

PHAPlans

Manchester Housing and Redevelopment Authority ~ NH001
198 Hanover Street
Manchester, NH 03104-6125

~5YearPlanforFiscalYears2000 -2004
IncludesprogressstatementsforStrategicGoals

~AnnualPlanforFiscalYear2002
October1,2002throughSeptember30,2003

NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDINACCORDANCE
WITHINSTRUCTIONSLOCATEDINAPPLICABLEP IHNOTICES

PHA Plan Agency Identification

PHAName: Manchester Housing and Redevelopment Authority

PHANumber: NH001

PHAFiscalYearBeginning:(mm/yyyy) 10/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Central Maintenance Facility

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Central Maintenance Facility

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Central Maintenance Facility

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
 [24CFRPart903.5]

A.Mission

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

"The MHRA is committed to serving low -income households by offering affordable housing, self-sufficiency and "quality of life" programs. Through these opportunities we work with families to gain the stability and skills necessary for achieving financial independence. For the elderly and disabled we strive to help maintain their independence and vitality by providing quality living conditions along with important support services."

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

HUD Strategic Goal : Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
 Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

Progress: The MHRA:
 ~has applied for and received additional vouchers
 ~has applied for Preservation Vouchers
 ~is pursuing conversion and construction of units

- PHAGoal:Improvethqualityofassistedhousing
Objectives:
 - Improvepublichousingmanagement:(PHASscore)
 - Improvevouchermanagement:(SEMAPscore)
 - Increasecustomersatisfaction:
 - Concentrateoneffortstoimprovespecificmanagementfunctions:
(list;e.g.,publ ichousingfinance;voucherunitinspections)
 - Renovateormodernizepublichousingunits:
 - Demolishordisposeofobsoletepublichousing:
 - Providereplacementpublichousing:
 - Provideplacementvouchers:
 - Other:(listbelow)

- PHAGoal:Increaseassistedhousingchoices
Objectives:
 - Providevoucher mobilityco unseling:
Progress:Conductedduringbriefings
 - Conductoutreacheffortstopotentialvoucherlandlords
**Progress:Section8staffcontactpotentialvoucherlandlordsbyphone
and/or mail**
 - Increasevoucherpaymentstandards
Progress:Increasedfrom100%to110%
 - Implementvoucherhomeownershipprogram:
 - Implementpublichousingorotherhomeownershipprograms:
**Progress:PublichousingandSection8homeownershipprogramsare
underreviewf or implementation**
 - Implementpublichousing site -basedwaitinglists:
 - Convertpublichousingtovouchers:
 - Other:(listbelow)

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

- PHAGoal:Provideanimprovedlivingenvironment
Objectives:
 - Implementmeasurestodeconcentratepovertybybringinghigherincome
publichousinghouseholdsin tolowerincomed developments:
 - Implementmeasurestopromoteincomemixinginpublichousingby
assuringaccessforlowerincomefamiliesinto higherincome
developments:
 - Implementpublichousingsecurityimprovements:
 - Designateddevelopmentsorbuildingsf orparticularresidentgroups
(elderly, personswith disabilities)

Other:(listbelow)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability: (Family Self-Sufficiency Program)
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other:(listbelow)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
Progress: Promoted at briefings for Section 8 participants. Staff assists in completing HUD discrimination forms if necessary.
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
Progress: Staff members encourage participants to seek suitable housing during Section 8 briefings.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
Progress: The MHRA continues to provide reasonable accommodations such as giving two-bedroom vouchers to disabled families in order to secure an accessible unit.
- Other:(listbelow)
Progress: The Fair Housing Officer is available to investigate any complaints. The Cultural Diversity Coordinator has completed initial diversity training of all MHRA employees and is available to assist residents with related issues.

Other PHA Goals and Objectives:(listbelow)

AnnualPHAPlan
PHAFiscalYear2002
October1,2002toSeptember30,2003
[24CFRPart903.7]

i. AnnualPlanType:

Selectwhichtype ofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
 SmallAgency(<250PublicHousingUnits)
 AdministeringSection8Only

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

The Manchester Housing and Redevelopment Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Authority.

“The MHR A is committed to serving low -income households by offering affordable housing, self-sufficiency and ‘quality of life’ programs. Through these opportunities we work with families to gain the ability and skills necessary for achieving financial independence. For the elderly and disabled we strive to help maintain their independence and vitality by providing quality living conditions along with important support services.”

We have also adopted the following goals for the next five years:

- ~Expand the supply of assisted housing
- ~Improve the quality of assisted housing
- ~Increase assisted housing choices
- ~Provide an improved living environment
- ~Promote self -sufficiency and asset development of families and individuals
- ~Ensure equal opportunity and affirmatively further fair housing

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission. The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals.

Taken as a whole, they outline a comprehensive approach towards our goals and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- ~ Homeownership opportunities through the Section 8(y) and Section 5(h) programs
- ~ Implementation of the Section 8 Project Based Assistance Program
- ~ Conversion and/or construction of new housing units

In summary, we are on course to improve the condition of affordable housing in Manchester.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection

Table of Contents

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration (nh001a03)
- FY2002 Capital Fund Program Annual Statement (nh001c03)
- Resident Advisory Board member list (names only) (nh001k03)
- Most recent board - approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY2002 Capital Fund Program 5 Year Action Plan (nh001d03)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (nh001f03)
- Other:
 - ~FY1998 -2001 Capital Fund Program Annual Statements (nh001g03)
 - ~Comments from Public Hearing (nh001h 03)
 - ~Pet Policy (nh001i03)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TA or NF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income ≤ 30% of AMI	4,549	4	5	2	N/A	3	N/A
Income > 30% but ≤ 50% of AMI	2,958	4	5	2	N/A	2	N/A
Income > 50% but < 80% of AMI	5,197	2	5	2	N/A	N/A	N/A
Elderly	4,510	4	5	2	N/A	N/A	N/A
Families with Disabilities	5,170	4	5	2	4	N/A	N/A
Black	177	3	5	2	N/A	N/A	N/A
Hispanic	380	3	5	2	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: FY 2001 -2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (2002)
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
New Hampshire Housing Finance Authority 2001 Residential Rental Cost Survey

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s **. Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant -based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site -Based or sub -jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1,662		
Extremely low income <= 30% AMI	1,172	70.5	
Very low income (>30% but <=50% AMI)	393	23.6	
Low income (>50% but <80% AMI)	96	5.8	
Income => 80% AMI	1	0.1	
Families with children	789	47.5	
Elderly families	606	36.5	
Families with Disabilities	280	16.8	
Black	95	5.7	
Asian/Pacific Islander	16	0.9	
Hispanic	208	12.5	

Characteristics by Bedroom Size (Public Housing Only)			
0BR	645	38.8	
1BR	121	7.3	
2BR	666	40.1	
3BR	177	10.6	
4BR	44	2.6	
5+BR	9	0.6	

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/sub -jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,973		
Extremely low income <= 30% AMI	1,360	68.9	
Very low income (>30% but <=50% AMI)	582	29.5	
Low income (>50% but <80% AMI)	29	1.5	
Income => 80% AMI	2	0.1	
Families with children	1,244	63.1	
Elderly families	152	7.7	
Families with Disabilities	231	11.7	
Black	155	7.9	
American Native	8	0.4	
Asian/Pacific Islander	21	1.1	
Hispanic	286	14.5	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	N/A	N/A	
1BR	N/A	N/A	
2BR	N/A	N/A	
3BR	N/A	N/A	
4BR	N/A	N/A	
5+BR	N/A	N/A	

