OMB Approval No: 2577-0226
(exp. 02/28/2006)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2004

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

PHA Plan
Agency Identification

PHA Name: New Hampshire Housing Finance Authority

PHA Number: NH 901

PHA Fiscal Year Beginning: (mm/yyyy) 07/2004

Public Access to Information

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

X Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

X 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
X PHA website
X Other (list below)
Satellite office in Littleton, NH

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

X Main business office of the PHA
☐ PHA development management offices
X Other (list below)
Satellite office in Littleton, NH

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

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.

X The PHA's mission is: (state mission here)

New Hampshire Housing Finance Authority's mission is to promote, finance, and support safe, affordable and needed housing and related services for New Hampshire families, individuals, and communities. In addition, New Hampshire Housing is to contribute to, support and sustain the economic development of the state, its communities and neighborhoods by providing financial support for the development of housing opportunities for all people.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs 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 ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces 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:
- X Apply for additional rental vouchers:
- ☐ Reduce public housing vacancies:
- X Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- X Other (list below)

Establish low interest loans to encourage development. Use project based vouchers to increase subsidized choices.

X PHA Goal: Improve the quality of assisted housing
Objectives:

- ☐ Improve public housing management: (PHAS score)
- X Improve voucher management: (SEMAP score) Obtain maximum score possible.
- X Increase customer satisfaction:
- X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- X Provide replacement vouchers:
- ☐ Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling:
- X Conduct outreach efforts to potential voucher landlords
- X Increase voucher payment standards
- X Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- X Other: (list below)

Continue the public campaign to communicate how the rental assistance program is different from other programs and why it should be supported and used.

HUD Strategic Goal: Improve community quality of life and economic vitality

X PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- X Other: (list below)

Continue to evaluate the use of project-based assistance and whether it is reaching the goal of encouraging more development of housing.

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- X 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:
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- X Other: (list below)

Other PHA Goals and Objectives: (list below)

Continue implementation of the Project Based Voucher Program.

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

X **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

iii. Annual Plan Table of Contents
[24 CFR Part 903.7 9 (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

	Page #
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	5-7
2. Financial Resources	10
3. Policies on Eligibility, Selection and Admissions	17-20
4. Rent Determination Policies	23-24
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	n/a
8. Demolition and Disposition	n/a
9. Designation of Housing	n/a
10. Conversions of Public Housing	n/a
11. Homeownership	33
12. Community Service Programs	34-35

13. Crime and Safety n/a
14. Pets (Inactive for January 1 PHAs) n/a
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit attached
17. Asset Management n/a
18. Other Information Project Based Assistance 42

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 file name in parentheses in the space to the right of the title.

Required Attachments:

☐ Admissions Policy for Deconcentration
☐ FY 2000 Capital Fund Program Annual Statement
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

X PHA Management Organizational Chart
☐ FY 2000 Capital Fund Program 5 Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
X Other (List below, providing each attachment name)
Administrative Plan

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 jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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
	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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	any active CIAP grant	
	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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF 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
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) 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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (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	19,461	5	5	3	3	3	2
Income >30% but <=50% of AMI	15,928	5	5	3	3	3	2
Income >50% but <80% of AMI	9,876	5	5	3	3	2	2
Elderly	11,281	5	5	3	4	2	2
Families with Disabilities	36,552	5	5	4	5	3	3
Race/Ethnicity Black	657	5	5	3	3	2	2
Race/Ethnicity Hispanic	1,622	5	5	3	3	2	2

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.)

X Consolidated Plan of the Jurisdiction/s
Indicate year: 2001-2005

X U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset : 2000 census data

☐ American Housing Survey data
Indicate year:

X Other housing market study
Indicate year: 2003 Residential Cost Survey

☐ Other sources: (list and indicate year of information)

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) X Section 8 tenant-based assistance **as of 3-1-2004** ☐ 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	5,836		
Extremely low income <=30% AMI	4,471		
Very low income (>30% but <=50% AMI)	1,175		
Low income (>50% but <80% AMI)	177		
Families with children	3,766		
Elderly families	1,280		
Families with Disabilities	955		
Race/Black		1%	
Ethnicity/Hispanic		1%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? X 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 **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(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 finance development
☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
X 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

X Apply for additional section 8 units should they become available
X Leverage affordable housing resources in the community through the creation of mixed - finance housing
X Pursue housing resources other than public housing or Section 8 tenant-based assistance.
☐ Other: (list below)

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
☐ 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
☐ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☐ Seek designation of public housing for the elderly
X Apply for special-purpose vouchers targeted to the elderly, should they become available
☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

☐ Seek designation of public housing for families with disabilities
☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
X Affirmatively market to local non-profit agencies that assist families with disabilities
☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

X Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
X 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:

X Funding constraints
☐ Staffing constraints
X Limited availability of sites for assisted housing
☐ Extent to which particular housing needs are met by other organizations in the community
X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
X 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

[24 CFR Part 903.7 9 (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 supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2000 grants)**		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	$23,256,801	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☐ Criminal or Drug-related activity
☐ Rental history
☐ Housekeeping
☐ Other (describe)

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

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

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

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

☐ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

☐ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

c. If the PHA plans 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?

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 admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers 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: (list below)

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
☐ 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
☐ 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) (list below)

3. If the PHA will employ admissions 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 point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

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

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 the 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) (list below)

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)

☐ The PHA-resident lease

☐ The PHA's Admissions and (Continued) Occupancy policy

☐ PHA briefing seminars or written materials

☐ Other source (list)

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

☐ At an annual reexamination and lease renewal

☐ Any time 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 developments 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)
X Other (list below)
Self-certification on the application/personal declaration form is used as our screening tool. The Administrative Plan states that additional evidence by the police and court system will be obtained as necessary.

b. ☐ Yes X No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

d. ☐ Yes X 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
X Other (describe below)
Current and previous landlord only.

(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
X Federal moderate rehabilitation
☐ Federal project-based certificate program
X Other federal or local program (list below) PBA

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
X PHA main administrative office
X Other (list below)
Satellite office-Littleton, Website

(3) Search Time

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

If yes, state circumstances below:
We use a 60-day initial issuance with up to 120 days as a standard extension. Extensions beyond 120 days are allowed according to the Administrative Plan.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. X 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)
X Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs

☐ Victims of reprisals or hate crimes
X Other preference(s) (list below)
Terminal Illness, ACCESS Program, Welfare to Work, Transitional Housing, Homeless, Family Break Up, Income Targeting

3. If the PHA will employ admissions 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 point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

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

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
X Other preference(s) (list below)
1 Terminal Illness, ACCESS Program, Welfare to Work, Transitional Housing, Family Break Up, Income Targeting

2 Homeless

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
X Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans 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)

X The PHA applies preferences within income tiers

☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

X The Section 8 Administrative Plan

X Briefing sessions and written materials

☐ Other (list below)

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

X Through published notices

X Other (list below)

Human Service/Community Organizations

Town Welfare

NH Legal Assistance

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs 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---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

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

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
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

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.)

☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs 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 below100% of FMR
☐ 100% of FMR
X 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
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
X Reflects market or submarket
X To increase housing options for families
X Other (list below)
To facilitate the lease ups for families receiving TANF. Being an as-paid state requires tenants to locate a unit at or below the payment standard.

d. How often are payment standards reevaluated for adequacy? (select one)

X Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

X Success rates of assisted families
X Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

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

X $0
☐ $1-$25
☐ $26-$50

b. ☐ Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

X 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	3217	360
Section 8 Certificates		
Section 8 Mod Rehab	133	30
Special Purpose Section 8 Certificates/Vouchers (list individually) WtW ACCESS	538 50	50 5
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)	N/a	N/a

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) Section 8 Management: (list below)

a. Administrative Plan
b. 24 CFR
c. Housing Choice Voucher Guidebook

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants 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 X 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 24 CFR 982?

If yes, list additions to federal requirements below:

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

X PHA main administrative office

X Other (list below)

Satellite office in Littleton

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (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: PHAs 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-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

(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-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 (state name

-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 here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

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-finance 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

[24 CFR Part 903.7 9 (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 ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ 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

[24 CFR Part 903.7 9 (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 ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one)

☐ Part of the development ☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (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 FY 1996 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 FY 1996 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. PHAs 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? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ 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

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs 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: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

1. X 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.)

2. Program Description:

a. Size of Program

X 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
X 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria
X 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:
Participants will have to meet requirements of the mortgage program currently being administered by NHHFA. They will need to show an established credit history, a bank account open for at least six months and proven income stability.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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:
X Yes ☐ No: Has the PHA has 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? 04/27/1999

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

X Client referrals
☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
X 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 admissions policies
X Section 8 admissions 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 homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

X 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)
REAP Program	*1200*	*Referrals*	*Main Office*	*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	50	145 as of 3-1-04

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 plans 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
X 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

[24 CFR Part 903.7 9 (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 areas 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 levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used 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 anticrime/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 plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans 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 targeted 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

PHAs eligible for FY 2000 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 FY 2000 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X 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. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes X 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

[24 CFR Part 903.7 9 (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

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. X 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 at Attachment (File name)

X Provided below: Provided as part of the document: pages 44-45

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

X 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. X 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)

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)

X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
X 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. (list below)

☐ Other: (list below)

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

In the 2001-2005 Consolidated Plan, the following needs were identified:

- Affordability
- Low vacancy rates
- Lead Paint regulation change

To meet these needs, NHHFA is planning to continue:

- Encouraging more development of multifamily construction

- Applying for vouchers
- Using Project-based vouchers
- Implementing Section 8 homeownership program

D. Other Information Required by HUD

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

Definition of "Substantial Deviation" and Significant Amendment or Modifications":

We will use HUD's definition:

- **Changes to rent or admissions policies or organization of the waiting list**
- **Additions of non-emergency work items or change in use of replacement reserve funds under the Capital Fund**
- **Additions or new activities not included in the Current PHDEP plan, and;**
- **Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities**

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such Changes will not be considered significant amendments by HUD.

Attachments

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

Attachment #1

Project Based Assistance:

NHHFA has brought on line 80 PBV units and will be seeking to bring on line another 136. Waiver requests were approved, allowing NHHFA to enhance program development. Most of the units are located in Hillsborough, Rockingham and Strafford counties. Based on comments of previous Resident Advisory Boards and information in the Consolidated Plan, NHHFA decided that the scarcity of units for tenant-based assistance made it imperative to reach out to developers with the option of project basing. Making project based units available ensured the availability of affordable units for the future, while creating new housing for very low-income individuals. NHHFA has used the Tax Credit Program in the past to accomplish this, however, project basing allows low-income individuals the benefit of paying only 30% of their income rather than being priced out of the tax credit units. Continued low vacancy rates highlight the urgent need to stimulate construction of affordable units.

