



**Local Housing Authorities &
Owners/Agents of DOH Portfolio Projects**

Notice: OPRHS 2026-006

Distribution Date: May 26, 2026

SUBJECT: ANNUAL REPORTING FOR HOUSING AUTHORITIES AND THE DEPARTMENT OF HOUSING (DOH) PORTFOLIO

Effective January 1, 2026, section 8-68d of the Connecticut general statutes is repealed and substituted with section 44 of [House Bill No. 8002 of the November Special Session, Public Act No. 25-1](#). In accordance with this act, each housing authority shall submit a report to the Commissioner of Housing and the Chief Executive Officer of the municipality in which the authority is located and post such report on the housing authority's Internet web site not later than **July 1, 2026**, and thereafter annually on March 1st.

To assist with your submission, DOH has created a uniform report workbook. This workbook will also be used to collect data on the racial composition of the occupants and persons on the waiting list of each housing project that is assisted under any housing program established by the general statutes or a special act or that is supervised by DOH.

Please use the **Annual Report for Housing Authorities and the DOH Portfolio** workbook for your submission. Follow the instructions to complete all applicable fields on each tab of the workbook. The information entered into this workbook should reflect values and activity through the end of your organization's last full fiscal year. Note the instructions and requirements specific to Housing Authorities versus those for owner/agents of DOH Portfolio projects.

- Section 1: Required for all respondents.
- Section 2: Required for Housing Authorities only.
- Section 3: Required for all respondents.

Attach your completed report to an email and send to DOH.OPRHS.Reporting@ct.gov. Please include the organization name in the body of your email. Example: Anytown Housing Authority or Anytown Apartments LLC.

If you or your staff have any question or need further assistance, please contact "Paula" via email: Ploynapas.Thantaha@ct.gov

Annual Report for Housing Authorities and the DOH Portfolio

Introduction: Housing Authorities and owner/agents from developments under the DOH-assisted port properties, occupants, and waiting lists to complete annual reporting requirements.

Instructions: ALL RESPONDENTS must complete Sections 1 and 3 of this workbook. Only Housing Aut yellow cells, including “N/A” if the question is not applicable. The information entered into this workbo full fiscal year.

Section 1: Respondent Information

Organization Name:	Manchester Housing Authority
Contact Name:	Joseph D'Ascoli
Title:	Executive Director
Email:	josephd@manchesterha.org
Phone Number:	860-643-2163 ext. 101
Organization's Fiscal Year-End Month (select one):	September 30
Fiscal Year-End Year (select one):	2025
Housing Management Software (select one):	PHA Web
If Other, specify:	
Respondent Type (select one):	Housing Authority

Section 2: Housing Authority Annual Report (for Housing Authorities only)

Introduction: In accordance with Section 44 of House Bill No. 8002 of the November Special Session, Public Act No. 25-1, each housing authority shall submit a report to the Commissioner of Housing and the Chief Executive Officer of the municipality in which the authority is located and post such report on the housing authority's Internet web site not later than July 1, 2026, and thereafter annually on March 1st.

Instructions: Only Housing Authorities are required to complete Section 2. Use the designated tables or spaces for narrative responses. Provide a response in all of the yellow cells, including "N/A" if the question is not applicable. The information entered into this workbook should reflect values and activity through the end of your organization's last full fiscal year.

Question 1 Complete Table #1 to provide information on the inventory of all existing housing that is owned and operated by the Housing Authority. If more than one Program and/or Property Type is applicable, list additional information in the "Other Description" column(s).

Property #	Property Name	Property Address	Program (select one)	Program - Other description (if needed)	Property Type (select one)	Type - Other description (if needed)	Affordability Start Date	Affordability Expiration Date	Total # of Units	# of 0BR Units	# of 1BR Units	# of 2BR Units	# of 3BR Units	# of 4BR Units	# of 5BR Units	# of Accessible Units	# of Occupied Units	# of Vacant Units	
1	Woodhill Gardens	240 Burdell Drive Manchester, CT 06040	Federal Low-Income Public Housing	N/A	Elderly	N/A	Monday, January 1, 1961	N/A	100	10	10	60	0	0	0	0	0	98	2
2	Woodhill Gardens Annex	240 Burdell Drive Manchester, CT 06040	Federal Low-Income Public Housing	N/A	Elderly	N/A	Monday, January 1, 1961	N/A	99	20	10	0	0	0	0	0	0	99	0
3	Maple Gardens	211 North Main St Manchester, CT 06040	Federal Low-Income Public Housing	N/A	Elderly	N/A	Thursday, January 1, 1970	N/A	78	12	24	0	0	0	0	0	0	74	4
4	Pathfinder Meadows	6-281 Oak Drive Manchester, CT 06040	Federal Low-Income Public Housing	N/A	Family	N/A	Friday, January 1, 1993	N/A	16	0	0	0	0	0	0	0	0	16	0
5	Woodhill Gardens Congregate	10 Ada Lane Manchester, CT 06040	State Congregate	N/A	Elderly	N/A	Wednesday, January 1, 1992	N/A	17	0	17	0	0	0	0	0	0	4	13
6	Spencer Village I	10 Pascal Lane Manchester, CT 06040	State Elderly	N/A	Elderly	N/A	Sunday, January 1, 1978	N/A	40	0	40	0	0	0	0	0	0	4	36
7	Spencer Village II	10 Pascal Lane Manchester, CT 06040	State Elderly	N/A	Elderly	N/A	Friday, January 1, 1982	N/A	40	0	40	0	0	0	0	0	0	4	37
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38																			
39																			
40																			
Totals									408	82	271	40	16	0	0	0	28	398	10