Isthe waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **INTHE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The MHRA will continue to make its Public Housing and Section 8 programs available to qualified families, elderly and other individuals. In addition, the MHRA will work toward expanding local housing choices through the following initiatives: Section 8 Project -Based Assistance (upto 100 units), homeownership under the Section 5(h) and Section 8(y) Programs, use of Preservation Voucher to maintain affordability at an existing development and conversion and/or construction of new housing units. A variety of financing options are being reviewed including Low Income Housing Tax Credits and the Federal Home Loan Bank.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other:
Continue implementation of Section 8 Project Based assistance program
Explore feasibility of implementing a Section 8 Homeownership Program

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work (Working Preference)
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working (Working Preference)

- Adoptrentpoliciestosupportandencouragework
NoInterimrecertificationforincreasesinearnedincome
- Other:(listbelow)

Need:SpecificFamilyTypes:TheElderly

Strategy1: Targetavailableassistancetotheelderly:

Selectallthatapply

- Seekdesignationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- Other:
ExpandCongregateServicesProgram

Need:SpecificFamilyTypes:FamilieswithDisabilities

Strategy1: Targetavailable assistancetoFamilieswithDisabilities:

Selectallthatapply

- Seekdesignationofpublichousingforfamilieswithdisabilities
- Carryoutthemodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,should theybecomeavailable
- Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswith disabilities
- Other:(listbelow)

Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs

Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousing needs
- Other:
Increaseoutreach/impactofCulturalDiversityProgramefforts

Strategy2:Conductactivitiestoaffirmatively furtherfairhousing

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits

- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant-based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	\$2,607,413	
b) Public Housing Capital Fund	\$1,879,026	
c) HOPEVI Revitalization	\$0	
d) HOPEVI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$9,062,469	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$560,235	
g) Resident Opportunity and Self-Sufficiency Grants	\$0	
h) Community Development Block Grant	\$60,000	
i) HOME	\$0	
j) Other Federal Grants		
	\$82,404	Gallen CSP
	\$75,892	O'Malley CSP
	\$62,322	Kalivas CSP
2. Prior Year Federal Grants (unobligated funds only)		
EDSS	\$0	
Service Coordinators	\$53,060	
3. Public Housing Dwelling Rental Income		
Dwelling Rental	\$3,579,190	
4. Other income		
Investment income	\$143,810	
Other income	\$36,000	
4. Non-federal sources		
State of NH/Client Fees		
	\$30,400	Title XX Youth
	\$129,174	Gallen CSP
	\$128,100	O'Malley CSP
	\$106,838	Kalivas CSP
	\$178,942	Pariseau CSP
State of NH USDA	\$2,400	Title XX Youth
City Housing (Tarrytown Rents)	\$373,250	
Hillsborough County	\$30,000	
Manchester Air Park (on-hand)	\$34,500	
Manchester Air Park (sale of land)	\$349,275	
Bond Fund	\$20,900	
Total resources	\$19,585,600	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomp onent3A.

(1)Eligibility

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthat apply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(120days)
- Other:(describe)

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallawenforcement agenciesforscreeningpurposes? (onlyiftheStateisunabletoprovideinformation)

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantousetoorganizeit'spublicho usingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmission topublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentssitemanagementoffice
- Other(listbelow)

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

1. How many site-based waiting lists will the PHA operate in the coming year? None.

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)? If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or more

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other:
Congregate Services Program

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness due to Disaster only
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting) but only to achieve and maintain targeting requirements
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- Other preference(s)
Special Programs
The Non-Housing Assistance Preferences shall be given to the applicant family who is not receiving any local, state or federal housing assistance.

QualifiedelderlySection8households(limitedbasis)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
- 1 Homelessness due to Disaster only (Highest preference if applicable)
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- 1 Household that contributes to meeting income requirements (targeting) but only to achieve and maintain targeting requirements
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- Other preference(s)
 - 1 Special Programs
 - 1 The Non -Housing Assistance Preferences shall be given to the applicant family which is not receiving any local, state or federal housing assistance.
 - 1 Qualified elderly Section 8 households (limited basis)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ThePHA -residentlease
- ThePHA'sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource
- Bulletin boards,memosandnotices

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and development targeted below)

d. Yes No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B. Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
Only if the State is unable to provide information

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity
 Other
Current and former landlord information

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project -based certificate program
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

a. Yes No Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

Thirty (30) day extensions are granted upon receipt of evidence of unsuccessful attempts to locate a unit or inability to look for a unit for a total maximum of 120 days.

(4) Admissions Preferences

a. Income targeting

- Yes No Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admission to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application)

(if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s)

Homeless due to Disaster Preference (unit is rendered permanently uninhabitable by any person.

The Non-Housing Assistance Preferences shall be given to the applicant family which is not receiving any local, state or federal housing assistance. Special Programs.

3. If the PHA will employ admission preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing

Homelessness
Highrentburden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s)
- 1 Homeless due to Disaster Preference (unit is rendered permanently uninhabitable by any person).
- 1 The Non -Housing Assistance Preferences shall be given to the applicant family which is not receiving any local, state or federal housing assistance.
- 1 Special Programs.

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plan to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure that the PHA will meet income-targeting requirements
- Targeting requirement assures that the preferences cannot be used for most admissions.

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other

The Mod/SRO application describes that placement of participants is done by alcohol and drug rehabilitation professionals. The Family Self -Sufficiency Program Action Plan address eligibility for the program.

b. How does the PHA announce the availability of any special -purpose section 8 program to the public?

- Through published notices
- Other

The Mod/SRO Program. Ass substance abuse professionals determine eligibility, the Authority needn't conduct such outreach. Outreach for the Family Self Sufficiency Program is done by direct mail to Section 8 participants and by distribution of brochures.

4. PHA Rent Determination Policies

[24CFR Part 9 03.79(d)]

A. Public Housing

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetoquestionb.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

NOTE: Flat rents will be in place as of October 1, 2002.

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Anytime a family experiences an income change
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____

- Other
Anytime the family experiences a change in family composition
Anytime there is a change regardless of the affect on rent

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- Thesection8rent reasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassistedunitsintheneighborhood
- Other
Localrentalguides

B. Section 8 Tenant -Based Assistance

Exemptions: PHA that do not administer Section 8 tenant -based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ThePHAhaschosentoserveadditionalfamiliesby loweringthepayment standard
- Reflectsmarketorsubmarket
- Other(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?
(selectallthatapply)

- FMRsarenotadequatetoensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMRarea
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)

d.Howoftenarepayment standardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow)

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadquacyofitspayment standard?(selectallthatapply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamilies
- Other
ApartmentrentlevelsinManchester

(2)MinimumRent

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes NoHasthePHAadoptedanydiscretionaryminimumrenthardship exemptionpolicies?(ifyes,listbelow)

5.OperationsandManagement

[24CFRPart903 .79(e)]

ExemptionsfromComponent5:HighperformingandsmallPHAsarenotrequiredtocompletethis section.Section8onlyPHAsmustcompletepartsA,B,andC(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2)Section8Management:(listbelow)

6. PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredto completecomponent6.Section
8-OnlyPHAsareexemptfromsub -component6A.