Attachment #2

Resident Advisory Board Membership

1. Kevin Godosky
2. Cheryl Ann Mahaffey
3. Kerri Champagne
4. Holly Wheatley

Attachment #3

Resident Advisory Board Comments

On 12-10-2003

Kevin Godosky wrote

1. As a member of the resident advisory board these are my comments I think you should request police reports from repeat offenders because they give landlords a hard time and other voucher holders a bad reputation.
2. You should increase the number of homeownership vouchers to everyone who has a voucher.
3. Tell all voucher holders about the homeownership option. Explain to them that they can use their voucher to purchase a home.
4. When calculating adjusted income you should deduct the cost of health insurance for everyone, as it is very expensive.
5. We should add a program that allows voucher holders to volunteer their time to a licensed contractor to build their own homes.

Response to the comments by Kevin Godosky:

1. We recognize the impact that tenants' behavior has on owners' acceptance of the program. HUD has allowed us to set our policy and we have chosen to not be more restrictive. If we were to require police reports it must be from all or none. You are not allowed to require police reports just of repeat offenders. Our current policy is in compliance with the requirements.
2. We agree that the number of vouchers in the homeownership program should be increased, however we need to consider the financial impact that a 15 or 30-year commitment can have on the overall program. We review the demand for this program and increase the total number as needed, however, increasing that number to the entire portfolio would not meet the needs of other participants who still need rental assistance.

3. The option to use the voucher for homeownership is explained in the verbal briefing and is included in the briefing materials.
4. We are unable to deduct the cost of health insurance for everyone due to current HUD regulations. It is only allowed for households where the head or spouse is elderly or disabled. In those cases the amount for the entire family, beyond 3% of income, is deductible.
5. The current homeownership option allows for a participant to find a lender who would approve a loan for new construction and the participant could work with Habitat for Humanity or a Neighborhood Services group to work on the home. The first step is to secure financing and approval from a lender. The regulations require that the home be under construction when the contract of sale is signed.

April 1, 2004

New Hampshire Housing
Resident Advisory Board 2003
Cheryl Ann Mahaffey

Comments and Suggestions:

1. I would like to suggest requiring police records for all voucher holders.
   a. The current process of self-declaration regarding previous criminal activity can be abused. I believe if someone can participate or commit a crime they can also misrepresent information on an application.
   b. It might improve rapport with current and possible future landlords by potentially screening out more of the non-eligible applicants.
   c. In the long run NHH would spend less time on marketing and possibly issuing a vouchers to those whose are not qualified to receive this type of assistance.

2. I due understand that VAMO is a fairly new program and I like the option of homeownership voucher, but I would suggest the following:
   a. Educate current tenants about the program and their options
   b. Give tenants the information to look forward to their future by informing them about the process and what they would have to accomplish to become a homeowner.
   c. Possibly sending the information to renters at recert for higher marketability
   d. I would also like to see an increase the number of vouchers for this program especially because it there is a time limit with the voucher and it is investing in the tenant's future.

3. I would also suggest a better communication with applicants/tenants regarding TANF rent.
   a. Applicants should know the about the 30% rent verses TANF rent and what to expect if receiving TANF ahead of time, because it does make a big impact in there budget.

b. Maybe at marketing, we should advise of rent qualifications if on TANF so the applicant will not be so unprepared.

Response to the comments by Cheryl Ann Mahaffey:

1. We recognize the impact that screening out ineligible applicants has on the program and its acceptance by owners but have weighed the other issues involved and have chosen to be less restrictive. We challenge the assertion that less time would be spent on the eligibility process, given the time intensive nature of criminal checks.
2. We agree that the homeownership program is very valuable and therefore we applied for a homeownership counseling grant which we recently received. With that grant we will be able to increase our outreach to potential participants and be able to give more information to current tenants. The number of approved slots in the program is constantly reviewed and increased as needed.
3. It is very insightful to point up the needed communication with applicants regarding how their TANF income will affect them in an as-paid-state. It might be premature to inform them when they may not even qualify for the program. However, it is a goal of the FSS and Welfare to Work programs to have the participant move off public assistance and the benefits are explained to them as part of those programs. In addition, the case managers inform them of the benefits of working and work with them to reach their goals.

PHA Plan
Table Library

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval:(MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	**Amount of Annual Grant (Sum of lines 2-19)**	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		**Activity Description**						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*

New Hampshire Housing Finance Authority

Housing Choice Voucher Administrative Plan

Revised January 2004

Table of Contents

1. Definitions

2. Statements of Policies and Objectives
2.1 Mission Statement
2.2 Policies and Objectives
2.3 Program Objectives

3. Selection and Admission of Applicants from the Waiting List
3.1 Removing applicants from the waiting list
3.2 Closing the waiting list
3.3 Subsidy Standards
3.4 Preferences
3.4.1 Singles Preference
3.4.2 Terminal Illness
3.4.3 ACCESS
3.4.4 Transitional Housing
3.4.5 Homeless
3.4.6 Family Break-Up
3.4.7 Income Targeting
3.5 Special Voucher Allocations

4. Marketing Process
4.1 Child Custody
4.2 Foster Children
4.3 Single Pregnant Women
4.4 Assets Owned by an Applicant or Tenant
4.5 Minimum Rent
4.6 Adding Household Member
4.7 Live-In Aide/Attendant

5. Subsidy Issuance and Briefings
5.1 Term of Voucher
5.2 Helping Families Facing Discrimination
5.3 Families Wishing to Move
5.4 Continuously Assisted Time Frame
5.5 Suspension of Voucher

6. Program Eligibility
6.1 Family Obligations; Denial and Termination of Assistance
6.2 Drug Related Criminal Activity, Violent Criminal Activity and Other Criminal Activity
6.3 Definition of Drug Related Criminal Activity
6.3.1 Use or Possession of a Controlled Substance
6.3.2 Manufacture or Sale of a Controlled Substance
6.4 Definition of Other Criminal Activity
6.5 Definition of Violent Criminal Activity
6.6 Alcohol Abuse

6.7 Sex Offenders
6.8 Credible Evidence
6.9 Access to Criminal Records and Information

7. Owner Briefings

8. Physical Inspections
8.1 Reinspection of Units under Contract

9. Rent Reasonableness

10. Special Programs
10.1 Shared Housing
10.2 Single Room Occupancy
10.3 Congregate Housing
10.4 Group Homes
10.5 Cooperative Housing
10.6 Homeownership
10.7 Welfare to Work (Housing to Work)
10.8 Project Based Assistance
10.9 Family Self Sufficiency

11. Special Claims
11.1 Pre-1995 Leases
11.2 Post-1995 Leases

12. Housing Assistance Payments
12.1 Payment Standard Adjustments

13. Reporting Requirements

14. Special Policies
14.1 Guest Policy
14.2 Extended Absence Policy
14.3 Family Break Up

15. Paybacks

16. Informal Hearing and Review Procedures
16.1 Informal Review Procedure
16.2 Informal Hearing Procedure

17. Equal Opportunity Housing Plan

18. Conflict of Interest

Index

1. Definitions

These definitions are provided for the reader's convenience. They do not supersede the definitions found in HUD's program regulations for the same terms. The complete list is found in Part 5 of the HUD regulations.

Absorption. In portability, the point at which a receiving PHA stops billing the initiating PHA for assistance on behalf of a family living in the receiving PHA's jurisdiction.

Admission. The effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program. This is the point when the family becomes a participant in the program.

Annual Income. Defined in 24 CFR 982.4, which references Part 5.609.

Applicant (or applicant family). A family that has applied for admission to a program, but is not yet a participant in the program.

Continuously Assisted. An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

Criminal Activity. Any other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the PHA (including a PHA employee or a PHA contractor, subcontract or agent).

Currently engaging in. With respect to behavior such as illegal use of a drug, other drug-related criminal activity, or other criminal activity; currently engaging in means that the individual has engaged in the behavior recently enough to justify a reasonable belief that the individual's behavior is current.

Disabled Person. A person who is any of the following:

(1) A person who has a disability as defined in section 223 of the Social Security Act (42 U.S.C. 423)

(2) A person who has a physical, mental, or emotional impairment that:
   - (i) Is expected to be of long-continued and indefinite duration;
   - (ii) Substantially impedes his or her ability to live independently; and
   - (iii) Is of such a nature that ability to live independently could be improved by more suitable housing conditions.

(3) A person who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7).

Displaced Person. A person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under federal disaster relief laws.

Drug-Related Criminal Activity. The illegal manufacture, sale, distribution, *or* use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802).

Elderly Person. An individual who is at least 62 years of age.

Extremely Low Income. A family whose annual income does not exceed 30% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Fair Market Rent. (FMR) Defined in 24 CFR Part 5.100

Family Composition. A "family" may be a single person or a group of persons. A "family" includes a family with a child or children or a group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides.

Family Unit Size. The appropriate number of bedrooms for a family. Family unit size is determined by the Housing Authority under the occupancy standards.

Federally Assisted Housing. Housing as defined in Part 5.100

HAP Contract. Housing assistance payments contract.

Homeless family. A homeless family is a family that lacks a fixed, regular and adequate nighttime residence and also has a primary nighttime residence that is a supervised publicly/privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing), an institution that provides a temporary residence for individuals intended to be institutionalized or a public/private place not designed for, or ordinarily used for sleeping by human beings. A homeless family does not include an individual imprisoned or otherwise detained pursuant to an Act of Congress or a State law.

HUD. The U.S. Department of Housing and Urban Development.

Incidental profit making. Tenant earned income from work done in the assisted unit, which does not change the fundamental use of the unit.

Live-In Aide. A person who resides with an elderly or disabled person who:

(1) Is determined to be essential to the care and well being of the person.
(2) Is not obligated for the support of the person.
(3) Would not be living in the unit except to provide necessary supportive services.

Low-Income Family. A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

1937 Housing Act. The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) The HUD tenant based programs are authorized by Section 8 of the 1937 Housing Act (42 U.S.C. 1437f) (including assistance under a Section 8 tenant-based or project based program).

1937 Housing Act program. Any of the following programs:

(1) The public housing program or Indian housing program.

(2) Any program assisted under Section 8 of the 1937 Housing Act (42 U.S.C. 1437f) (including assistance under a Section 8 tenant based or project based program).

(i) The Section 23 leased housing program.

(ii) The Section 23 housing assistance payment program.

Occupancy Standards. Standards established by the Housing Authority to determine the appropriate number of bedrooms for families of different sizes and compositions. See definition of "family unit size."

Participant. A family that has been admitted to the voucher program. The family becomes a participant on the effective date of the first HAP contract executed for the family.

Payment Standard. The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family). 24 CFR 982.4

Ranking Preference. A preference used to select among families that qualify for a federal preference, or when federal preferences are not being used, to select from the list.

Single person family. A single person family may be an elderly person, a displaced person, a disabled person or any other single person as noted in 982.201 (c)(4) (I-iv).

United States Housing Act of 1937. (1937 Housing Act). The basic law that authorizes the public and Indian housing programs, and the Section 8 programs. (42 U.S.C. 1437 et seq.)

