

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: NH Housing

PHA Number: NH901

PHA Fiscal Year Beginning: (mm/yyyy) 07/2005

PHA Programs Administered:

Public Housing and Section 8

Section 8 Only

Public Housing Only

Number of public housing units:

Number of S8 units: 3222

Number of public housing units:

Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below) Satellite office in Littleton, NH

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

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

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here) To creatively promote, finance and support affordable housing opportunities and related services for the benefit of New Hampshire families and individuals through the efficient utilization of resources and the building of effective partnerships, thereby contributing to the economic and social development of the State and its communities.

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:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score) Obtain maximum score
 - Increase customer satisfaction:
 - 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:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- 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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - 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:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Continue the administration of the Project Based Voucher Program.

Streamlined Annual PHA Plan PHA Fiscal Year 2005 [24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 20__ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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 PHA’s Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	7918		300
Extremely low income <=30% AMI	6175	77%	
Very low income (>30% but <=50% AMI)	1514	19%	
Low income (>50% but <80% AMI)	229	2%	
Families with children	5018	63%	
Elderly families	1610	20%	
Families with Disabilities	1459	18%	
Race/ethnicity	Black	1%	
Race/ethnicity	White	97%	
Race/ethnicity	Hispanic	2%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (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
- 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
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- 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

- 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

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table 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 2005 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	\$22,837,860	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

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. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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
- Over-housed
- Under-housed
- 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: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

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

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):
- 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 No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (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
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
Project Based Vouchers
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)
Satellite office in Littleton, by mail and through our website.

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?
- If yes, state circumstances below:
We use a 60-day 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 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. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Terminal Illness, ACCESS Program, 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
- Other preference(s) (list below)
 - 1 Project Based Voucher Movers if no funds available at time of move.
 - 2 Terminal Illness, ACCESS Program, Transitional Housing, Family Break Up, Income Targeting
 - 3 Homeless

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

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

5. If the PHA 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)

- 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)

- The Section 8 Administrative Plan
- 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?

- Through published notices
- Other (list below)
 - Human Service/Community Organizations
 - Town Welfare
 - NH Legal Assistance

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))
- 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% of 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

a. 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 below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- 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)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
Available budget authority

(2) Minimum Rent

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

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

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

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.

- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
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

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

- d. Yes No: 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:

- e. Yes No: 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:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (1) Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? 150

b. PHA established eligibility criteria

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

If yes, list criteria below:

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.

c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.

b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).

d. Demonstrating that it has other relevant experience (list experience below).

29 years of experience in first-time homeowners program.

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.

NHHFA met the goals established in its 5-Year Plan as evidenced by the implementation of the Project Based Voucher Program and the Homeownership Program. No new vouchers were available, therefore, we were unable to increase the availability of subsidies as mentioned in the plan.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

a. Substantial Deviation from the 5-Year Plan

a. Significant Amendment or Modification to the Annual Plan

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.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

a. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment

The term of appointment is (include the date term expires):

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

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)

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)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain): New Hampshire Housing meets the exemption criteria.

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (provide name here)

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

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

b. 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 any available vouchers
- Administering Project Based Vouchers
- Implementation of the Section 8 Homeownership Program.

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
✓	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
✓	Fair Housing Documentation Supporting Fair Housing Certifications: 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
✓	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> 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. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> 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
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
✓	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
✓	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance	Annual Plan: Capital

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	and Evaluation Report for any active grant year.	Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program (Section 10.6 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
✓	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP 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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

Resident Advisory Board Comments

In an effort to ensure feedback on several key issues, the following survey was used with the Resident Advisory Board Members.

Resident Advisory Board Survey

1. Preferences

- a. Keep the current preferences as listed in the Administrative Plan.
- b. Eliminate the homeless preference.
- c. Eliminate all preferences currently listed and institute a working preference (HUD's definition of working preference includes elderly and disabled)
- d. Other _____

2. Subsidy Standards

- a. Allow higher bedroom subsidy only with a request for reasonable accommodation.
- b. Allow higher bedroom subsidy for reasons for other than reasonable accommodation.