A. PublicHousing

1. Yes No:Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicant to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant -Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD Form 52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment nh001c03

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

-and-

The FY 1998 - 2001 Capital Fund Program Annual Statement/Performance and Evaluation Reports are provided as an attachment to the PHA Plan at Attachment nh001g03

(2) Optional 5 -Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD Form 52834.

a. Yes No Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment nh001d03

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert there)

B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI revitalization grant in the Plan year? If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year? If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

8. Demolition and Disposition

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24CFR Part 903.79(i)]

Exemptions from Component 9: Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHA's completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202a are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: _____)

<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)
--

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHA are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: N/A
1b. Development (project) number: NH1 -20
2. Federal Program authority: <input type="checkbox"/> HOPEI <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III

<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (09/09/1998)
5. Number of units affected: 19 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

NOTE: The MHR A has developed preliminary program details for the possible implementation of a Section 8(y) Homeownership Program in Manchester and reserves the opportunity to fully develop and implement this program within the next fiscal year (with HUD approval).

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26- 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

The MIRA will endeavor to determine household income levels above which homeownership is a possibility and will establish a minimum income threshold for eligibility for the homeownership program.

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self -sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admission policies
- Section 8 admission policies

- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing home ownership participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		

Section 8		
-----------	--	--

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments

- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities target ed to at -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

See attachment nhoo1i03

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24CFR Part 903.79(p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached as Attachment (Filename) nh001f03
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

B. Description of Election process for Residents on the PHA Board

- 1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub -component C.)
- 2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant -based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

“Manchester (NH) 2001 -2005 Consolidated Plan: Strategy for Housing & Community Development”

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

Homeownership; providing decent, safe, affordable housing; rehabilitation of housing units; affirmative action; housing for the elderly; housing for the disabled.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Commitment to improving housing conditions in the City of Manchester.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Definition of a Substantial Deviation and Significant Amendment or Modification to the Comprehensive Agency Plan

Per HUD regulations, the Authority must provide its definition of a substantial deviation and significant amendment or modification to the Comprehensive Agency Plan (CAP). Under HUD regulations, any item falling under this category requires an interim change to the CAP; smaller or less significant changes may wait until the next CAP submission.

It is the Authority's intent to update the CAP in the event of any discretionary substantial deviation, significant amendment and/or modification. Any change to the CAP that fundamentally alters the mission, goals and/or policies of the Authority would fall under this category. All proposed changes will be reviewed on a case by case basis.

The following are examples of possible substantial deviations, significant amendments and/or modifications ("change") to the CAP. This is not an inclusive list:

- ~Substantial reduction or discontinuance of the provision of Public Housing or Section 8. For Public Housing, "substantial reduction" shall be a minimum of two-percent (2%) of all units OR if an entire site or development of a smaller size is removed for any reason (deconcentration, modernization, disposition, etc.) in one fiscal year. For Section 8, "substantial reduction" shall be a minimum of ten-percent (10%) of all vouchers.
- ~Change to rent policies, admissions policies or organization of the waiting lists.
- ~Addition or removal of a secondary housing program such as Section 5(h) or Section 8y home ownership programs.
- ~Addition or removal of primary support services such as the Congregate Services Program.
- ~Ten percent (10%) or more adjustment in funding amount, funding source and/or use.
- ~Conversion or elimination of any Public Housing units under voluntary conversion, disposition or demolition guidelines.
- ~Fundamental change to mission or strategic goals such as no longer providing affordable housing.

Requirements for Significant Amendment to the PHA Plan

Per HUD regulations, any significant amendment or substantial deviation/modification ("change") to a CAP is subject to the same requirements as the original CAP including timeframes. In these situations the Authority must:

- ~Consult with the Resident Advisory Board; and
- ~Ensure consistency with the City of Manchester's Consolidated Plan; and
- ~Provide for a review of the change(s) by the public during a 45-day review period; and
- ~Convene the Board of Commissioners to adopt the change(s) during a meeting that is open to the public; and
- ~Submit the change to and receive approval from HUD in accordance with HUD's plan review procedures prior to implementation of the change(s).

Attachments

Use this section to provide any additional attachments referenced in the Plans.

The following chart lists all attachments to the Plans:

Attachment#	Document
nh001v03	PHA Plan template
nh001a03	Policy for Deconcentration
nh001b03	Deconcentration questions attachment
nh001c03	FY2002 Capital Fund Program Annual Statement
nh001d03	FY2002 Capital Fund 5 -Year Action Plan
nh001e03	PHDEP Plan FY2002 -Eliminated: now part of operating fund
nh001f03	Comments from Resident Advisory Board hearing
nh001g03	FY1998 -2001 Capital Fund Program Annual Statements
nh001h03	Comments from public hearing
nh001i03	Pet Policy
nh001j03	Voluntary Conversion of Developments
nh001k03	Board of Commissioners and Resident Advisory Board member lists (names only)
nh001l03	Section 8 Project Based Voucher Program Statement
nh001m03	Section 8 Homeownership Program Capacity Statement

Deconcentration Policy

Admissions and Continued Occupancy Plan Chapter 4, Section N, Page 11

Based on counting all general occupancy developments regardless of size or number of units.

N. DECONCENTRATION OF POVERTY AND INCOME - MIXING AT FAMILY DEVELOPMENT S (24CFR Part 903, Subpart A; effective January 22, 2001)

The Authority will determine level of income concentration for families residing in all general occupancy developments ("covered developments") in the following manner:

- 1) Annually determine the average income of all families residing in all covered developments.
- 2) Annually determine the average income of all families in each covered development.

The Authority may choose to employ unit size adjustment factors in determining the average income of all families residing in each covered development as provided for at 24CFR Part 903.2(c)(1)(ii), Final Rule, and described in more detail in Notice PIH2001-4(HA), II, Instructions, Section A, Component 4.

- 3) Determine the Established Income Range, defined as 85 percent to 115 percent of the average for all covered developments.
- 4) Determine which, if any, covered developments have an average income higher or lower than the Established Income Range. Covered developments that have an average income that is within the Established Income Range shall be considered to have met deconcentration standards. Covered developments that have an average income that is outside the Established Income Range shall be considered to be non-compliant with deconcentration standards.

Explanation

[24CFR Part 903.2(c)(1)(iv)]

Should there be covered developments that are outside the Established Income Range, the Authority may explain or justify the income profiles for these developments as being consistent with and furthering both the goals of deconcentration and the local goals and strategies contained in the Annual Plan. Elements of explanations or justifications that may satisfy these requirements may include, but are not limited to the following:

- 1) The covered development or developments are subject to consent decrees or other resident selection and admission plans mandated by court action;
- 2) The covered development or developments are part of the PHA's programs, strategies or activities specifically authorized by statute, such as mixed-income or mixed-finance developments, homeownership programs, self-sufficiency strategies, or other strategies designed to deconcentrate poverty, promote income mixing in public housing, or increase the incomes of public housing residents, or the income mix is otherwise subject to individual review and approval by HUD;

- 3) The covered development's or developments' size, location and/or configuration promote income deconcentration, such as scattered sites or small developments;
- 4) The income characteristics of the covered development or developments are explained by other circumstances.

Remedy

[24CFR Part 903.2(c)(1)(v)]

In the event one or more covered developments fall outside the Established Income Range – either higher or lower – and the result cannot be explained or justified in accordance with the previous section, the following procedures will be followed:

- 1) Determine which families on the waiting list have incomes higher or lower than the average for all covered developments.
- 2) When a unit becomes available for occupancy in a covered development with higher income the unit shall be offered to the first family on the waiting list that has an income lower than the average for all covered developments. When a unit becomes available for occupancy in a covered development with lower income the unit shall be offered to the first family on the waiting list that has an income higher than the average for all covered developments.