Very Low-Income Family. A family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Violent Criminal Activity. Any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Voucher. A document issued by the Housing Authority to a family selected for participation in the rental voucher program. The voucher describes the program, and the procedures for Housing Authority approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

Voucher Holder. A family holding a voucher with unexpired search time.

2. Statements of Policies and Objectives

2.1 Mission Statement

To promote, finance and support safe, affordable and needed housing and related services for New Hampshire families, individuals and communities. To contribute to, support and sustain the economic development of the State, its communities and neighborhoods by providing financial support for the development of housing opportunities for all people.

2.2 Policies and Objectives

(a) The New Hampshire Housing Finance Authority utilizes the Section 8 Housing Choice Voucher Program as one of its major housing vehicles to assist low income tenants in locating safe, decent, and sanitary housing within affordable limits. The Authority has statewide jurisdiction. Tenants are likely to be assisted in a variety of unit types including; walk-up, duplex, single family and mobile homes. Owners of mobile homes are eligible equally under the program as provided by new regulations in 1979, and other types of housing or households will be served as changes in regulations/statutes permit.

(b) Operating expenses for the Section 8 Housing Choice Voucher Program are controlled through NHHFA's annual operating budget process as submitted by the Executive Director and approved by the Board of Directors. The Executive Director is authorized to expend up to $25,000 of Section 8 Existing administrative fee reserve during any one fiscal year without direct Board approval. The Board of Directors will be notified of such expenditure. Any amount exceeding $25,000 must first have Board approval.

2.3 Program Objectives

The Authority will coordinate its program with other local housing authorities, other state agencies and local agencies to make the most effective use of the monies available. This will include working with special interest groups attending to the needs of individuals with disabilities, elderly, terminally ill and extremely and very low-income families. The Authority will also assist families with housing needs through its programs and referrals to housing related services.

3. Waiting List Management

Third party verifications of income and expenses are not performed at the time of application receipt. Applicants who are not New Hampshire residents are notified that they will be required to lease a unit in NHHFA's jurisdiction for the first 12 months of assistance. If there are not sufficient funds to assist all applicants, the applicants will be placed on a waiting list by date and preference. Multiple applications received on the same date will be sorted by social security number.

3.1 Removing Applicants From The Waiting List

(a) If a household cannot be contacted via written correspondence, their name is removed from the active waiting list and placed in an inactive list. The inactive list is maintained alphabetically by applicant's last name.

(b) All applicants are advised of the requirement to notify the Authority of any changes of address at the time of application. Applicants will be removed from the waiting list if they do not respond to three requests for information or updates. A system is used by which each time a letter is returned as undeliverable, a blue dot is placed on their file. When the file has three blue dots, the file is inactivated. Applicants are given five business days to respond to the request. Upon a lack of response by the applicant, follow up correspondence is sent to the applicant notifying them of the inactivation of their application. Should an applicant respond to the inactivation correspondence within fourteen days from the date of the letter, then the application will be reactivated and they will be placed back on the waiting list as of their original application date. Otherwise, the family will need to reapply for assistance.

(c) If an applicant's failure to respond to HA requests for information or updates was caused by the applicant's disability, NHHFA will provide reasonable accommodation to the applicant to give the applicant an opportunity to respond. The applicant would be placed back on the waiting list as of their original application date. A person with disabilities is not restricted to the 14-day time limit stated above. Any requests for reasonable accommodation should be directed to the Supervisor of Rental Assistance.

(d) The program rules do not allow a Mod Rehab participant to move during the first year of their lease. Should the participant's name reach the top of the waiting list during this time frame, NHHFA will allow them to retain their place on the waiting list as of the original application date if their application date is passed when pulling from the waiting list. After the completion of their initial 12 months, the participant will be contacted the next time names are pulled from the waiting list.

3.2 Closing The Waiting List

The Authority may, at its discretion, suspend the acceptance and processing of new applications should the list appear to require a wait of three or more years. A Legal Notice will be published notifying prospective applicants of the waiting list closure. Prospective applicants submitting applications who are otherwise eligible will be notified in writing of the waiting list closure.

3.3 Subsidy Standards

(a) Subsidy standards determine the family unit size. The family unit size is the number of bedrooms needed for families of different sizes and compositions and is used to determine the maximum subsidy the family may receive through the Section 8 program.

(b) As a general policy, no more than two persons shall be required to share a bedroom. Subsidies will be issued based upon the smallest number of bedrooms needed to house the family without overcrowding. A child temporarily absent because of placement in foster care is considered in determining family size. A family that consists solely of a pregnant woman will be treated as a two-person family. Live-in aides are counted in determining unit size.

(c) NHHFA shall take into consideration mitigating circumstances and will consider age, sex, health, disability, cultural preferences, relationships of family members and other personal circumstances when making decisions on a need for a different size unit. Requests for such consideration will be documented in the file.

Standards Used to Issue Voucher			Standards Used to Determine Acceptability of Unit Size (HQS Rules)	
Voucher Size	Minimum # of Persons in Household	Maximum # of Persons in Household	Unit Size	Maximum Occupancy Assuming a Living Room Is Used as a Living/Sleeping Area
0-BR	*Not issued*	*Not issued*	0-BR	2
1-BR	1	2	1-BR	4
2-BR	2	4	2-BR	6
3-BR	3	6	3-BR	8
4-BR	5	8	4-BR	10
5-BR	7	10	5-BR	12

3.4 Preferences

Greater weight will be given to the following preferences over the homeless/at risk preference: Terminally Ill, ACCESS, Transitional Housing, Family Break Up, and Income Targeting. Each of the preferences will be of equal weight.

3.4.1 Singles Preference

Singles have equal status preference with all other applicants.

3.4.2 Terminal Illness

Households with a family member who has an illness that can be documented by a medical professional as being terminal will receive a preference. Terminal illness is defined as an illness that will result in death within 24 months.

3.4.3 ACCESS - Accessing Community Choices for Everyone with Supportive Services

Households with a family member who are eligible for services through the Home and Community Based Medicaid Waiver Program, the Title XX Adult in Home Care Program or those certified by a medical professional to need services to remain in the community will receive a preference.

3.4.4 Transitional Housing

Transitional Housing programs which provide individual case management services, including service coordination and implementation of Transitional Housing case plans, will be given a preference.

3.4.5 Homeless

Homeless individuals and those at risk of becoming homeless will be given a preference. Homeless is defined using the HUD definition, specifically, those who lack a fixed, regular and adequate night time residence. At risk of becoming homeless is defined as someone who is paying more than 50% of their gross income for rent, is temporarily living with friends or relatives due to an emergency or homeless situation or living in a substandard living situation or other temporary placement.

3.4.6 Family Break Up

Preference will be given to current program participants who as a result of domestic violence or other family break up, need to leave the residence and would not be eligible for subsidy because the remaining family member retains the voucher. The individual must meet all Housing Choice Voucher eligibility requirements. If both parties leave the residence, one party would receive the original voucher and the other would receive a preference for a voucher. To award an additional voucher there must be subsidy available at the time and the individual must have met all lease and program requirements, including fulfilling the 12 month lease requirement.

3.4.7 Income Targeting

In accordance with HUD's mandate to admit 75% of applicants at 30% of median income, NHHFA will give a preference to those applicants at or below 30% of median income when the admit percentage falls below an acceptable level (to be determined by calculating the point in time in the fiscal year and the projected number of admits for the time period remaining.) Applicants with incomes above 30% of area median will be placed back on the waiting list until the percentage of admissions reaches the acceptable level.

3.5 Special Voucher Allocations

A sublist will be maintained for applicants wishing to participate in a special program that is funded by a specific voucher allocation. Sublists will be maintained by date and time of application.

4. Marketing Process

(a) Applicants are notified of an available subsidy by written correspondence. This correspondence requires the applicant to call the Authority's toll free number within five business days from the date of the letter to confirm their interest in participating in the program. Failure of an applicant to call within this time period results in follow up correspondence advising the applicant that their application for assistance has been inactivated. Should an applicant respond to the inactivation correspondence within 14 calendar days from the date of the letter, then the application will be reactivated and they will be placed back on the waiting list as of their original application date. If the applicant responds after 14 days, they will need to reapply for assistance. If an applicant's failure to respond was caused by the applicant's disability, NHHFA will provide reasonable accommodation to the applicant and give the applicant an opportunity to respond. If there is subsidy available, the individual will be marketed; otherwise they will be placed back on the waiting list with their original application date. Any requests for reasonable accommodation should be directed to the Supervisor of Rental Assistance.

(b) Verification of information including household income, assets, medical, child care, and handicap expenses projected for the subsequent twelve month period is performed to ensure that families are eligible and selected according to the Administrative Plan. Preferences (if applicable) will be formally verified during this process. Each applicant is required to disclose and submit documentation to verify the complete and accurate Social Security number assigned to the applicant and to each member of the applicant's household who is at least six years of age or to sign a certification stating they have no number. A certification is signed attesting to citizenship status and documentation is requested regarding each household member's citizenship status or eligible immigration status.

(c) A letter is sent with these forms requesting a prompt response. If these forms are not returned to the Authority by the applicant within 10 calendar days as specified in the letter, a second letter is sent to the applicant explaining that if the Authority does not receive the signed verification forms within 10 calendar days, it will be assumed that the applicant is no longer interested in the program and their application will be inactivated in order for another household to be selected from our Waiting List. Should an applicant respond to the inactivation correspondence within 14 calendar days from the date of the letter, then the application will be reactivated and they will be placed back on the waiting list as of their original application date. If an applicant responds after 14 days, they will need to reapply for assistance. Any requests for reasonable accommodation should be directed to the Supervisor of Rental Assistance.

(d) The returned forms are forwarded to the third parties for completion. Verbal documentation, in person or by telephone, may also be used, and records of facts, date of contact, and source of information, will be attested to. Direct third-party verification (not handled by the applicant) provides the most reliable verification of the applicant's statements. If third party verification has not been returned within two weeks, other methods, including, but not limited to viewing pay stubs, bank statements and oral verifications will be obtained and filed. If a file has been prepared for initial issuance and more than 60 days has elapsed, causing the information to be outdated, phone verifications will be used to verify if the information has changed since the third party verification was completed.

(e) The income and expenses allowed for each household are described by HUD through Federal regulations and no deviation from these will be permitted. Over-the-counter medical items will be verified by a medical professional. Mileage expenses for medical needs will be verified by the tenant. NHHFA will use the current IRS rate for mileage expenses.

(f) Acceptable documentation to verify Social Security number includes SSA benefit letters, SSA Form 1099's or other letters from the Social Security office which show the individual's Social Security number and third party verification from the Department of Health and Human Services in addition to those outlined in the HUD memorandum of Administrative instructions for implementing requirements for Applicants and Participants to disclose Social Security Numbers.