3. Minimum Rent

- a. Have a minimum rent of \$0.
- b. Have a minimum rent of \$25.
- c. Have a minimum rent of \$50.
- d. Other _____

4. When HUD does not provide enough money to support the program, terminate assistance for

- a. The highest cost people (those with the highest rent and lowest income.)
- b. The highest income people (would require more people to be terminated.)
- c. Last in, first out.
- d. Ask for volunteers.
- e. Other _____

5. Denials and Terminations

- a. For drug use and possession:
 - i. How many years should they be ineligible? 1, 2, 3, 7, forever, other
- b. For drug sale, manufacture or distribution:
 - i. How many years should they be ineligible? 1, 2, 3, 7, forever, other
- c. For violent criminal activity:
 - i. How many years should they be ineligible? 1, 2, 3, 7, forever, other
- d. For serious violations of the lease:
 - i. How many years should they be ineligible? 1, 2, 3, 7, forever, other
- e. For damaging the unit:
 - i. How many years should they be ineligible? 1, 2, 3, 7, forever, other
- f. For failing to report income or household composition changes: How many years should they be ineligible? 1, 2, 3, 7, forever, other

6. I would like to make the following comments regarding the proposed PHA plan for NH Housing:

7. I would like to make the following recommendations to NH Housing:

Survey Results:

1. **Preferences:** An overwhelming majority felt that NH Housing should keep the current preferences. We discussed the possibility of a working preference, which includes elderly and people with disabilities, however, most residents felt that the current structure is achieving the desired results. **At the present time NH Housing has decided to keep the preferences as currently outlined.**
2. **Subsidy Standards:** A clear majority felt that a higher bedroom subsidy should be based solely on need for reasonable accommodation rather than general circumstances. **NH Housing agrees amended the Administrative Plan accordingly.**
3. **Minimum rent:** Most people feel that a minimum rent of \$50 is acceptable, but several felt that it should not be higher than \$25 because people with such little income cannot pay the \$50. **Amount will remain \$50.**
4. **Termination of assistance for insufficient subsidy:** Answers regarding which clients to terminate if insufficient money is provided were evenly split among all the choices. One person suggested the highest cost people, another last in, first out and two suggested asking for volunteers. One person wrote a comment saying that we should lobby Congress about the issue and another said that there is no humane way to do this and it is individualized and would need to be based on a family's need, income, health, and age. One person felt that we should not terminate anyone, instead we should decrease the subsidy to all, causing the tenant to pay more so that we can continue to subsidize everyone. **NH Housing also feels there is no good choice for this situation but will remain with the last in, first out choice.**
5. **Denials and Terminations:** Denials for drugs and violent crimes, as well as damage to the unit and unreported income, generated many opinions. Several participants felt that any violation of that nature should make the client ineligible forever. The remaining participants felt that people should be ineligible from 1 to 7 years for the various offenses.
 - a. Drug use : 1, 2, 3, and 7 years
 - b. Drug sale: 3 and 7 years
 - c. Violent Act: 2 and 7 years
 - d. Lease violations 1, 2, 3, and 7 years
 - e. Damage to unit: 1, 3, 7 years and 1 person felt until they pay owner back.
 - f. Unreported income: 1, 2, and 7 years

NH Housing finds that the opinions regarding denials and terminations consistently encourage strict guidelines so we will remain with our current limitations.

6. & 7. Participants Comments and Recommendations	NH Housing's Response
<p>1. It was suggested that, " NH Housing should have a staff person who would work with the NH Department of Employment Security to assist Section 8 voucher holders to actively locate employment. This staff person would spend 1 day per week in Concord, NH with the headquarters of the DES and the rest of the week at the 8 DES branches throughout the state, such as ½ day in Portsmouth, ½ day in Somersworth. At present these DES branches have representatives from TANF and other social service agencies at these locations."</p>	<p>NH Housing agrees that there is value in helping clients to increase their employment options. With Federal budget cuts it is not possible to staff the employment offices in addition to our main office. The Housing Choice Voucher Program is performance based and therefore, it is imperative that sufficient staff time is devoted to regulation compliance. Currently NH Housing administers the Family Self Sufficiency Program, which has increasing employment as one of its goals. The options in that program, such as on-line learning and computer leasing have been made available to all clients, in an effort to increase employment success and decrease subsidy spent.</p>
<p>2. "Illegal aliens should not be allowed on the program."</p>	<p>The current Federal Regulation controls the subsidy to illegal aliens by requiring the establishing of eligible immigration status and subsidy prorating for mixed families.</p>
<p>3. "You should eliminate from the program people who do not report truthfully about income."</p>	<p>The regulations give guidelines for terminations for not giving truthful information and NH Housing follows them.</p>
<p>4. "All getting help who can help themselves should be told their limitations and should work, being informed of how much they can make and not lose any help."</p>	<p>The regulations specify the formula used to calculate subsidy and most clients understand that they will pay at least 30% of their adjusted income and more if their rent and utilities are higher than the payment standard. It is a good reminder that the Program Monitors should make that information clear to all participants and we will follow through on that with staff.</p>
<p>5. "Promptly enforce existing rules to allow most needy to get help."</p>	<p>NH Housing seeks to promptly enforce the existing rules. It may seem to onlookers that violations are being ignored but the process may be taking place behind the scenes and we cannot divulge confidential information.</p>