Families that are higher on the waiting list but do not meet the appropriate income guideline may be skipped over as required. If the waiting list does not contain a family in the income category to whom the unit is to be offered, the Authority will offer the unit to a family based on other eligibility requirements.

- 3) As with any offer of a vacant unit in public housing, families may refuse up to two units. Should a third unit be offered and refused, the family may fall to the bottom of the waiting list but will not be removed solely for refusing units under the deconcentration policy.
- 4) No family shall be forced to vacate a unit in order for deconcentration standards to be met. However, if the Authority is aware of a unit that is to be vacated, efforts may be made to locate a family in a required income level prior to the unit actually becoming vacant.
- 5) All efforts to maintain deconcentration standards shall be properly recorded.

MANCHESTERHOUSINGANDREDEVELOPMENTAUTHORITY

Component 3,(6) Deconcentration and Income Mixing

- a. Does the PHA have any general occupancy (family) public housing development covered by the deconcentration rule? _____
- b. Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? _____:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at 903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at 903.2(c)(1)(v)]

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	249,600			
3	1408 Management Improvements	116,700			
4	1410 Administration	168,700			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	323,200			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	80,000			
10	1460 Dwelling Structures	720,000			
11	1465.1 Dwelling Equipment — Nonexpendable	9,600			
12	1470 Non Dwelling Structures	0			
13	1475 Non Dwelling Equipment	92,500			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	9,000			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	54,134			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,823,435			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	12,000			
26	Amount of line 21 Related to Energy Conservation Measures	130,000			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH1 -3 Benoit Homes	A&E Services for Rehabilitation	1430.1		20,000				
	Consulting/Testing Services for Rehabilitation	1430.2		10,000				
	Site Rehabilitation	1450	Site	80,000				
	Comprehensive Building Rehabilitation	1460	12 DU's	720,000				
	Refrigerators and Ranges	1465.1	12 Sets	9,600				
	Relocation Costs	1495.1		9,000				
	Legal Counsel Contract & Bid Reviews	1410.4		2,000				
HA-Wide Management Improvements	Computer System Software & Support	1408		45,700				
	Staff Professional Development Training	1408		31,000				
	Resident Initiatives and Training	1408		6,000				
	Program Reviews	1408		16,500				
	Newsletters/Operations Guides	1408		15,000				
	Archive Document Storage	1408		2,500				
Administration	Non-Technical PHA Staff Salaries	1410.1		119,096				
	Non-Technical PHA Staff Benefits	1410.9		47,604				
Fees and Costs	Project Inspectors Salary and Benefits	1430.7		293,200				
Non-Dwelling Equipment	Computer System Enhancement	1475.1		25,000				
	Office Equipment & Furniture Replacement	1475.1		67,500				
Operations	Operations Account	1406		249,600				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Contingency	Contingency Account	1502		109,726				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Manchester Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program No: NH36P00150102 Replacement Housing Factor No:	Federal FY of Grant: 2002
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH1 -3 Benoit Homes	9/30/2004			9/30/2006			
HA -Wide Management Improvements	9/30/2004			9/30/2006			
Administration	9/30/2004			9/30/2006			
Fees and Costs	9/30/2004			9/30/2006			
Non-Dwelling Equipment	9/30/2004			9/30/2006			

CapitalFundProgramFive -YearActionPlan

PartI:Summary

PHAName		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/HA-Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:2003	WorkStatementforYear3 FFYGrant:2004 PHAFY:2004	WorkStatementforYear4 FFYGrant:2005 PHAFY:2005	WorkStatementforYear5 FFYGrant:2006 PHAFY:2006
	Annual Statement				
NH1 -3/BenoitHomes		\$1,160,000			
NH1 -4/ScatteredSites			\$1,080,000	\$780,000	\$780,000
NH1 -5/O'Malley				\$350,000	
NH1 -8/Pariseau					\$350,000
HA -Wide		\$196,200	\$181,200	\$190,700	\$203,200
CFPFundsListedfor 5-yearplanning		\$1,356,200	\$1,261,200	\$1,320,700	\$1,333,200
ReplacementHousing FactorFunds					

Capital Fund Program Five - Year Action Plan
Part II: Supporting Pages — Work Activities

Activities for Year: <u>4</u> FFY Grant: 2005 PHAFY: 2005			Activities for Year: <u>5</u> FFY Grant: 2006 PHAFY: 2006		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Scattered Sites/NH1 -4	Building Rehabilitation	700,000	Scattered Sites/NH1 -4	Building Rehabilitation	700,000
	Site Rehabilitation	80,000		Site Rehabilitation	80,000
	Subtotal	780,000		Subtotal	780,000
O'Malley/NH1 -5	Fire Suppression System	350,000	Pariseau/NH1 -8	Fire Suppression System	350,000
HA -Wide	Management Improvements ~Computer System ~Staff Training ~Program Reviews ~Newsletters/Guides ~Archive Storage	122,200	HA -Wide	Management Improvements ~Computer System ~Staff Training ~Program Reviews ~Newsletters/Guides ~Archive Storage	122,200
	Non-Dwelling Equipment ~Computer System Hardware ~Office Equipment/ Furniture	68,500		Non-Dwelling Equipment ~Computer System Hardware ~Office Equipment/ Furniture	81,000
	Subtotal	190,700		Subtotal	203,200
Total CFPE Estimated Cost		\$1,320,700			\$1,333,200

**Resident Advisory Board Meeting: Comprehensive Agency Plan
Central Maintenance Facility
July 10, 2002**

Present:

Resident Advisory Board:
Ginny Carmichael
Marie Donohoe
William Donohoe
Robin Harrell

MHRA Staff:
Netti Raby, Housing Services Director
Amanda Parenteau, Project Coordinator

Three of the four Resident Advisory Board (RAB) members were present at the Public Hearing and were knowledgeable of the questions and comments from that event. Amanda Parenteau summarized the presentation on the Comprehensive Agency Plan, proposed major changes and updates from last year. In addition, questions and comments from the Public Hearing were also presented. The meeting began at 6:30 and ended at 7:30.

One RAB member who could not be present provided three questions to staff prior to the meeting:

Question: There are no storage facilities at Kelley Falls outside of the apartments. Are there plans for storage?

Response: It is not feasible to convert the basements into storage for residents, however, staff will look into the feasibility of adding sheds similar to what exists at Elmwood Gardens (both sites are large family developments).

Question: Residents at one development cannot use community rooms at other developments. Why isn't this allowed?

Response: Community rooms are secured areas and therefore access is limited to residents of the particular development and Authority staff. The Authority has made and continues to make efforts regarding security at all developments.

Question: Current policy allows residents to have small pools with a maximum wall height of 12 inches. Many of the new pools have 18-inch walls. Can this policy be changed to allow for higher walls?

Response: The height of 12 inches was set for insurance reasons. Understanding the different sizes of newer pools, the policy will remain at 12 inches.

Question: The Public Housing lease has gone from a 12-month term to a monthly term. What is the purpose of this change?

Response: It is difficult to lock households into full year leases. By leasing on a monthly basis, residents may move at any point in the year (with required 30-day written notice) without penalty for breaking the lease. Residents will be recertified on an annual basis but will not be required to sign new leases each year unless there are changes to the lease. Addendums may still be issued.

Question: Hypothetically, what would happen if a resident refuses to sign an addendum?