4.1 Child Custody

A dependent deduction and inclusion as a member of the household with regard to subsidy issuance size, dependent allowance and unit size will be given for households which can demonstrate the following custody arrangements:

Primary physical custody; or Shared equal physical custody of 50%.

4.2 Foster Children

Foster children are considered members of the household for occupancy standards, however they do not qualify for allowances or deductions except for child-care.

4.3 Single Pregnant Women

Single pregnant women are considered eligible for admission based upon the occupancy standards for a two-person household. NHHFA will consider unborn children for purposes of determining unit size and income limits as suggested in the HUD Handbook 4350.3;3-6. The dependent allowance is allowed after the birth of the child. A physician's certificate is required to verify the pregnancy prior to admission.

4.4 Assets owned by an applicant or tenant:

The cash value of the asset must be used in determining income from assets. The cash value is the amount the family would receive if the asset were converted to cash. Cash value is the fair market value of the asset minus reasonable costs to convert the asset to cash. It is acceptable to use a benchmark of 10% as opposed to verifying the estimated closing costs for each real estate transaction. To determine the cash value, take the fair market value and deduct 10% to determine the amount to be included as an asset.

Assets disposed of for less than fair market value within two years of the effective date of the certification or recertification are considered to be disposed of for less than fair market value if the cash value of the disposed asset exceeds the gross amount the family received by more than $1,000. NHHFA will use $1,000 as the minimum threshold as suggested in the 4350.3. Therefore, when the difference between the cash value and the amount the family received is less than $1,000, we will not count the amount as income.

4.5 Minimum Rent

The Housing Authority sets its minimum rent at zero. The minimum rent hardship exception mandated by HUD is therefore not in effect and the mandated 90 day suspension, determination of whether the hardship is short term or long term, payback of monies overpaid and any hearing requirements are not applicable.

4.6 Adding Household Member

NHHFA will use the same standard for determining eligibility for someone adding a household member as it does for initial tenant selection. The tenant is required to first seek owner approval and then NHHFA approval. Additions to the household, other than births, adoptions, or court awarded custody, require the family to request approval by NHHFA prior to permitting anyone not on the lease to occupy the unit.

4.7 Live-in Aide/Attendant

(a) A Live-in Aide/Attendant is a person who lives with an elderly participant or a participant with a disability and who meets all of the following criteria: (A relative may be considered a live-in aide/attendant, however they must meet the specified criteria, especially the last.

1) Is determined to be essential to the individual's care and well-being;
2) Is not obligated for the individual's support; and
3) Would not be living in the unit except to provide necessary support services.

(b) Required documentation for approval of a live-in aide/attendant is as follows:

1) A written statement from a physician or health care professional for the household member requesting the live-in aide/attendant verifying the need of the service;
2) A written statement from the live-in aide/attendant verifying they meet the stated criteria as a live-in aide/attendant; and
3) Completion of the Live-In Aide Declaration Form.

(c) The live in aide qualifies for occupancy in the unit only as long as the individual needing supportive services also lives in the unit. The live-in aide does not qualify for continued occupancy as a remaining family member. The program participant and the live-in aide must sign an addendum to the lease outlining the live-in aide restrictions.

In addition, the landlord and NHHFA must approve the live-in aide. NHHFA will have the live-in aide complete the Live-in Aide Personal Declaration form and will consider the information provided there in determining eligibility for the status of live-in aide. If further information is needed, it will be requested from the individual. NHHFA will consider all eligibility requirements used for applicants when approving live-in aides and will use the same standard that is used to approve applicants.

(d) At any time, NHHFA may refuse to approve a particular person as a live-in aide, or may withdraw such approval, if:

1) The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
2) The person commits drug-related criminal activity or violent criminal activity; or
3) The person currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act.

5. Subsidy Issuance and Briefings

5.1 Term of Voucher

(a) Vouchers will be issued for an initial term of 60 days and may be extended at the request of the household and concurrence of the appropriate Program Monitor, for up to two additional 30-day periods.

(b) Extensions of vouchers will be granted on an individual basis, assessed by the Program Monitor through contact made by the tenant with their Monitors regarding their progress in leasing a unit during the initial 60-day period.

Factors which will be considered by the Monitor include the following:

1) Extenuating circumstances of the family such as death or illness, which prevented the family from finding a unit.
2) Previous submissions of Request for Tenancy Approvals which were disapproved.
3) Family size or other special requirements which made it difficult to find a unit.
4) Evidence of serious attempt made to secure housing in the form of a list of landlords contacted during the search time.

(c) Requests for extensions beyond 120 days must be made in writing to the Supervisor of Rental Assistance. Individuals with disabilities will be allowed up to an additional 90 days, based on the particular situation and circumstances as explained to the Supervisor of Rental Assistance. The Supervisor will assess the request using the HUD guidelines for evaluating requests for reasonable accommodation.

(d) Other individuals who are not disabled either by HUD's definition or by the 504 regulations, will be allowed up to a maximum of 60 days additional time, assessed under the same guidelines for extensions before the 120 days. The Program Monitor will forward the request to the Supervisor of Rental Assistance with their recommendation based on the guidelines for extensions. Monitors assess all requests for extensions between 60 and 120 days. The Supervisor of Rental Assistance assesses all requests from 121-210 days. Should the voucher expire and the household has been unsuccessful in locating a unit, the file will be inactivated as of the expiration date. If the household requests to go back on the waiting list, the application date will be entered as the date the voucher expired.

5.2 Helping Families Facing Discrimination

A family that claims that illegal discrimination has prevented them from leasing a unit will be referred to the Fair Housing Project of New Hampshire Legal Assistance and will be directed to fill out the Discrimination Form in their briefing packet and to mail it to HUD. If the person is not a voucher holder from NHHFA, they will be referred to the Fair Housing Project of New Hampshire Legal Assistance and a Discrimination Form will be sent.

5.3 Families Wishing to Move

Families wishing to move, but not required to move, may receive a transfer voucher to "shop for a new unit". The Authority will limit the number of "at will" moves from one apartment to another for Voucher households to one per 12-month period. If a household has good cause for moving, then a request may be submitted to the Supervisor of Rental Assistance for review and approval.

5.4 Continuously Assisted Time Frame

NHHFA will not consider any break in assistance when determining eligibility for receipt of a transfer voucher. It is NHHFA's policy to issue a transfer voucher when payment is stopped for HQS violations and the family has 60 days to locate a new unit. The family may be eligible for extensions in accordance with Section 5.1 and they may be eligible to suspend the voucher in accordance with Section 5.5. Those transferring from project-based assistance to tenant-based assistance will not be allowed to have a gap in assistance and still be considered eligible under the definition of Continuously Assisted under the 1937 Housing Act.

5.5 Suspension of Voucher Term

(a) NHHFA will only accept one Request for Tenancy Approval (RFTA) at a time. When a household submits a Request for Tenancy Approval during the term of the voucher, NHHFA will allow suspension of the voucher as defined in the regulations. Suspension is defined as stopping the clock on the term of a family's voucher, for such period as determined by the Housing Authority, from the time when the family submits a request for Housing Authority approval to lease a unit, until the time when the Housing Authority approves or denies the request.

(b) NHHFA will grant suspensions to allow for repairs that were identified at inspection to allow the leasing of a unit.

(c) There will be a 60-day maximum suspension. If NHHFA is unable to approve the unit within 60 days from the date of suspension, the family must look for another unit. On the 61st day the clock would begin again and the remaining time of the voucher term would be calculated.

(d) If NHHFA denies a unit under suspension, the family will be allowed to continue looking for a unit. The clock will begin on the date of denial and the family will receive additional time equaling the total time of the suspension.

(e) NHHFA will also allow suspensions as reasonable accommodation for a family with a disabled family member to allow the family equal access to housing opportunities.

6. Program Eligibility

6.1 Family Obligations; Denial and Termination of Assistance

(a) A program participant who fails to comply with the requirements outlined below will be found ineligible for program participation. The computer designation for that infraction is IFC or Ineligible for Failure to Comply. NHHFA will not approve a Request for Tenancy Approval for anyone with the IFC designation for 12 months following the determination of ineligibility. If the waiting list length is less than 12 months, the applicant would not be eligible to receive subsidy until the 12 months had elapsed.

Ineligible: Failure to Comply:

24 CFR: 982.551(b)(1)	Family fails to supply any information that the PHA or HUD determines necessary in the administration of the program, including submission of citizenship or eligible immigration status.
982.551(b)(2)	Family fails to supply any information requested the PHA or HUD for use in a regularly scheduled reexamination or interim examination of family income and composition.
982.551(b)(3)	Family failed to disclose and verify social security numbers.
982.551(b)(4)	Family did not supply true and complete information.
982.551(c)	Family caused HQS breach as described in 982.404 (b).
982.551(d)	Family did not allow PHA to inspect the unit at reasonable times and after reasonable notice.
982.551(e) [refer to 6.1(d)]	Family committed serious or repeated violations of the lease.
982.551(f)	Family did not notify the PHA and the owner before they moved out of the unit or terminated the lease on notice to the owner.
982.551(h)(1)	Family did not use the assisted unit as residence and as their only residence.
982.551(h)(2)	Family did not obtain PHA approval for the composition of the assisted family residing in the unit. Family failed to inform the PHA of the birth, adoption or court-awarded custody of a child. Family failed to request PHA approval to add any other family member as an occupant of the unit. Family did not comply with the requirement that no other person may reside in the unit except as allowed in paragraph (h)(4).
982.551(h)(3)	Family failed to notify PHA promptly if any family member no longer resided in the unit.
982.551(h)(6)	Family subleased or let the unit.
982.551(h)(7)	Family assigned the lease or transferred the unit.
982.551(i)	Family did not supply information or certification requested by the PHA to verify that the family is living in the unit or relating to family absence from the unit. Family failed to promptly notify the PHA of absence from the unit.
982.551(j)	Family owned or had interest in the unit.
982.551(k)	Family committed fraud, bribery or other corrupt or criminal acts in connection with the program.

982.551(l)	Members of the household engaged in drug-related criminal activity or violent criminal activity or other criminal activity which threatened the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
982.551(m)	Members of the household abused alcohol in a way that threatened the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
982.551(n)	An assisted family received Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit under a duplicative federal, State or local housing assistance program.
982.552(b)(2) [refer to 6.1(d)]	Family was evicted from housing assisted under the program for serious violation of the lease.
982.552(c)(viii)	Family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.
982.552(c)(x)	Family in the Welfare to Work program willfully and persistently fails to fulfill its obligations under the welfare-to-work voucher program.

(b) A program participant who fails to comply with the requirements outlined below will be found ineligible for program participation. The computer designation for that infraction is IDB or Ineligible/Debarred. NHHFA will not consider a Request for Tenancy Approval for anyone with the IDB designation at anytime in the future unless the default has been corrected.