<p>6. "Make a personal visit to the last known address for people who do not respond. If someone does not notify of change of address, they should be terminated."</p>	<p>NH Housing's procedure of terminating an applicant if they do not respond to three mailings seems to allow sufficient opportunity for people to respond but also does not maintain them on the list when they have not given us a change of address. We do not have sufficient staff to personally visit homes of applicants who have moved without giving us a forwarding address.</p>
<p>7. "Checking accounts are counted as if the money is there when you may have written out checks."</p>	<p>HUD requires that NH Housing count interest earned in checking and savings accounts. The six-month average balance for checking accounts is noted and the interest actually earned is used to calculate the participant's portion of the rent if the balance is under \$5,000. For savings accounts the actual balance is noted and again the actual interest earned is used to calculate the participant's portion of the rent. If the amount is over \$5000 it will be the greater of what is actually earned or the passbook savings rate set by HUD that is used as income. Therefore, given both those situations the amount in the checking account will not adversely affect the participant's portion of the rent.</p>
<p>8. "Each and every prospective Section 8 applicant, young and old should be put through a police and FBI check?"</p>	<p>Although NH Housing shares your concern about this aspect of screening we have determined that given the limited funding and staffing constraints it is not feasible to add this to the screening process at this time.</p>
<p>9. "I strongly do not believe the waiting list for Section 8 should be closed, no matter how long it is."</p>	<p>This is an issue that continues to generate sharply opposing opinions. NH Housing has evaluated the situation, including what is involved in closing and then re-opening the list, in addition to the positive results of keeping it open, even when it is so large, and has concluded there is more value in keeping the list open at this time. It gives the opportunity for information and referral to very needy individuals and helps us assess the level of housing need.</p>



New Hampshire Housing
Bringing You Home

New Hampshire Housing Finance Authority
Housing Choice Voucher Administrative Plan

Revised February 2005

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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.

Reasonable Accommodation. A reasonable accommodation is the granting of changes in our practices, policies or services for persons with disabilities (as defined under 24 CFR 5.403) to allow full use of their housing opportunities.

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 Housing Choice Voucher 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 reasonable accommodation requests when making decisions on a need for a different size unit. Requests for such consideration will be forwarded to the Supervisor of Rental Assistance.

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	<i>Not issued</i>	<i>Not issued</i>	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

Preferences will be weighted in the following order:

1. Project-Based Voucher holders (Section 10.8 b and 3.6)
2. Tenants whose rental assistance was terminated due to insufficient funds (Section 19)
3. The following will have equal weight: Terminally Ill, ACCESS, Transitional Housing, Family Break Up and Income Targeting
4. Homeless/At Risk

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 other qualified household member must have met all lease and program requirements, including having lived in the unit for 12 months before requesting the preference.

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.

3.4.8 Project Based Vouchers

If funding is not available when a Project Based Voucher resident wishes to exercise the move option after one year at the property, the participant will be given a preference that is weighted above all others. The next available voucher must be given to that participant.

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.

(g) Birth certificates will be obtained from applicants and participants to correctly identify eligibility for deductions and allowances. Acceptable alternative documents will be a valid driver's license, a valid passport, verification from the DHHS office which is based on copies of the birth certificates that are on file, copy of the TASS report, or a copy of the Social Security benefit award notice.