Response: There is a 30-day review period during which residents can comment. Should an addendum be implemented and a resident refuses to sign, it would be noted on the document and the resident could be evicted.

Question: The criminal background check is being changed from ten to five years. Is this enough (of a review period)?

Response: This is more than enough time. The Authority can deny if there is no recent activity but there is a past pattern of crime. There is no time limit on violent or drug-related crimes, both of which would result in denial. A pattern of domestic criminal activity would also be cause for denial. At any time if criminal activity or other problems start arising in the developments, the Authority can change its policy to a longer review period. Since the reduction to ten years last year there has not been an increase in criminal activity. The majority of housing authorities in the tri-state area have between a two and a five-year background check. There is no intention of going to two years.



**Resident Advisory Board Meeting: Comprehensive Agency Plan
Central Maintenance Facility
July 10, 2002**

Question: Just to clarify, if a resident wishes to move a boyfriend or girlfriend into their apartment, they must go through the full application process?

Response: Yes including criminal background checks and financial information review.

Comment: There are a number of young adults - 18 or 19 years old - whom we've evicted, have parties, don't maintain their units, etc. and are evicted after six months and wonder why. They basically don't know how to live in their own apartments.

Response: There are two staff members who can intervene in these situations, Kim Burns and Jill Silveira.

Comment: There was general discussion regarding unauthorized visitors/live-ins.

Response: This is an ongoing situation that the Authority is aware of and we understand the frustration on the part of other residents when they see this happening. However, it is very hard to prove in court that someone is living in an apartment particularly if they do not use that as their address (it is not uncommon for unauthorized individuals to have their mail sent somewhere else).

Question: Will flat rents affect eligibility requirements for admission into public housing?

Response: No, flat rents do not affect eligibility. Income-based rent will still be calculated in the same way at thirty percent of income. Residents will have the opportunity to choose either flat rent or income-based rent at their annual recertification. Only in cases of hardship will a household be allowed to switch during the year, however, they cannot switch back until their next recertification.

The members were asked if they would like to meet a second time during the next planning process. They responded no, that having the one meeting after the Public Hearing works out well and that two would not be necessary.



Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHAName: Manchester Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program Grant No: NH36P001707 Replacement Housing Factor Grant No:	Federal FY of Grant: 1998
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending :03/31/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds	143,595		143,595	143,595
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	69,602	100,531	100,531	100,531
4	1410 Administration	127,788	127,788	127,788	127,788
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	241,484	244,770	244,770	244,770
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	80,000	80,000	80,000	80,000
10	1460 Dwelling Structures	943,412	845,917	845,917	845,917
11	1465.1 Dwelling Equipment — Nonexpendable	23,200	23,200	23,200	23,200
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	74,666	133,665	133,665	133,665
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	5,968	10,249	10,249	10,249
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,566,120	1,566,120	1,566,120	1,566,120
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	56,000	56,000	56,000	56,000
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	25,000	25,000	25,000	25,000

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P001707 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH1 -3 Benoit Homes	A&E Services for Comprehensive Rehabilitation	1430.1		35,484	38,770	38,770	38,770	Completed
	Comprehensive Site Rehabilitation	1450	2 Sites	80,000		80,000	80,000	Completed
	Comprehensive Rehabilitation Dwelling Structures		15 Dwelling Units	943,412	845,917	845,917	845,917	Completed
	Refrigerators and Ranges	1465.1	29 Sets	23,200		23,200	23,200	Complete
	Relocation	1495.1	20	5,968	10,249	10,249	10,249	Complete
NH1 -6 Kalivas Apartments	Replace Kitchen Faucets	Non-CGP	100 Apts.	8,586		8,586	8,586	Complete
NH1 -14 Burns Apartments	Replace Roofing	Non-CGP	Building	105,746		105,746	105,746	Complete
NH1 -15 Gallen Apartments	Bathtub Grab Bars	Non-CGP	95 Apts.	451		451	451	Complete
HA-Wide Management Improvements	Computer Software Modifications	1408		8,170	17,108	17,108	17,108	Complete
	Computer Software/Hardware Support	1408		17,598	25,504	25,504	25,504	Complete
	Computer Staff Training	1408		12,246	14,072	14,072	14,072	Complete
	Modernization Training	1408		725	831	831	831	Complete
	Management Training	1408		23,272	28,818	28,818	28,818	Complete
	Maintenance Training	1408		1,604	1,979	1,979	1,979	Complete
	Resident Training	1408		3,596	7,217	7,217	7,217	Complete
	Salary Review	1408		590	1,180	1,180	1,180	Complete
	Resident Videos/Guidebooks	1408		1,329	3,350	3,350	3,350	Complete
Archive Document Storage	1408		472	472	472	472	Complete	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P001707 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Legal	Contract and Bid Reviews	1410.4		2,288		2,288	2,288	Complete
Non-Technical Employees	Salaries	1410.1		89,633	92,448	92,448	92,448	Continuing
	Fringe Benefits	1410.9		35,867	33,052	33,052	33,052	Continuing
Inspection Costs	Project Inspectors Salaries	1430.7		160,398		160,398	160,398	Complete
	Project Inspectors Fringe Benefits	1430.7		45,602		45,602	45,602	Complete
Non-Dwelling Equipment	Computer Hardware Upgrades	1475.1		30,596	63,806	63,806	63,806	Complete
	Office Equipment Replacement	1475.1		32,469	54,459	54,459	54,459	Complete
	Furniture Replacement	1475.1		11,601	15,400	15,400	15,400	Complete
HA –Wide All Developments	Site Improvements	Non-CGP		5,127		5,127	5,127	Complete
	Pavement Paving and Sealing	Non-CGP		23,685		23,685	23,685	Complete

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program No: NH36P001707 Replacement Housing Factor No:				Federal FY of Grant: 1998	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH1 -3 Benoit Homes	6/30/2000		6/30/2000	9/30/2001		9/30/2001	
NH1 -6 Kalivas	6/30/2000		3/31/2000	9/30/2001		3/31/2000	
NH1 -14 Burns	6/30/2000		12/31/1998	9/30/2001		3/31/1999	
NH1 -15 Gallen	6/30/2000		3/31/2000	9/30/2001		3/31/2000	
HA -Wide Management Improvements							
Computer ~Software ~Training ~Support	6/30/2000		6/30/2000	9/30/2001		3/31/2001	
Staff Training ~Modernization ~Management ~Maintenance ~Resident	6/30/2000		6/30/2000	9/30/2001		6/30/2000	
Salary Review	6/30/2000		6/30/2000	9/30/2001		6/30/2000	
Resident Videos/Guidebooks	6/30/2000		3/31/2000	9/30/2001		3/31/2000	
Document Storage	6/30/2000		6/30/2000	9/30/2001		6/30/2000	
Non-Dwelling Equipment ~Computer Hardware ~Office Equipment ~Furniture	6/30/2000		6/30/2000	9/30/2001		6/30/2000	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHAName: Manchester Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program Grant No: NH36P001708 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: 03/31/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds	178,470		178,470	178,470
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	12,700	12,700	12,700	0
4	1410 Administration	129,900	129,900	129,900	62,790
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	213,300	213,300	213,300	213,300
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	300,000	120,000	120,000	120,000
10	1460 Dwelling Structures	1,065,432	1,253,432	1,253,432	269,995
11	1465.1 Dwelling Equipment — Nonexpendable	30,000	22,000	22,000	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,751,332	1,751,332	1,751,332	666,085
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	85,000	85,000	85,000	60,000
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	10,000	10,000	10,000	10,000
26	Amount of line 21 Related to Energy Conservation Measures	30,000	30,000	30,000	30,000