Ineligible: Debarred

24 CFR: 982.552(b)(3)	Any member of the family failed to sign and submit consent forms for obtaining information in accordance with part 5, subparts B and F. (Social Security and Income/Assets)
982.552(b)(4)	Family did not submit required evidence of citizenship or eligible immigration status.
982.552(c)(iii)	Any member of the family had their voucher assistance terminated by a PHA. (The grounds for termination will be reviewed using NHHFA's Admin Plan to determine final eligibility.)
982.552(c)(iv)	Any member of the family committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
982.552(c)(v)	Family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.
982.552(c)(vi)	Family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
982.552(c)(vii)	Family breaches an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA.
982.552(c)(ix)	Family has engaged in or threatened abusive or violent behavior toward PHA personnel.

(c) Other reasons for denial or termination:

24 CFR: 982.552(c)(xi) [refer to 6.2-6.6]	Family engaged in criminal activity or alcohol abuse as described in 982.553.
982.553(a)(1)(i)	For three years from the date of eviction from federally assisted housing for drug-related criminal activity, applicant will be denied unless they have successfully completed a supervised drug rehabilitation program approved by the PHA; or if the circumstances leading to eviction no longer exist because the criminal household member has died or is imprisoned.
982.553(a)(ii)(A) [refer to 6.3]	The PHA must establish standards for denial if any household member is currently engaged in illegal use of a drug or if the PHA determines that it has reasonable cause to believe that a household member's illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, or if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
982.553(a)(2) [refer to 6.7]	The PHA must establish standards to prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.
982.553(a)(1)(ii) [refer to 6.2-6.5]	The PHA may prohibit admission of a household to the program if the PHA determines that any household member is currently engaged in, or has engaged in during a reasonable time before the admission; drug-related criminal activity, violent criminal activity, other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.

(d) NHHFA will deny admission or terminate assistance to a family who was evicted from housing assisted under the program for a serious violation of the lease. A serious or repeated violation of the lease is defined as follows:

1) A participant who causes total damage, regardless of security deposit, in excess of $1,000 to the unit during their tenancy and does not make arrangements with the owner for payment; or
2) A participant who owes more than three months of their portion to the owner and does not make arrangements with the owner for payment; or
3) A court determines that the tenant has committed serious violations of the lease.

(e) NHHFA will deny admission or terminate assistance for all conditions outlined under 24 CFR 982.552 **except** 982.552 (c)(1)(ii) (if any member of the family has been evicted from federally assisted housing if that eviction happened within five years.)

(f) The Authority will, at its discretion, allow monthly payback agreements for amounts owed to NHHFA and other PHAs. The minimum monthly payment amount must be in accordance with the repayment schedule described in Section 15, and one payment must have been received by the Authority prior to an application being approved

6.2 Drug Related Criminal Activity, Violent Criminal Activity and Other Criminal Activity

Family obligations under the Voucher program prohibit the household and their guests from engaging in any drug-related criminal activity, violent criminal activity or other criminal activity by any household member. Violation of this obligation will result in a termination or denial of rental assistance in accordance with 982.552(c)(1).

6.3 Definition of Drug Related Criminal Activity

Drug-Related Criminal Activity. The illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug (as defined in section 102 of the Controlled Substance Act 21 U.S.C. 802. [CFR Part 5.100]

6.3.1 Use or Possession of a Controlled Substance

Applicants or participants can be denied or terminated for the use or possession of a controlled substance, if such use or possession, as evidenced by arrest, occurred within one year from the date that NHHFA provides notice to deny or terminate. Denial or termination is not allowed if the household member can provide documentation that:

1) The household member has addiction to a controlled substance, has a record of such impairment, or is regarded as having such an impairment; **and**

2) Has entered a drug treatment program to recover from such addiction and does not currently possess or use a controlled substance.

6.3.2 Manufacture or Sale of a Controlled Substance

(a) An applicant or participant will be denied or terminated if the drug related criminal activity included the intent to manufacture, sell or distribute a controlled substance within the past seven years of the notice to deny or terminate.

(b) For applicants, the Authority may, in its sole discretion, waive the prohibition on participation by a person who has participated in a drug related criminal act if there has not been any drug related criminal activity in the three years prior to application for assistance and either of the following two conditions are met:

1) The applicant can demonstrate by a preponderance of the evidence that the drug related criminal act was an isolated incident and there is no pattern of drug related behavior; **or**

2) The applicant is under parole or probation supervision and the relevant parole or probation authority requests that the applicant be provided assistance as a part of that rehabilitation/supervision program.

(c) The Authority will review whether the household's record of drug related criminal behavior

poses a direct threat to other tenants and in considering requests for reasonable accommodation, will consider whether there is a link between the disability and the criminal behavior. If the Authority determines that there is a link between the disability and the criminal behavior, it will look at whether or not the behavior is now under control, by medication or some other method.

(d) A household will be denied admission to the program if any household member was ever convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

6.4 Definition of Other Criminal Activity

Other Criminal Activity is any criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the PHA (including a PHA employee or a PHA contractor, subcontract or agent).

6.5 Definition of Violent Criminal Activity

(a) Violent Criminal Activity is any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage including but not limited to murder, manslaughter, assault and battery, rape, robbery, arson and kidnapping. [CFR Part 5.100].

(b) An applicant or participant will be denied or terminated if NHHFA determines, based on a preponderance of the evidence, that the household member has engaged in a violent criminal act within a seven-year period prior to the notice to deny or terminate regardless of whether the household member has been arrested or convicted for such activity.

(c) For applicants, the Authority may, in its sole discretion, waive the prohibition on participation by a person who has participated in a violent criminal act if there has not been any violent criminal activity in the three years prior to application for assistance and either of the following two conditions is met:

1) The applicant can demonstrate by a preponderance of the evidence that the violent criminal act was an isolated incident and there is no pattern of violent criminal behavior; or

2) The applicant is under parole or probation supervision and the relevant parole or probation authority requests that the applicant be provided assistance as a part of that rehabilitation/supervision program.

The Authority will review whether the applicant’s record of violent behavior poses a direct threat to other tenants and in considering requests for reasonable accommodation will consider whether there is a link between the disability and the violence. If the Authority determines that there is a link between the disability and the violence, it will look at whether or not the behavior is now under control, by medication or some other method.

6.6 Alcohol Abuse

An applicant or participant will be denied or terminated if NHHFA has reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. NHHFA will consider the abuse of alcohol to be a pattern if there are four or more incidents within12 months involving law enforcement involvement to calls for disturbance. NHHFA will consider mitigating circumstances when making decision on this policy. These circumstances will include evidence that the family has participated in and been certified to have completed an alcohol rehabilitation program.

6.7 Sex Offenders

A household will be denied admission if any member of the household is subject to a lifetime registration requirement under the State sex offender registration program. NHHFA will use the sex offender registration available on the Internet to screen for this mandatory prohibition.

6.8 Credible Evidence

All applicants and program participants are required to complete a self-certification on both the Section 8 application and a Personal Declaration Form for information regarding program eligibility. This self-declaration will be used as the primary evidence. Additional evidence as provided by the police and court system will be obtained as necessary.

6.9 Access to Criminal Records and Information

In accordance with 24 CFR Part 5.903, owners of assisted housing may request that the PHA in the jurisdiction of the property obtain criminal conviction records of an adult household member from a law enforcement agency. HUD permits the PHA to charge the owner reasonable fees for making the request on behalf of the owner and taking other actions for the owner. NHHFA's required processing fee is $275.00 which includes reimbursement of any fees charged by the law enforcement agency and related staff and administrative costs.

7. Owner Briefings

(a) An owner handbook is provided to each prospective participant owner, which outlines the Section 8 program and their responsibilities. Included in this information is the role of the owner, NHHFA and the family, as well as lease and contract information, and inspection criteria.

Owner Notices:

1) An owner must notify NHHFA of any changes in the amount of rent to the owner at least 60 days before any changes go into effect.
2) An owner must notify NHHFA of any changes in the lease at least 60 days before any changes go into effect.
3) An owner must notify the tenant in writing at least 30 days in advance of any changes in the rent to owner or changes in the lease in accordance with State law.

(b) NHHFA policy is to provide prospectiveowners with the family's current address, current landlord's name and address and the name and address of previous owners, when requested. No other information regarding the family's tenancy will be disclosed.

(c) Owners may be disqualified from participating in the Section 8 Rental Assistance Program for any of the reasons found in 24 CFR 982.306. For clarification purposes, NHHFA defines 982.306(c)(4):

1) A history of non-compliance with HQS as being a situation where an owner has had more than two contract terminations for failure to comply with Housing Quality Standards within NHHFA's program experience with the owner.
2) An owner can be disqualified if there are two or more incidents of illegal practices, which involve a violation of State, local or Federal law.
3) Participation in any drug-related criminal activity or violent criminal activity.

Appeals of a decision to disqualify an owner should be directed to the Director of Rental Assistance.

(d) Owner Disapproval Appeal Process:

1) If NHHFA denies an owner participation in the Housing Choice Voucher Program the owner must be given notice of the decision in writing.
2) The notice must contain a brief statement of the reasons for the decision and how to request any appeal.
3) An appeal must be requested in writing to the Director of Rental Assistance within 10 calendar days of the denial.

4) The appeal will be conducted by an employee of the Authority or other qualified person designated by NHHFA. The person conducting the appeal will not be the person who made the decision or a subordinate of that person.
5) The owner will have the opportunity to present objections to the decision in the manner prescribed by NHHFA. All objections must be received within14 days from the notice of appeal.

Judgment will be based on:

a. Whether the Authority has correctly followed the 24 CFR pertaining to the situation, specifically 24 CFR 982.306;
b. Whether the Authority followed the Administrative Plan policies in Chapter 7.
    - If the person conducting the appeal finds that the decision was correct, the denial is upheld.
    - If the person conducting the appeal finds that the decision did not did not follow regulation or policy, the denial is reversed and the process for approval may continue.

8. Physical Inspections

The time frame from receipt of the request for tenancy to inspection should be less than 10 working days. Every effort will be made to inspect quickly to allow for full use of the program. The Authority uses the Housing Quality Standards in the Federal regulations (24 CFR 982.401). The National Fire Protection Association Standard (NFPA) for smoke detectors and overall fire protection and safety is used as inspection criteria. The inspections are performed by the Program Monitor using the Inspection Checklist developed by HUD. The report is signed by the inspector and by the tenant whenever possible.

8.1 Reinspection of Units under Contract

(a) The Program Monitor is required to perform an annual physical inspection. Whenever feasible, the program monitor will inform the tenant in writing at least 7-10 calendar days in advance of the inspection.

(b) Program participants will be given three separate opportunities to make arrangements for their unit to be inspected by the Program Monitor. After the second failed attempt at inspection, the program monitor will send the tenant a written warning informing the tenant that they will be given one more opportunity for inspection. After the third unsuccessful attempt, the Monitor will terminate the participant's rental assistance. The only exception to this "three inspection" policy will be for reasons of hospitalization or for reasonable accommodation.