Question 2 Complete Table #2 to provide information on the rental price levels of all existing housing owned and operated by the Housing Authority. Enter the corresponding Area Median Income (AMI) below for the location(s) in which the Housing Authority's units are located. The AMI, listed as the "Median Family Income", can be found at <https://www.huduser.gov/dportal/histatstxt6.html>. Select the applicable year - open the query tool (i.e. Documentation) - then select your county/planning region to view the income limits table for that area. In Table #2, list each unique rental price level. Example: Rent at the price of \$800 should be listed on one row and rent at the price of \$850 should be listed on a separate row. The values in the last three columns will be automatically populated.

Table #2	Current Rental Price	Prior Rental Price	# of Units at this Rental Price Level	Annual Change in Rental Price	Rental Price Level by AMI	Rental Price Level by AMI Group
1	20% of Income Federal LIHM	N/A	291		EVALUATE	EVALUATE
2	30% of Income Base Rent \$ 625.00	30% of Income Base Rent \$ 600.00	95		EVALUATE	EVALUATE
3	CT Congregate Calculation		17		EVALUATE	EVALUATE
4	Base Rent \$ 815.00				EVALUATE	EVALUATE
5	Services \$ 275.00				EVALUATE	EVALUATE
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30						
Total			408			

Question 3 Complete Table #3 to identify any properties that the Housing Authority has sold, leased, or transferred that are no longer available for the purpose of low- or moderate-income rental housing.

Property #	Property Name	Property Address	Program Type (select one)	Program - Other description (if needed)	Property Type (select one)	Type - Other description (if needed)	Total # of Units	Disposition (select one)	Date of Disposition
1	N/A								
2									
3									
4									
5									
6									
7									
8									
9									
10									
Total							0		

Question 4 Describe the condition of the existing housing owned and operated by the Housing Authority in the space below.
Existing housing stock is in average condition based upon the date of construction

Question 5 Describe any new construction projects being undertaken by the Housing Authority and the status of such projects in the space below.
N/A

Question 6 Were any findings identified in the Housing Authorities annual audit conducted in accordance with section 4.231 of the general statutes, if required by said section? (Select one)
Select --> Yes

Question 7 How many households were on the waiting list for any rental units owned or operated by the Housing Authority?
356

Section 3: Demographic Data

Introduction: Annually, the Commissioner of Housing shall submit a report to the Governor and the General Assembly, in accordance with the provisions of section 11-4a of the Connecticut general statutes. Such report shall include data on the racial composition of the occupants and persons on the waiting list of each housing property that is assisted under any housing program established by the general statutes or a special act or that is supervised by DOH, provided no information shall be required to be disclosed by any occupant or person on a waiting list for the preparation of such summary.

Instructions: ALL RESPONDENTS must complete Table #4 to list all your properties that are assisted under any housing program established by the Connecticut general statutes or a special act or that is supervised by DOH. Then complete Table #5 to provide information on the racial composition of the occupants and persons on the waiting list for those listed properties. Enter the total value for all properties listed, i.e., do not list values for each individual property. Do not include data for properties that were established using only local, federal, and/or other non-DOH funds. Provide a response in all of the yellow cells, including "N/A" if the question is not applicable.

Table # 4

Complete table #4 to list all properties applicable to this section. See the instructions above to determine which properties should be listed.

Spencer Village I		
Spencer Village II		
Westhill Gardens Congregate		

Table # 5

For each demographic category in Table #5, list the number of occupied and waitlisted households for the properties listed above

	# of Occupied Households	# of Households on the Waiting List
Ethnicity of Head of Household		
Hispanic or Latino	21	40
Non-Hispanic or Not Latino	90	77
Ethnicity information not provided	0	4
Totals	111	121
Race of Head of Household		
White	83	75
Black/African American	20	35
American Indian or Alaska Native		
Asian		3
Native Hawaiian/Other Pacific Islander		
American Indian/Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian/Alaska Native & Black/African American		
Other Multi-Racial		
Race information not provided	8	8
Totals	111	121