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P001708 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH1 -3 Benoit Homes	Comprehensive Site Rehabilitation	1450	Site	300,000	120,000	120,000	120,000	In Progress
	Comprehensive Rehabilitation Dwelling Structures	1460	22 Dwelling Units	1,065,432	1,253,432	1,253,432	269,995	In Progress
	Refrigerators and Ranges	1465.1	22 Sets	30,000	22,000	22,000		In Progress
NH1 -50' Malley Apartments	Replace Closet Doors	Non-CGP	100 Apts.	67,625		67,625	67,625	Complete
NH1 -6 Kalivas Apartments	Replace Closet Doors	Non-CGP	100 Apts.	67,625		67,625	67,625	Complete
NH1 -14 Burns Apartments	Replace Faucets	Non-CGP	100 Apts.	14,884		14,884	14,884	Complete
HA-Wide Management Improvements	Computer Software/Hardware Support	1408		12,700		12,700		Ongoing
Non-Technical Employees	Salaries	1410.1		92,778		92,778	44,669	Ongoing
	Fringe Benefits	1410.9		37,122		37,122	18,121	Ongoing
Inspection Costs	Project Inspectors Salaries	1430.7		132,340	148,884	148,884	148,884	Complete
	Project Inspectors Fringe Benefits	1430.7		48,960	64,416	64,416	64,416	Complete
HA -Wide All Developments	Site Improvements	Non-CGP		10,369		10,369	10,369	Complete
	Pavement Paving and Sealing	Non-CGP		26,915		26,915	26,915	Complete

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Manchester Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program No: NH36P001708 Replacement Housing Factor No:	Federal FY of Grant: 1999
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH1 -3 Benoit Homes	6/30/2001		6/30/2001	9/30/2002			
NH1 -5 O'Malley	6/30/2001		9/30/2000	9/30/2002		12/31/2000	
NH1 -6 Kalivas	6/30/2001		9/30/2000	9/30/2002		12/31/2000	
NH1 -14 Burns	6/30/2001		3/31/2001	9/30/2002		6/30/2000	
HA -Wide Management Improvements	6/30/2001		09/30/2001	9/30/2002			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHAName: Manchester Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program Grant No: NH36P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending :03/31/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	151,800	151,800	151,800	151,800
3	1408 Management Improvements	110,700	72,018	67,277	61,132
4	1410 Administration	140,800	142,800	142,575	6,775
5	1411 Audit	0	0	0	
6	1415 Liquidated Damages	0	0	0	
7	1430 Fees and Costs	244,500	244,500	243,884	193,911
8	1440 Site Acquisition	0	0	0	
9	1450 Site Improvement	32,000	2,000	0	
10	1460 Dwelling Structures	1,042,400	890,208	890,208	174,200
11	1465.1 Dwelling Equipment — Nonexpendable	12,800	11,200	0	
12	1470 Nondwelling Structures	0	279,000	0	
13	1475 Nondwelling Equipment	57,750	48,000	26,344	26,344
14	1485 Demolition	0	0	0	
15	1490 Replacement Reserve	0	0	0	
16	1492 Moving to Work Demonstration	0	0	0	
17	1495.1 Relocation Costs	15,000	0	0	
18	1499 Development Activities	0	0	0	
19	1501 Collateralization or Debt Service	0	0	0	
20	1502 Contingency	33,776	0	0	
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,841,526	1,841,526	1,522,088	614,162
22	Amount of line 21 Related to LBP Activities	0	0	0	
23	Amount of line 21 Related to Section 504 compliance	55,000	55,000	55,000	
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	
25	Amount of Line 21 Related to Security – Hard Costs	45,000	45,000	45,000	
26	Amount of line 21 Related to Energy Conservation Measures	200,000	200,000	200,000	174,200

Annual State ment/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH1 -3 Benoit Homes	A&E Services for Rehabilitation	1430.1		15,000	24,000	23,554	23,554	In Progress
	Consulting/Testing Services Rehabilitation	1430.2		10,000	1,000	830	830	In Progress
	Site Rehabilitation	1450	Site	32,000	2,000	0		
	Comprehensive Building Rehabilitation	1460	15 DU's	1,042,400	890,208	890,208	174,200	In Progress
	Refrigerators and Ranges	1465.1	14 Sets	12,800	11,200	0		
	Relocation Costs	1495.1		15,000	0	0		
	Community Building at Site #5	1470		0	279,000	0		
	Legal Counsel Contract & Bid Reviews	1410.4		5,000	7,000	6,775	6,775	Ongoing
HA-Wide Management Improvements	Computer System Software & Support	1408		27,700	25,518	24,145	18,000	Ongoing
	Staff Professional Development Training	1408		21,500	19,000	18,448	18,448	Ongoing
	Resident Initiatives and Training	1408		17,500	9,000	7,060	7,060	Ongoing
	Program Reviews	1408		16,500	1,000	593	593	Ongoing
	Newsletters/Operations Guides	1408		25,000	17,000	16,741	16,741	Ongoing
	Archive Document Storage	1408		2,500	500	290	290	Ongoing
Administration	Non-Technical PHA Staff Salaries	1410.1		97,016	97,016	97,016		
	Non-Technical PHA Staff Benefits	1410.9		38,784	38,784	38,784		
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		219,500	219,500	219,500	169,527	Ongoing
Non-Dwelling Equipment	Computer System Enhancement	1475.1		25,000	25,000	17,600	17,600	Ongoing
	Office Equipment & Furniture Replacement	1475.1		32,750	23,000	8,744	8,744	Ongoing
Operations	Operations Account	1406		151,800	151,800	151,800	151,800	Completed
Contingency	Contingency Account	1502		33,776	0	0		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Manchester Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program No: NH36P00150100 Replacement Housing Factor No:	Federal FY of Grant: 2000
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH1 -3Be noitHomes	3/31/2002	6/30/2001		9/30/2002			
HA -Wide Management Improvements	3/31/2002	6/30/2001		9/30/2002			
Administration	3/31/2002		12/31/2000	9/30/2002			
Fees and Costs	3/31/2002		12/31/2000	9/30/2002			
Non-Dwelling Equipment	3/31/2002	6/30/2001		9/30/2002			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHAName: Manchester Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program Grant No: NH36P00150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/31/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	208,900		208,900	94,942
3	1408 Management Improvements	115,200		12,700	
4	1410 Administration	148,000		143,000	
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	258,700		229,128	428
8	1440 Site Acquisition	0			
9	1450 Site Improvement	64,000			
10	1460 Dwelling Structures	960,000			
11	1465.1 Dwelling Equipment — Nonexpendable	12,800			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	75,500			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	15,000			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	20,926			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,897,026		593,728	95,370
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	15,000			
26	Amount of line 21 Related to Energy Conservation Measures	174,000			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH1 -3 Benoit Homes	A&E Services for Rehabilitation	1430.1		20,000		428	428	
	Consulting/Testing Services for Rehabilitation	1430.2		10,000				
	Site Rehabilitation	1450	Site	64,000				
	Comprehensive Building Rehabilitation	1460	16 DU's	960,400				
	Refrigerators and Ranges	1465.1	16 Sets	12,800				
	Relocation Costs	1495.1		15,000				
	Legal Counsel Contract & Bid Reviews	1410.4		5,000				
HA-Wide Management Improvements	Computer System Software & Support	1408		45,700		12,700		
	Staff Professional Development Training	1408		28,000				
	Resident Initiatives and Training	1408		5,000				
	Program Reviews	1408		16,500				
	Newsletters/Operations Guides	1408		15,000				
	Archive Document Storage	1408		5,000				
Administration	Non-Technical PHA Staff Salaries	1410.1		102,102		102,102		
	Non-Technical PHA Staff Benefits	1410.9		40,898		40,898		
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		228,700		228,700		
Non-Dwelling Equipment	Computer System Enhancement	1475.1		25,000				
	Office Equipment & Furniture Replacement	1475.1		50,500				
Operations	Operations Account	1406		208,900		208,900	94,942	Ongoing