(c) If the Monitor determines that there are fail items that require attention, the owner is sent a Letter of Assurance noting the Fail or Pass with Comment item(s). A copy of the Letter of Assurance is also sent to the tenant. The owner is requested to sign and return the letter to the Monitor. If a unit has failed the inspection, the Monitor requests that the owner bring the particular item into compliance within 30 days of notification. When the program monitor is notified that the fail items have been corrected, a reinspection will be scheduled. If the item or items that fail are considered a “life threatening fail”, such as lack of heat according to N.H. State law or a life threatening situation with the heating system or structural system, whether it be electrical, physical or utilities, the item must be repaired within 24 hours. If the life threatening fail item is not corrected within 24 hours, the monitor will notify the health officer or other town official responsible for health concerns when necessary. If an owner refuses to remedy any failed item or has not accomplished that remedy within 30 days for routine fail items and 24 hours for life threatening fail items, the Monitor must notify both tenant and owner that the Authority will abate the HAP. That means that payment will not be made for any time that the unit is not in compliance with the Housing Quality Standards. If the owner still has not completed the repairs within two weeks of that notice of abatement, the monitor will take steps to terminate the contract. The notice must specify the date of contract cancellation and when HAP payments will be terminated. The Monitor will issue the tenant a Transfer Voucher. Should the owner elect to remedy the fail items after HAP payment termination notification, the HAP will be abated until a reinspection confirms the repairs are complete.

(d) At the inspection the Monitor must determine if the fail item was caused by the tenant. If the fail item or damage beyond normal wear and tear caused a fail item and it is determined that the tenant is responsible, the tenant has the same time constraints as the owner for repairing the item. If it is a "life threatening fail", they must remedy the fail item within 24 hours. If it is a routine fail, they must repair it within 30 days. The repair(s) must be made by the tenant returning the item to its original condition or having the owner repair the item and bill the tenant. Payment arrangements for repairs billed to the tenant are an issue between owner and tenant. However, failure to follow through on the payment agreement would be considered grounds for termination. Furthermore, if the tenant is in a pre-October 95 contract and the owner can file a claim with NHHFA, the tenant would have to reimburse NHHFA for any money paid to the owner. If the tenant does not reimburse NHHFA, their assistance would be terminated. If the tenant fails to remedy the fail item in the prescribed time frame, the Monitor will terminate their assistance with at least a 30-day notice. The tenant is not eligible for a transfer voucher. The tenant may reapply but no request for lease approval will be approved within 12 months from the determination of ineligibility due to failure to comply with the Statement of Family Responsibility.

9. Rent Reasonableness Methodology

(a) NHHFA's Office of Planning and Policy will survey the State, collecting data on unassisted units and will publish the Rent Survey. In addition, the Office of Planning and Policy will also coordinate a survey of a small sample of the state, collecting data on unassisted units consisting of information on location, size, quality, amenities, services, and maintenance. Points will be used to categorize the units and a dollar spread will be assigned to the point spread. Each county and MSA and bedroom size will then be adjusted by the percentage calculated by the Office of Planning and Policy**,** based on the Rent Survey of the entire state. The Monitors will then complete a rent reasonable checklist at inspection, assigning points for the comparison criteria. A rent will be determined reasonable if it falls within the Point/Rent range established by the Office of Planning and Policy. If the rent requested falls within the range, the unit can be approved. If it does not, the owner will have to lower the rent or the unit will be rejected. If the unit is accepted, the monitor will place their completed checklist in the file showing the total points earned and the approved range.

(b) Under the voucher program, the monitor will not automatically disqualify a unit because the Contract Rent exceeds the Payment Standard Schedule. If the tenant is prohibited by regulation from renting a unit whose gross rent exceeds the payment standard, the Program Monitor will inform the tenant or owner of the problem and rent negotiations will take place. The Authority will inform the household if the rent is unreasonable compared to rents being charged for comparable unassisted units and will reject an unreasonable rent.

10. Special Programs

10.1 Shared Housing

Shared housing is a single housing unit occupied by an assisted family and another resident or residents. An assisted family may share a unit with other persons assisted under the housing choice voucher program, or with other unassisted persons. Each household receives a voucher with the smallest number of bedrooms consistent with the occupancy standards. Separate HAP contracts and separate leases are used for those tenants participating in the Shared Housing Program.

10.2 Single Room Occupancy Facilities

A single room occupancy (SRO) unit provides living and sleeping space for the exclusive use of the occupant, but requires the occupant to share sanitary and/or food preparation facilities. An SRO unit may not be occupied by more than one person. Program regulations do not place any limit on the number of units in an SRO facility.

10.3 Congregate Housing

Congregate housing is intended for use by elderly persons or persons with disabilities. A live-in aide may live in the congregate unit. The unit contains a shared central kitchen and dining area and a private living area for the individual household of a least a living room, bedroom and bathroom. Food service for residents must be provided.

10.4 Group Homes

A group home is a state-licensed community residence intended for occupancy by elderly persons and/or persons with disabilities. A live-in aide may live in the group home. The group home consists of a residents' bedrooms, which can be shared by no more than two people, and a living room, kitchen, dining area, bathroom, and other appropriate social, recreational, or community space that may be shared with other residents. No more than 12 persons may reside in a group home. This includes assisted and unassisted residents, and any live-in aides.

10.5 Cooperative Housing

Cooperative housing is owned by a nonprofit corporation or association, where a member of the corporation or association has the right to reside in a particular apartment and to participate in management of the housing.

10.6 Homeownership Program

(a) The Authority shall make available 100 vouchers to be used in the Housing Choice Voucher Homeownership Program. A waiting list will be maintained when the number of participants exceeds the maximum of 100. Interest in the Housing Choice Voucher Homeownership Program will allow a participant to place their name on the waiting list. The participant does not have to be pre-approved for a mortgage or determined eligible for the special program before being eligible for waiting list placement. When funding from HUD is appropriated, the Down

Payment Grant will be offered as a reasonable accommodation.

1) Additional requirements for participation will be as stated in the PHA plan [982.626(b)]
    a. bank account open for a minimum of six months
    b. established credit history as shown by rental history, utility payments, or credit report
    c. proven income stability

2) Maximum time to locate unit will be 180 days [982.629(a)]. Requests for extensions must be made in writing 10 days before the expiration date.

3) If a house is not located, a voucher for rental assistance will be issued. If a homeowner wishes to transfer back to the rental program, following sale of property a transfer voucher will be issued and the transfer will be approved if default did not occur. [982.629(c)]

4) Continued assistance requirements include post-purchase homeownership counseling and certification of continued occupancy at the annual recertification. [982.633 (b)(8)]

5) The allowance for maintenance expenses and for major repairs and replacements will be 5% of the monthly P&I amount for detached homes and 2% for condominium or duplexes which have ongoing condo fees to cover replacement costs. [982.635(d)]

6) Payment will be made to one of the following: to the family, to the lender, or direct deposit to the family's bank to facilitate automatic payment deduction. The decision of which payment option will be used will be based on the type of restrictions placed on the individual loan. [982.635(d)]

7) The number of moves will be restricted to one move per 12-month period with exception requests for "good cause" reviewed when submitted. [982.637(a)(3)]

8) Interruptions in employment will not be considered to break continuity of employment if the break was beyond the employee's control and if there was only one break which lasted for less than 30 days. [982.627(d)(2)]

9) Financing restrictions will include balloon financing and adjustable rate mortgages. [982.632]

10) Affordability requirements will be recommended to be 33% housing debt and 38% total debt ratio. Exceptions will be made if mortgage insurance secures the loan, if the total mortgage package including income, credit, assets and the value of the asset meet the standards for the Single Family mortgage program requirements. [982.632(d)]

(b) Referrals will be accepted from other Public Housing Authorities and will be absorbed into our program.

10.7 Welfare to Work

NHHFA's Welfare to Work program is called Housing to Work and is marketed statewide.

Potential participants are required to be on NHHFA's waiting list before being issued a voucher. Applicants for WtW are required to be on Temporary Assistance for Needy Families (TANF), eligible for TANF or to have received TANF within two years of their being pulled from the waiting list. Applicants are further required to demonstrate that receipt of rental assistance is critical to the family's success to obtain or maintain employment on a Referral Form. NHHFA verifies WtW applicant's critical housing need and required TANF status in determining program eligibility. Participants in the Welfare to Work Voucher Program must sign a Participatory Agreement before being issued a voucher. The Participatory Agreement obligates the head of household to work three months for the first year, six months the second year, and nine months the third year. If the head of household is not working or does not meet the employment requirements he/she must be involved in employment related case management. A program participant who willfully and consistently fails to comply with the requirements outlined in the Participatory Agreement may have their rentalassistance terminated in accordance with CFR 982.552(c)(x). Any requests for reasonable accommodation should be directed to the Supervisor of Rental Assistance. The Participatory Agreement also requires the family to live in New Hampshire for at least 36 months. If there are extenuating circumstances which support the need to move out of state following the first 12 months, the individual must submit a written request with the reasons to the Supervisor of Rental Assistance. If the request is approved but the person moves to a Housing Authority without a Welfare to Work program, they are released from their Participatory Agreement. If the receiving Housing Authority has a Welfare to Work program they can either absorb or bill and provide needed confirmation that the participant is meeting their goals.

NHHFA has entered into Memorandum of Understandings and sub-allocated vouchers to two local PHAs. These PHAs are responsible to determine program eligibility and monitor program compliance according to HUD regulation and as defined in the signed MOU.

10.8 Project Based Assistance

(a) NHHFA provides Section 8 project-based assistance using funds provided by the Section 8 Housing Choice Voucher Program. The tenant based aspects of the certificate and voucher programs do not apply to project-based assistance. Project based assistance is administered in accordance with CFR 983.

(b) Section 232 of the HUD Appropriations Act for Fiscal Year 2001 substantially revised the provisions of the US Housing Act of 1937 that govern the use of tenant-based vouchers for project-based assistance. Based on that information NHHFA offers Project Based Assistance using the initial HUD guidance found in the Federal Register Notice of January 16, 2001 and any applicable parts of the regulation found at 24 CFR 983. One of the major changes between the Project Based Certificate Program and the new Project Based Assistance Program is the provision allowing the tenant to move with a voucher for tenant based assistance after completing the first twelve months with project based assistance, subject to funding availability.

10.9 Family Self Sufficiency Program

(a) NHHFA operates the Family Self-Sufficiency Program (FSS) throughout its jurisdiction. NHHFA was originally awarded an allocation of fifty certificates for use in the Family Self-Sufficiency Program and has consistently offered voluntary FSS slots. NHHFAs FSS program is operated in accordance with the HUD approved Action Plan per CFR 984.201.

