready for occupancy. Both units are being worked on by our maintenance. 1 needs extensive repairs
- Open/Pending work orders: 4 work orders
- Waitlist: We continue to call applicants in to process a full application for the vacant units. The waitlist has diminished significantly, and we will need to open the waitlist in the near future.
- Rent Collections: There are 10 residents with balances – see breakdown below:
 - 8 tenants owe past/current rents/other charges
 - 2 tenants have a repayment agreement through court
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- Findings from the CHFA inspection performed on August 26, 2026 have been submitted to CHFA by the due date.
- Recertification: Process will begin January 2027 for all residents.

REPORTING PERIOD September 2026	PREPARED BY Imagineers LLC	SUBMITTED October 23, 2026	FISCAL YEAR END December 31, 2026
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EXECUTIVE SUMMARY

The HCV program has 920 units under lease against an authorized 921. Annual recertifications were completed on time at a rate of 99%, and the program is fully current on its HUD reporting obligations.

Items that warrant the Board's attention this month. First, regular HCV budget utilization sits at 100.29% while unit utilization is at 90.98%, and Mainstream budget utilization is at 101.23% while unit utilization is at 60.21%, a combination that reflects rising per-unit subsidy costs against the 2026 funding.

Highlighted items in this report contain time-sensitive tasks.

BOARD ACTIONS THIS CYCLE

Type	Item	What We Are Asking of the Board	Timing
DIRECTION	PBV Administrative Plan Amendment – Centralized PBV Waiting List The amendment was presented to the Board during the July reporting period. Public notice cannot be published until the Board provides direction to proceed.	Direction on whether to move forward with the centralized PBV waiting list so the public notice can be published.	Requested at this meeting
NOTICE	2026 Funding Shortfall Strategy Although MHA is not currently in a shortfall, voucher issuance has been on hold since 2023 due to budget utilization.	n/a – informational purpose only	July–December 2026
VOTE	PHA Annual Plan — Public Notice Required public notice, hearing, and Board approval ahead of the fiscal year-end submission deadline.	Update: public hearing was held on 10/14/2026; The annual plan should be submitted through HUD Secured System's Public Housing Portal as soon as possible.	Notice: August 26, 2026 Public Hearing: October 14, 2026

PROGRAM AT A GLANCE

Indicator	This Month	Target / Benchmark	Status
Annual recertifications completed on time	99% (82 of 83)	98%+	● Watch
Inspection pass rate	54% (69 of 127)	70%+	● Watch
FSS enrollment vs. mandatory slots	88% (66 of 75)	100%	● Watch
Applicants on HCV waiting list	436	Informational	● Info

Targets reflect HUD benchmarks and Imagineers' internal performance standards.

OPERATIONS SUMMARY

Inspections	Annual Recertifications	HAP Expenditures	Family Self-Sufficiency
127 total inspections 69 passed · 58 failed 1 abatement(s)	83 due in September 82 completed · 1 late 99% on-time	\$1,237,376 total HAP paid \$29,461 Mainstream	66 families enrolled of 75 slots 88% of mandatory slots \$15,827 escrow deposits

Portability

Active Port-Ins	HAP for Ports Administered	Active Port-Outs	HAP Billed for Port-Outs
106	\$169,052	19	\$27,793

WATCH ITEMS AND RISK MANAGEMENT

Item	What Is Happening	What We Are Doing About It
PBV Referral Pipeline Status: Awaiting Board Direction	The HCV waiting list remains exhausted for two-bedroom PBV referrals and thin for one- and three-bedroom units across the seven MHA PBV developments.	Once direction is received, Imagineers will publish the public notice promptly and return to the Board with final amendment language and a Resolution for adoption.

LOOKING AHEAD — NEXT 60 TO 120 DAYS

Priority	Why It Matters to the Board	Target
PBV Administrative Plan amendment	Board direction to proceed, followed by public notice, public hearing, and return to the Board with final amendment language and a Resolution for adoption. Establishes a PBV referral source ahead of future vacancies.	Board direction: October 2026; notice and hearing to follow
HOTMA implementation	Implementation of HUD's HOTMA income and asset rules, including Administrative Plan updates and staff training.	January 2027
Year-end close preparation	Early coordination with finance on HAP reconciliation and HUD submissions tied to the 12/31/26 fiscal year close.	Underway

CONTRACT AND SERVICE ASSURANCE

Imagineers administers the Housing Choice Voucher and Project-Based Voucher programs on behalf of the Meriden Housing Authority under contract.

As of this reporting period: all HUD reporting obligations are current, internal tenant file audits are proceeding on schedule with no material findings, and no HUD monitoring findings, corrective action orders, or open audit items are outstanding.

Questions between meetings are welcome and do not need to wait for the next report. Frenchelle Womack, Program Representative (860) 718.6519 · fwomack@imagineersllc.com

Respectfully,

Frenchelle Womack
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Program Manager · Imagineers, LLC