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHAName: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Contingency	Contingency Account	1502		20,926				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: Manchester Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program No: NH36P00150101 Replacement Housing Factor No:	Federal FY of Grant: 2001
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH1 -3 Benoit Homes	6/30/2002			9/30/2002			
HA -Wide Management Improvements	6/30/2002			9/30/2002			
Administration	6/30/2002			9/30/2002			
Fees and Costs	6/30/2002			9/30/2002			
Non-Dwelling Equipment	6/30/2002			9/30/2002			

**Comments and questions from the Comprehensive Agency Plan Public Hearing
Elmwood Gardens Community Center
July 9, 2002**

The Public Hearing began with opening remarks and introductions from Dick Dunfey, Executive Director and was presided over by Marie Donohoe, Chair, Board of Commissioners. Amanda Parenteau, Project Coordinator gave a short presentation on the Comprehensive Agency Plan, proposed major changes and updates from last year. Ken Edwards, Assistant Executive Director, presented the Capital Fund Program. The Hearing began at 6:35 and ended at 7:15 pm. Twenty-eight people were in attendance along with four Commissioners and nine staff members.

Question: Are any renovations scheduled for Parker Street (NH 1 -4, Site No. 2)? There have been a number of complaints about the boilers and the windows.

Response (Ken Edwards): The Authority has hired a mechanical engineer to design the replacement of one of the boilers at this site. It is expected that the work will be put out to bid in the near future.

The Authority is aware of the issues regarding the windows at this site. However, due to funding constraints modernization of the NH 1 -4 Development is not scheduled to begin until Fiscal Year 2004. Although the Authority is receiving approximately 1.8 million dollars for modernization this fiscal year, modernization costs for apartments average around fifty thousand dollars each and there are other apartments that are ahead of the NH 1 -4 Development.

Question: An individual questioned the role residents and more specifically the Resident Advisory Board (RAB) has had in the planning process for the Comprehensive Agency Plan (CAP), particularly whether the RAB had the opportunity for input prior to the public hearing.

Response (Amanda Parenteau, Dick Dunfey): A notice was placed in the newspaper forty-five days prior to the public hearing. A notice was also mailed to all Public Housing and Section 8 residents two weeks before the hearing, from which staff received approximately fifty phone calls requesting more information. Four copies of the CAP were made available to the public for review, however, due to the document's size it was not feasible to make copies for all residents. In addition, the RAB was sent a copy of the Five-Year Plan, Annual Plan and a summary of the significant policy changes the Authority is proposing and/or HUD is requiring. The RAB meeting regarding the CAP is scheduled for tomorrow evening (July 10). The previous two years the RAB meeting was held after the public hearing so that the members may receive any input from the public hearing, which has worked well. There also have been no changes to the CAP as a result of any comments from either the public hearing or the RAB meeting.

Question (same speaker): Then the RAB has not been involved in the planning process?

Response: No. However, they will be meeting tomorrow evening; the Board of Commissioners meet the following evening and the Authority is poised to make any changes that are necessary as a result of the public hearing and/or the RAB meeting.

Comment: A Section 8 resident asked if he would be required to give the Authority a thirty-day notice if he wanted to move. Would the Authority be able to conduct its business within that timeframe? He stated he found it hard to believe that a person with a limited income could move from one apartment to another in thirty days without complications.

Response (Netti Raby): Yes, the resident would be required to give the Authority a thirty-day notice. Assuming there are no problems with the new apartment, the Authority could conduct its business within that timeframe. The new landlord would require a security deposit and there would be other move-related expenses such as utility hook-ups so there could be some financial "complications" (but not different than for non-assisted households).



Flat Rents (Amanda Parenteau)

HUD is requiring all Public Housing Authorities to implement flat rents which are to be based on what the apartments could be rented for on the private market. Residents will have the choice to pay the cheaper of either flat rents or income-based rents which are based on thirty percent of the household income.

The majority of questions were regarding the flat rent policy for Public Housing households. It was explained that the proposed rates were based on what the apartments could be rented for on the private market. In addition, it was explained that staff utilized the same method to determine the flat rents as is used in the Section 8 program to determine rents. Staff offered the proposed ranges for one, two and three bedroom apartments. An example was provided with hypothetical income-based and flat rents.

After the hearing an individual asked what would happen if a household was paying the flat rent and their income went up. At that point the flat rent would be the cheaper of the two rent choices and therefore would be what the household would pay. Flat rents are the most a household would pay regardless of an increase in income.



Chapter10
PETPOLICY
[24CFR5.309]

INTRODUCTION

Housing authorities have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the MHRA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of the MHRA to provide a decent, safe and sanitary living environment for all residents, to protecting and preserving the physical condition of the property, and the financial interest of the MHRA.

The purpose of this policy is to establish the MHRA's policy and procedures for ownership of pets in MHRA housing developments and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

ASSISTIVE ANIMALS

Certain pet rules may be excluded from the pet policy if those animals assist persons with disabilities or are required for a resident to enjoy an equal housing opportunity.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability;

That the need for an assistive animal in the provision of services is required to live and function independently.

Any exception to the pet policy must be approved by the Public Housing Property Manager.

Residents with approved assistive animals shall be subject to all pet policy requirements that would put other residents' safety or well-being in jeopardy.

Residents utilizing an assistive animal and able to certify the need will be eligible for the medical allowance for all costs associated with the animal and its maintenance, such as food, shots, license and so on.

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by MHR A management.

The pet owner must submit and enter into a Pet Agreement with the MHR A.

Registration of Pets

Pets must be registered with the MHR A before they are brought onto the premises. Registration includes certificates signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, that the pet has no communicable disease(s) and is pest -free.

MHR A Rules and Regulations for Pets in Elderly Housing

1. Resident must provide information sufficient to identify the pet and demonstrate that it is a pet allowed by MHR A and provide a photograph of the pet.
2. No animal may be more than twenty (20) inches high or weigh more than forty (40) pounds.
3. Resident must be totally responsible for the care and cleanliness of the animal, both within the building and apartment areas.
4. No more than one dog or one cat is permitted in each dwelling unit.
5. Animals must be leashed. No animal waste will be tolerated on any building site. A pet waste removal charge of \$5.00 will be assessed for each occurrence and repeated offenses will be considered good cause for withdrawal of permission to have a pet. Failure to remove the pet waste will result in lease termination.
6. If a resident cares for another resident's pet, they must abide by all rules in the Pet Policy.
7. MHR A shall not be held responsible for illnesses caused to animals due to maintenance procedures such as extermination, use of cleaning or painting products, lawn and garden care.
8. The pet owner must register the pet before it is brought on the development premises and must update the registration annually, at time of recertification.
9. Resident must provide management with a veterinarian's certificate stating the animal is in good health and, if pet is a dog or cat, that it has been neutered or spayed and received all necessary inoculations.