11. Special Claims

11.1 Leases prior to October 2, 1995

(a) Any submission of special claims by the owner for unpaid rent, damages or vacancy loss must be complete within 90 days of the tenant vacating the unit. If the owner fails to collect a security deposit, NHHFA's liability for special claims for damages or unpaid rent is reduced by the amount the owner could have collected. If NHHFA personnel are unable to complete a damage inspection within three to five business days, the owner will be permitted to use date stamped photographs to substantiate the claim. If the contract was terminated due to owner breach or the owner was in violation of the contract at the time it was terminated, there will be no entitlement to claims and no inspection will be performed. The owner is considered in breach of the legal contract with NHHFA.

(b) Claims for normal wear and tear, previously existing conditions, routine turnover preparation, cleaning and cyclical interior painting will not be paid. Damages which were caused during tenancy, were repaired and billed to the tenant, but remain unpaid at move-out, can be considered “other items due under the lease” and may be included in the claim.

(c) Unpaid utility bills including water and sewer charges, eviction costs and legal fees may not be deducted from the security deposit amount or allowed as an expense under the claim process.

(d) In the Shared Housing Program, a damage claim to the common space must be prorated based upon the number of occupants each household consists of and the total number of occupants in the unit. Damage to the private spaces will be charged directly to the household which occupied these spaces. Again, the Program Monitor advises both owner and tenant of these procedures and possible consequences to the tenant before submitting the claim form to the Director of Rental Assistance for approval and payment.

11.2 Leases on or after October 2, 1995

There is no special claims process for leases entered into on or after October 2, 1995. If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

12. Housing Assistance Payments

NHHFA makes HAP payments twice a month. The Program Manager and Program Specialist, using the computation sheets as payment requests, prepare the authorizations for HAP payments by making bi-monthly adjustments to the computer record. Payments to owners are not made for initial leases without fully executed contracts. Requests for special payment are paid only after they have been reviewed and approved by the Director of Rental Assistance. Any payment not submitted to the HAP in time to be paid by the first of the month will be paid on the 15th of the month. Once checks have been run through the computer HAP system, a copy of the authorization for HAP is filed in management as a permanent record of payment. The Housing Assistance Payment is deemed received by the owner upon mailing by NHHFA.

12.1 Applicable Payment Standard Adjustments

(a) The Director of Rental Assistance is responsible for reviewing the payment standards for the voucher program and making adjustments as necessary. Adjustments are approved by the Director of Assisted Housing. These reviews will be performed at least annually by geographic area and bedroom size. Each payment standard amount on the schedule is not less than 90% of the published Section 8 Existing fair market rent (in effect when the payment standard is adopted) for the unit size and is not more than 110% of the Fair Market rent or HUD-approved community wide exception rent (in effect when the payment standard amount is adopted) for the unit size.

(b) The Authority has the discretion to make annual affordability adjustments to the payment standards. The report that shows the percentage of income being paid by the tenants will be used for the analysis in making the affordability adjustment. The affordability adjustment may be adopted without consulting the public or the unit of general local government.

13. Reporting Requirements

(a) Interims will be completed when the household composition changes, the household reports a decrease in income of a duration in excess of thirty days, the source of income changes, an additional source of income is received, the household has misrepresented the facts upon which the rent is based, or due to an administrative error on the part of the Authority.

(b) Failure of a household to report any of the above referenced changes of income or household composition, or to secure approval for a change in household composition**,** other than birth or adoption, within five calendar days, will result in the rent being adjusted retroactively, and the participant being billed any overpayment of Housing Assistance Payments amounts. If the failure to report is extreme or repeated, termination from the program will occur for the failure to fulfill household obligations. Our process will be: If the tenant fails to report a change in income the Program Monitor will give a written warning, requiring the signature of the tenant. At the second infraction, the tenant will be terminated from the Program and will be placed on a payback for the amount owed. Extenuating circumstances will be reviewed by the Program Monitor and any request for review of the situation will be forwarded to the Director of Rental Assistance.

(c) Participants who receive Temporary Aid for Needy Families (TANF) will have their income calculated as follows: For those participants with other sources of income in addition to the TANF grant, the actual grant amount will be used to calculate the Total Tenant payment. For those participants who do not have other sources of income, the theoretical grant will be used to calculate the Total Tenant Payment.

14. Special Policies

14.1 Guest Policy

Program participants are permitted visitors to their dwelling unit with owner's permission for a period not to exceed 14 consecutive calendar days and a total of 30 days per year. Program participants will notify NHHFA if guests are expected to stay in the unit for more that 14 consecutive calendar days. If the guest stays over 30 days, the participant would be in violation of the lease and program regulations. At that point the tenant must decide if the guest should go through the approval process to be added as a household member or if they should make other housing arrangements. The owner's approval is necessary to add new members to the lease and new household members must be approved by NHHFA. Participants in violation of this policy shall be subject to program termination.

14.2 Extended Absence Policy

Program participant's absence from a leased unit may not exceed a maximum of 90 consecutive days. Notice should be sent in writing to NHHFA prior to the absence for a period of 30 days or more and absence should not to exceed a total of ninety 90 days per year. Absence due to hospitalization or imprisonment shall have an exception not to exceed a maximum or 180 consecutive days. Housing assistance payments will terminate if the absence is longer than the maximum time permitted. Resumption of Housing Assistance will occur following notification of the tenant's return or based on reports from the owner, neighbors or through letters, phone calls or visits to the unit. Participants in violation of this policy shall be subject to program termination.

14.3 Family Break-up Policy

(a) If a family break up occurs and one party is staying in the assisted unit, the person staying in the unit retains the voucher as a "surviving member." The other party may be eligible for a preference as defined under the Family Break Up Preference. NHHFA will abide by any court determinations of which family members receive the original voucher and the other party would be evaluated to determine if they are eligible for the preference. There must be subsidy available at the time and the individual must have met all lease and program requirements, including fulfilling the 12 month lease requirements.

(b) If both parties leave the unit NHHFA would evaluate income eligibility to determine which party would receive the original voucher and which would be given a preference to receive a new voucher. If both parties are over income for the preference, the original voucher would be awarded as follows:

1) To the individual who retains custody of any minor children, or
2) If the custody arrangement is shared physical custody of 50/50, the family would be requested to obtain a court decision for award of the voucher, or
3) For households who do not have children, the voucher would be awarded to the individual who is elderly or disabled, or
4) If neither party is elderly or disabled, the head of household would receive the voucher.

15. Paybacks

(a) Paybacks will be offered to participants in accordance with CFR 982.552(c)(vii). Participants will not be allowed to have more than one payback currently outstanding. The older debt must be paid in full prior to the offer of a new payback.

(b) Participants who are two months or more delinquent in their payback at the time of request for a transfer will have to pay the payback in full before the Monitor can issue a transfer voucher. Those who are current with their paybacks are eligible for a transfer voucher. After they have moved or transferred to another Housing Authority, they must remain current in their payback or their assistance will be terminated.

(c) The maximum length of time allowed and minimum amount due schedule for repayment is as follows:

Minimum Payment	Payback Range	Maximum Time
$10.00	up to $360.00	3 years
$10.00 - $15.00	$361.00 - $720.00	4 years
$15.00 - $20.00	$721.00 - $1080.00	4 ½ years
$20.00 - $30.00	$108.00 - $1800.00	5 years
$30.00	$1801.00 on up	6 years

(d) Monthly statements will not be sent to participants. At the beginning of the year the participant will be sent an itemized statement outlining the years payments. Once a payback becomes one month behind, the notice of delinquency is sent. If the payback is not brought current by the 20th of the next month, the notice of termination is sent. At that time the payback is two payments delinquent. Assistance will be terminated, the payback is considered in default, and the default will be pursued in small claims court. If the participant chooses to bring the payback current, they are only allowed to do so a maximum of three times per calendar year, in agreement with the NH State law on curing evictions.

(e) NHHFA reserves the right to withhold utility reimbursements for repayment of a payback debt, if appropriate. The Supervisor of Rental Assistance and Director of Rental Assistance will decide if the payment should be withheld and the amount to be withheld.

16. Informal Hearing and Review Procedures

16.1 Informal Review Procedure

(a) If NHHFA denies an applicant assistance or denies the applicant placement on the waiting list, it must give the applicant prompt notice of the decision. The notice must contain a brief statement of the reasons for the decision and must also state that the applicant may request an informal review of the decision and must describe how to obtain the informal review.

(b) The notice must inform applicants wishing to request a review that they should put their request in writing. That request should be sent to the attention of the Director of Rental Assistance, within 10 calendar days of the notification of denial.

(c) The review will be conducted by an employee of the Authority or other qualified person designated by NHHFA. The person conducting the review will not be the person who made or approved the decision under review or a subordinate of this person.

(d) The applicant has the opportunity to present written or oral objections to NHHFA's decision.

(e) NHHFA must notify the applicant of the final decision, within five days after the review, including a brief statement of the reasons for the final decision.

16.2 Informal Hearing Procedure

(a) Each time the Authority takes an action which may adversely affect a tenant's right to housing assistance, the affected household is notified in writing of their right to a hearing. The notice must contain a brief statement of reasons for the decision, state that if the family does not agree with the decision the family may request an informal hearing on the decision and state the deadline for the family to request an informal hearing.

(b) In the cases numbered below (1-3), the family may ask for an explanation of the basis of NHHFA's determination and if the family does not agree with the determination, the family may request an informal hearing on the decision.

1) A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
2) A determination of the appropriate utility allowance (if any) for tenant paid utilities from the NHHFA utility allowance schedule.
3) A determination of the family unit size under NHHFA's subsidy standards.

In the cases numbered below (4-7), the family may request an informal hearing on the decision.

4) A determination that a participant family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the NHHFA subsidy standards, or NHHFA's determination to deny the family's request for an exception from the standards.
5) A determination to terminate assistance for a participant family because of the family's

action or failure to act.

6) A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under NHHFA policy and HUD rules.
7) A determination that an adjustment in tenant payment will not be made because the family is being sanctioned by the Department of Health and Human Services for failure to comply.

(c) The participant has the right to retain counsel or other representation, if desired, at his or her own expense. NHHFA and the participant will have the opportunity to present evidence and may question any witnesses. A participant family has the right to a pre-hearing discovery of NHHFA documents, including records and regulations that are directly related to the hearing. Supervised inspection of all documents will take place in either the Littleton or Bedford NHHFA office. Copies of any documents will be supplied to the family at the family's request. NHHFA has a parallel right to a pre-hearing examination of relevant family documents. Materials to be provided by the participant must be submitted by the date specified. Both parties must produce documents that are directly related to the hearing. Failure by either party to make a document available for pre-hearing discovery prevents the party from relying on it at the hearing. The hearing will be conducted by an employee of the Authority, or other qualified person designated by NHHFA. The person conducting the hearing will not be directly involved in the day-to-day operation of the Authority's Section 8 Program. After the hearing, NHHFA will notify the participant, in writing, of the decision of the hearing official and the grounds for the decision. Requests for a hearing before NHHFA should be sent to the attention of the Program Monitor within 10 calendar days of the notification to the participant regarding the informal hearing procedures.