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 \$50. The minimum rent is a minimum total tenant payment. Exemptions will be granted if a determination is made that the family is unable to pay the amount due to financial hardship. Financial hardship includes circumstances in which families:

- (a) Have lost eligibility or are awaiting an eligibility determination for a federal, state or local assistance program, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
- (b) Would be evicted as a result of imposing the minimum rent requirement as evidenced by an eviction notice or demand for rent;
- (c) Experience income decreases because of changed circumstances including the loss of employment; or
- (d) Have a death in the family.

If a family requests a hardship exception, NHHFA will suspend the minimum rent charge and adjust the HAP payment effective on the first of the month following the change in the family's circumstances. Documentation of the hardship will be requested and a determination of whether the hardship is temporary or long term will be made.

If the hardship is determined to be temporary, the minimum rent is suspended for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent is reinstated retroactively to the date of suspension. NHHFA will offer to execute a reasonable repayment agreement to cover the minimum rent charges accumulated during the suspension period. Hardship determinations are subject to NHHFA's informal hearing process.

If the hardship is determined to be long-term, the family is exempted from the minimum rent from the date the suspension was originally granted until such time as a hardship no longer exists.

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 committed a serious violation of the lease 982.551 (e) or was evicted from housing assisted under the program for a serious violation of the lease 982.552 (b)(2). 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 within 12 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 Housing Choice Voucher 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 prospective owners 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) Non-compliance with Housing Quality Standards where an owner has had a contract termination for failure to comply with HQS and the finding is determined to be of a serious nature.
- 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 within 14 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.
 - o If the person conducting the appeal finds that the decision was correct, the denial is upheld.
 - o If the person conducting the appeal finds that the decision 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. The Program Monitor will evaluate whether a schedule of repairs can be accepted for the fail items. If so, the monitor follows up with the supervisor if repairs have not been completed after 30 days. Payment should not continue beyond 90 days after receipt of a schedule of repairs. If the owner still has not completed the repairs within two weeks of the notice of abatement, and those fails are of a serious nature, the Program Monitor prepares a termination letter for signature by the Director of Rental Assistance. 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. The Program Monitor can request that the owner supply rent comparability information if determined to be needed for a particular area.

(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 150 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 150. 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. The program is no longer being marketed and is being phased out by HUD. As New Hampshire Housing phases out the program no new applicants are being added to the program, however, participants who signed a participatory agreement are being followed through the end of its term. Potential participants were required to be on NHHFA's waiting list before being issued a voucher. Applicants for WtW were 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 were further required to demonstrate that receipt of rental assistance was critical to the family's success to obtain or maintain employment on a Referral Form. Participants in the Welfare to Work Voucher Program signed a Participatory Agreement before being issued a voucher. The Participatory Agreement obligated 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 rental assistance 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 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.

If a voucher is not immediately available, the tenant will be given a priority to receive the next available opportunity for voucher.

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. Our process for handling errors and omissions and fraud and abuse will be: If the tenant fails to report a change in income, in addition to the payback mentioned above the Program Monitor will give a written warning, requiring the signature of the tenant. This will be done for errors and omissions in reporting income, asset and household composition. At the second infraction, the tenant will be terminated from the Program in addition to being placed on a payback for the amount owed. At any time, if the infraction is determined to be intentional, steps will be taken to terminate assistance even without a previous warning. 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 than 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 of 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 other qualified household member must have met all lease and program requirements, including having lived in the unit for 12 months before requesting the preference.

(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.
 - 4) A determination of minimum total tenant payment.

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

- 5) 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.

- 6) A determination to terminate assistance for a participant family because of the family's action or failure to act.
- 7) 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.
- 8) 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

- (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.

19. Termination of Housing Assistance Payments Contract

The Housing Assistance Payments Contract states that “The PHA may terminate the HAP Contract if the PHA determines, in accordance with HUD requirements, that available program funding is not sufficient to support continued assistance for families in the program

In the event of a funding shortfall the Authority shall terminate assistance to those families who were most recently admitted to the program (last in-first out). The following participants will be exempted from this policy:

- Project-based voucher participants
- Homeownership voucher participants
- ACCESS participants receiving assistance under the HUD Nursing Home Transition program

Tenants who have been affected by this action will have their name placed back on the waiting list with a preference for “terminated for funding shortfall” (Section 3.4).

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