10. Any person who considers a dog to be a nuisance (barking for sustained periods so as to disturb the peace and quiet of a neighborhood or area) or a menace (vicious to persons, their animals or property), may make a complaint in writing to any law enforcement officer and such complaint will be filed.
11. All pets shall be licensed as appropriate under local law.
12. Except for entering and exiting, no pet shall be allowed in common areas, e.g.: lobbies, Community Center/Rooms, laundry areas, hallways, stair towers, above grade balconies or platforms, outside areas where residents congregate, etc. of any building.

Refusal To Register Pets

The MHR A may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the MHR A refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The MHR A will refuse to register a pet if:

The pet is not a MHR A approved pet as defined in this policy;

Keeping the pet would violate the Pet Policy;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The MHR A reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

Residents are not permitted to have more than one type of pet.

1. Dogs (Allowed in elderly housing only)

Maximum number: one (1)

Maximum adult weight: forty (40) pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance, rules and regulations

2. Cats (Allowed in elderly housing only)

Maximum number: one (1)

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance, rules and regulations

3. Birds (Allowed in both elderly and family housing)

Maximum number: two (2)

Must be enclosed in a cage at all times

4. Fish (Allowed in both elderly and family housing)

Maximum aquarium size: 1 - 20 gallon

Must be maintained on a safe and sturdy stand

B. PET TEMPORARILY ON THE PREMISES

Pets, which are not owned by a resident, will not be allowed.

Residents are prohibited from feeding or harboring stray animals on MHR A property, including pigeons and squirrels.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the MHRA.

C. DESIGNATION OF PET/NO -PET AREAS

The following areas are designated no -pet areas:

Outside areas where residents congregate.

Lobbies, except to enter and exit.

Community centers/rooms

Laundry areas
Hallways and stair towers, except to enter and exit.
Above grade community balconies and platforms.

D. ADDITIONAL FEES AND DEPOSITS FOR PETS

All reasonable expenses incurred by the MHRA as a result of damages directly attributable to the presence of the pet in the development will be the responsibility of the resident, including:

- The cost of repairs and replacement to the resident's dwelling unit;
- Fumigation of the dwelling unit;
- Common areas of the development.

E. ALTERATION TO UNIT

Resident pet owners shall not alter their unit, patio, premises or common area to create an enclosure for any animal. Installation of pet doors is prohibited.

F. PET WASTE REMOVAL CHARGE

A separate pet waste removal charge of \$5.00 per occurrence will be assessed against the resident for violations of the pet policy.

Pet waste removal charges are not part of rent payable by the resident.

All reasonable expenses incurred by the MHRA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

- The cost of repairs and replacement to the dwelling unit;
- Fumigation of the dwelling unit.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the security deposit. The resident will be billed for any amount that exceeds the security deposit.

The expense of flea infestations shall be the responsibility of the resident.

G. PET ARE RESTRICTIONS

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except while passing through common areas which are entrance to and exits from the building.

H. NOISE

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or others such activities.

I. CLEANLINESS REQUIREMENTS

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin. If bags are not strong, litter should be double bagged.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

Removal of Waste From Other Locations. The Resident/Pet Owners shall be responsible for the removal of waste by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

All fumigation costs attributable to pets during occupancy will be charged to the resident.

Any fumigation costs in units with dogs, cats, or birds will be charged to the resident at the time the unit is vacated.

The resident/pet owners shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

J. PET CARE

No pet shall be left unattended in any apartment for an inappropriate period of time.

All resident pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Resident pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

K. RESPONSIBLE PARTIES

The resident pet owner will be required to designate one responsible party for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

L. INSPECTIONS

The MHRA, after reasonable notice to the resident during reasonable hours, will enter and inspect the premises, in addition to other inspections allowed.

M. PET RULE VIOLATION NOTICE

If a determination is made on objective facts supported by written statements, that a resident owner has violated the Pet Policy, written notice will be served. t/pet

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s), which were violated. The notice will also state:

That the resident pet owner has five (5) business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's residency.

If the pet owner requests a meeting within the five (5) business days period, the meeting will be scheduled no later than seven (7) calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

N. NOTICE FOR PET REMOVAL

If the resident pet owner and the MHRAs are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the MHRAs, the MHRAs may serve notice to remove the pet.

The Notices shall contain:

A brief statement of the factual basis for the MHRAs' determination of the pet rule that has been violated;

The requirement that the resident pet owner must remove the pet within five (5) business days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of the lease.

O. TERMINATION OF RESIDENCY

The MHRAs may initiate procedures for termination of residency based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time periods specified; and

The pet rule violation is sufficient to begin procedures to terminate residency under terms of the lease.

P. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factor occurs that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident pet owner. This would include pets that are poorly cared for or have been left unattended for over twenty-four (24) hours.

If the responsible party is unwilling or unable to care for the pet, or if the MHRAs, after reasonable efforts, cannot contact the responsible party, the MHRAs may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

Q. EMERGENCIES

The MHR A will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the MHR A to place the pet in a shelter facility, the cost will be the responsibility of the resident pet owner.

Component 10(B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?
 Entire Developments: Six (6)
 Partial Developments: One (1) – four (4) total sites

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?
 Entire Developments: Seven (7)
 Partial Developments: One (1) – thirteen (13) total sites

- c. How many Assessments were conducted for the PHA's covered developments?
 Ten (10) – One for each "entire development", one for each covered site within the "partial development".

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
N/A	N/A

- a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

All required initial assessments were completed and submitted to HUD on September 20, 2001.

**Manchester Housing and Redevelopment Authority
2002 Board Members**

Resident Advisory Board

Marie Donohoe -Burns
Bill Donohoe -Burns
Ginny Carmichael -Elmwood
Edward A. Russell, Jr. -Gallen
Lucille Taylor -Kalivas
Kim Sheriden -Kelley Falls
Joan Spence -O'Malley
Eleanor Brooks -Section 8
Robin Harrell -Section 8
Barbara McGlaughlin -Section 8

Board of Commissioners

Marie E. Donohoe, Chair
Resident Member
Jeannette D. Gagnon, Vice -Chair
George N. Copadis.
Fred B. Kfoury, Jr
Mark D. Taylor

Section 8 Project Based Voucher Program Capacity Statement

May 2002

The MHRA intend to implement this program as a means to expand housing opportunities within the City of Manchester. Project based units throughout the City ensure availability and affordability for a period of up to ten years.

Beginning in March 2002, the MHRA advertised the Section 8 Project Based Voucher Program in the local newspaper with proposals due by May 1. A total of 100 vouchers have been made available under this initiative. Four proposals were received requesting a total of 94 units; these are currently under review by staff. The units to be considered are generally located as follows:

<u>Census Tract</u>	<u>Number of Units Requested</u>
4*	31
5*	6
13	8
15	5
19	6
22	38
<hr/>	
	94

*Census Tract 4 and 5 are located within Manchester's Enterprise Community.

Section 8 Homeownership Program Capacity Statement

May 2002

The Manchester Housing and Redevelopment Authority (MHRA) is currently developing a Section 8 Homeownership Program for qualified participants of the Section 8 Voucher Program. Should this program be implemented, the MHRA will require a minimum three percent (3%) down payment of which at least one percent (1%) of the purchase price must come from the borrower's personal resources.

This program is in the development stage only. Review of Section 8 participant rolls and interest from local financial institutions is required and will affect the feasibility of implementation.