17. Equal Opportunity Housing Plan

OBJECTIVE I: **Outreach to lower-income families**

Actions to be taken:

The following items are applicable to the Housing Choice Voucher and Moderate Rehabilitation Programs:

(1) Media to be used:

NHHFA utilizes State (Manchester Union Leader) and local newspapers in each region of the state. The advertisement contains an Equal Housing Opportunity statement and follows the Advertising Guidelines for Fair Housing. Advertisements are geared towards attracting families and property owners to participate in the program.

(2) Other suitable means to be used to publicize program:

NHHFA will utilize brochures, posters, outreach to community agencies by personal contact and mailings. Staff members perform special group presentations of the program.

(3) Group or groups less likely to apply, if any:

Households who do not receive any form of public assistance (the working poor), persons with disabilities and illiterate persons.

Persons whose primary language is not English.

(4) Special outreach to groups identified in 3:

NHHFA's outreach efforts include arranging to accept applications and briefing prospective applicants or other service providers (e.g. social security, welfare) about the Existing Programs (see next page). It is also important to obtain visibility by visiting local organizations (e.g. churches, town offices, community centers and specialty groups such as VNA, CAP). The Authority also assists the NH Commission for Human Rights in providing all renters with information pertaining to Federal and State laws concerning discrimination in housing. In doing so, NHHFA is able to provide information to prospective Section 8 applicants as well as non-subsidized renters. This also provides the Authority with an outreach tool for minority tenants. All NHHFA advertising material contains the appropriate Equal Opportunity language.

Outreach to Service Providers

ALPHA
The International Center
NAACP Manchester and Portsmouth office
Families in Transition
Town Welfare offices
Area Agencies
LARC
New Hampshire Legal Assistance
Community Action Programs
Granite State Independent Living Foundation
Social Security Administration
Veteran's Administration
NH Division of Elderly and Adult Services
NH Division of Human Services
American Association of Retired Persons
Security Deposit Loan Fund
Visiting Nurse Associations
State Council on Aging
NH Division of Vocational Rehabilitation
Governor's Commission for the Handicapped
Meals on Wheels
Salvation Army
Red Cross
Mental Health Centers
Libraries
United Way
Family Financial Counseling Service

OBJECTIVE II: Promoting greater housing opportunities for families outside areas of low-income and minority concentration

Actions to be taken:

The following items are applicable to the Housing Choice Voucher and Moderate Rehabilitation Programs:

(1) Media to be used to notify owners about the program(s): (name and type).

NHHFA will utilize newspapers.

(2) Actions to encourage participation by owners of units outside low-income and minority areas (not applicable to Moderate Rehabilitation Programs if targeted to specific neighborhood(s)):

Outreach contact with owners, property managers, Realtors and community groups by

personal visits, mailings, or phone calls. Explanations of the benefits and requirements of the program is provided. Landlords are supplied with information material including a sample Lease and HAP Contract.

(3) Actions to explain program requirements including equal opportunity to owners:

Explanation of the program to the owner by NHHFA staff. The owner is provided with a sample Lease and HAP Contract and an owner briefing handbook, which explains the program.

(4) Information on local, State or Federal Fair Housing laws and the use of Form HUD-903 to be provided as follows:

NHHFA has Federal Fair Housing Posters posted throughout the agency. All Voucher holders are given a Tenant Handbook at the time of briefing, which includes Form HUD-903. A brief explanation of the Fair Housing Laws is included in the text of the Handbook.

These items are applicable only to the Existing Housing Programs.

(5) Information on general locations and characteristics of neighborhoods and on listing, to be provided as follows:

At the time of briefing, Voucher holders will be given listings of apartments made available by owners who wish to participate in the Section 8 program.

(6) Actions to be taken to assist Voucher Holders during housing search, when requested:

Referrals to agencies which may assist families in locating housing. Staff verifies the availability of units and the interest of the prospective landlord. Ongoing referrals of vacant units and counseling of individual families are performed by staff.

(7) Actions taken to promote broadest geographical choice in selection of units by Voucher Holders, if any:

Ongoing outreach as described in #1 and #2.

(8) Geographical areas in which PHA's Vouchers may be used:

Vouchers may be used within the State in any area where NHHFA is not legally barred from entering into contracts. If the household wishes to move to an area within the State or outside of the State in which the housing authority does not have permission to operate under state law, the PHA which has jurisdiction administers either program. Non-resident applicants must use the subsidy within the NHHFA's jurisdiction for the initial twelve months of assistance.

OBJECTIVE III: Ensuring Equal Opportunity to applicants for participation in the PHA's Housing Choice Voucher or Moderate Rehabilitation Program and in the

selection of holders or applicants to be referred to owners of vacant Moderately Rehabilitated units:

Actions to be taken:

(1) System for taking, processing and filing applications; establishing waiting list:

Applications are solicited and received primarily through the mail. The Authority maintains a computerized log of all application requests by date of request. The log indicates the name and address of the interested party. The date the application is received by the Authority is also noted in the log as well as on the application itself. Should multiple applicants have the same application date and preference status, the applications will be placed on the waiting list by date and preference. Multiple applications received on the same date will be sorted by social security number. This ranking order is maintained until the first applicant is offered assistance.

Formal income and expense verifications are not performed at the time of application receipt unless there is a question concerning income or expense which could alter the family's preliminary determination of eligibility. The Rental Housing Assistant determines preliminary eligibility for all applicants, and prepares the applicant's written eligibility notification. The notification includes: Waiting list date of placement and the approximate time of funding availability. If an applicant is determined to be ineligible, the Rental Housing Assistant so notifies them and outlines their appeal procedure. The Waiting List is maintained in the computer by date of application.

(2) Preference or priority categories in order, if any, for issuance of Vouchers and method used for selection of Voucher Holders or applicants to be referred to owners of vacant moderately rehabilitated units:

Federal Preferences have been eliminated.

The Authority will give priority in waiting list placement in accordance with Section 3.4.

OBJECTIVE IV: Provision of services and assistance to families that allege they have encountered discrimination during their housing search.

Actions to be taken:

(1) Services to be provided in finding a unit under the Housing Choice Voucher Program:

During the briefing, Voucher Holders have the housing search process thoroughly explained to them. In addition to the verbal briefing, a Tenant Handbook is sent to them. The Handbook included the following information: Sample of Lease and HAP Contract, Request for Tenancy Approval, Lead Paint Form, List of Participating Landlords, How to find a Suitable unit, Fair Housing Information, Fraud Letter, Informal Hearing Procedures, Housing Quality Standards, Utility Allowance and Assorted Legal Assistance Brochures.

(2) Assistance to be given to Voucher Holders or applicants referred to owners of vacant moderately rehabilitated units in the exercise of their rights under Federal, State and/or local law and name of persons responsible for giving assistance; training of these persons:

The Tenant Handbook informs Voucher Holders of their rights relative to discrimination, and includes Form HUD-903, Housing Discrimination Complaint Form. Also included in the Handbook package are brochures from Legal Aid and Referral (LARC) describing "Your Rights as a Tenant". When staff receives a call from someone with a discrimination complaint, the person is referred to the NH Commission for Human Rights if appropriate, or to an agency best suited to solve their problem.

(3) Assistance offered to participants claiming discrimination during housing search or program participation:

Complainants are referred to New Hampshire Commission for Human Rights, HUD's Office of Fair Housing and Equal Opportunity or New Hampshire Legal Assistance's Fair Housing Project. In addition, staff contacts housing provider directly to attempt to resolve outstanding issues.

OBJECTIVE V: Utilization of a Fair Housing organization or organization serving the handicapped.

The PHA subcontracted with a Fair Housing organization or organization serving the Handicapped in its Existing Housing or Moderate Rehabilitation Program(s).

YES NO X

Name of Organization: NH Commission for Human Rights

Services to be provided by this organization:

a. Referrals

OBJECTIVE VI: Promoting employment opportunity in the PHA's employment practices-Housing Choice Voucher or Moderate Rehabilitation Programs

OBJECTIVE VII: Equal Opportunity for participation in the Moderate Rehabilitation Program of Minority and Section 3 Businesses

(1) Actions to be taken in developing and maintaining lists of local minority and Section 3 businesses:

N/A

OBJECTIVE VIII: Maintenance of well organized, complete records to facilitate HUD's monitoring and review of PHA operations, in particular as they relate to PHA Actions to fulfill the objectives of the PHA's EOHP.

Records are kept in a central file.

18. Conflict of Interest

(a) The requirements for compliance with CFR 982.161: Conflict of Interest are stated in NHHFA's Code of Conduct, found in the Operations Manual, which was adopted by the Board of Directors. In addition, CRF 982.161 requires the following:

1) Neither NHHFA nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during tenure or for one year thereafter:

    a. Any present or former member or officer of NHHFA (except a participant commissioner);

    b. Any employee on NHHFA, or any contractor, subcontractor or agent of NHHFA, who formulates policy or who influences decisions with respect to the programs;

    c. Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or

    d. Any member of the Congress of the United States.

2) Any member of the described in paragraph (a) of this section must disclose their interest or prospective interest to NHHFA and HUD.

3) The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.

(b) Solicitation or acceptance of gifts or gratuities, in excess of a nominal value, by any officer or employee of NHHFA, or any contractor, subcontractor or agent of NHHFA is prohibited. Specific guidelines are listed in the NHHFA Code of Conduct under Section H. Disciplinary remedies for violation of the code of conduct are listed in the Operations Manual.

Index

Adding household member.....14
Applicable Payment Standard Adjustments.....33
Child custody.....13
Conflict of Interest.....45
Congregate Housing.....29
Cooperative Housing.....29
Definitions..... 4
Equal Opportunity Housing Plan.....39
Extended Absence Policy.....35
Family Break up.....35
Family Self Sufficiency Program.....31
Foster children.....13
Group Homes.....29
Guest Policy.....35
Helping Families Facing Discrimination..... 16
Homeownership.....29
Housing Assistance Payments.....33
Informal Hearing Procedures.....37
Informal Review Procedure.....37
Inspections.....26
Interims.....34
Live-in Aide.....14
Marketing Process 12
Minimum rent.....14
Owner Briefings.....24
Paybacks.....36
Payment Standard Adjustments.....33
Physical Inspections.....26
Preferences.....10
Project Based Assistance.....31
Program Eligibility.....18
Program Objectives..... 7
Real Estate.....13
Rent Reasonableness.....28
Reporting changes.....34
Shared Housing.....29
Single Room Occupancy.....29
Single/Pregnant Women.....13
Special Claims.....32
Subsidy Issuance and Briefings.....16
Subsidy Standards..... 9
Suspension of Voucher Term.....17
Waiting List..... 8
Welfare to Work (Housing to Work).....30