

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

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# PHA Plans

5 Year Plan for Fiscal Years 2007 - 2011

Annual Plan for Fiscal Year 2007

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

## PHA Plan Agency Identification

**PHA Name:** Manchester Housing and Redevelopment Authority      **HA Number:** NH01

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/01/2007

**PHA Programs Administered:**

**Public Housing and Section 8**     **Section 8 Only**       **Public Housing Only**  
 Number of public housing units: 1,169    Number of S8 units:      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 (including attachments) are available for public inspection at: (select all that apply)

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

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)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2007 - 2011**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is: (state mission here)  
The mission of the Manchester Housing and Redevelopment Authority is to provide and sustain affordable, secure, quality living environments for low income families and individuals; to provide personal and economic enrichment and independence opportunities for residents; to act as a catalyst and community partner in developing new low income affordable housing opportunities; and to engage in community revitalization initiatives to improve neighborhoods, promote economic development, increase employment opportunities and broaden the local tax base.

**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) 100  
 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)

**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)**

**Annual PHA Plan**  
**PHA Fiscal Year 2007**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- Standard Plan**
- Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Manchester Housing and Redevelopment Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. Activities of the Authority are planned and implemented in accordance with the Authority's mission statement.

The following goals have been adopted:

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

This annual plan is based on accomplishment of goals and objectives that will further achievement of our mission. The plans, statements, budget summary, policies, etc. set forth in this annual plan lead toward the accomplishment of our stated goals. Taken as a whole, they outline a comprehensive approach to achievement of the goals and are consistent with the City of Manchester's Consolidated Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

## Table of Contents

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### Annual Plan

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- ii. Table of Contents
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  - 10. Conversions of Public Housing
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  - 15. Civil Rights Certifications (included with PHA Plan Certifications)
  - 16. Audit
  - 17. Asset Management
  - 18. Other Information

### Attachments

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

#### Required Attachments:

- A Admissions Policy for Deconcentration
- B FY 2005 Capital Fund Program Annual Statement
- C Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- D List of Resident Advisory Board Members
- E List of Resident Board Member
- F Community Service Description of Implementation
- G Information on Pet Policy
- H Section 8 Homeownership Capacity Statement, if applicable
- I Description of Homeownership Programs, if applicable

#### Optional Attachments:

- J PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	4,828	4	5	2	N/A	3	N/A
Income >30% but <=50% of AMI	4,083	4	5	2	N/A	2	N/A
Income >50% but <80% of AMI	6,424	2	5	2	N/A	N/A	N/A
Elderly	4,602	4	5	2		N/A	N/A
Families with Disabilities	5,170	4	5	2	4	N/A	N/A
Black	588	3	5	2	N/A	N/A	N/A
Hispanic	1,109	3	5	2	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: FY 2005 - 2010
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
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	6,143		
Extremely low income <=30% AMI	5,167	84%	
Very low income (>30% but <=50% AMI)	976	16%	
Low income (>50% but <80% AMI)			
Families with children	3,849	63%	
Elderly families	2,294	37%	
Families with Disabilities	161	2%	
White	4,399	72%	
Black	615	10%	
Hispanic	1,026	17%	

<b>Housing Needs of Families on the Waiting List</b>			
Amer. Indian/Native	26	.42%	
Asian	57	.93%	
Native Hawaiian	20	.33%	
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>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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	3,097		
Extremely low income <=30% AMI	2,712	88%	
Very low income (>30% but <=50% AMI)	339	11%	
Low income (>50% but <80% AMI)	46	1.48%	
Families with	2,042	66%	

Housing Needs of Families on the Waiting List			
children			
Elderly families	1,055	34%	
Families with Disabilities	419	14%	
White	2,208	72%	
Black	321	10%	
Hispanic	522	17%	
Amer. Indian/Native	11	.36%	
Asian	26	.84%	
Native Hawaiian	9	.29%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1,089	35%	
2 BR	1,500	48%	
3 BR	407	13%	
4 BR	85	3%	
5 BR	16	.52%	
5+ BR	N/A	N/A	
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			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line

- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- 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 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	2,902,725	
b) Public Housing Capital Fund	1,597,268	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	13,397,279	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	60,000	Public Housing Youth
i) HOME	680,000	Other
Other Federal Grants (list below)		
CHSP	222,465	Congregate Services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	888,147	Capital Fund
<b>3. Public Housing Dwelling Rental Income</b>	4,226,112	Public Housing Operations
<b>4. Other income (list below)</b>		
Investments	162,450	PH Operations
Other	70,764	PH Operations
<b>4. Non-federal sources (list below)</b>		
State of New Hampshire	486,352	Supportive Services
Client Fees	168,000	Supportive Services
Hillsborough County	36,500	Supportive Services
<b>Total resources</b>	24,892,062	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

**(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number) Within first 25 of top of the list
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:  
 Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)

- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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.

1 Date and Time

Former Federal preferences:

- 2 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
- 3  Veterans and veterans' families
- 4  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)
- 6  Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 5  Other preference(s) (list below) non subsidized

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) Applicant Handbook

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- 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 landlord information (name, address, phone)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

If tenant can demonstrate that they have actively searched for a unit and were unable to locate one; and as a reasonable accommodation.

**(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) non subsidized

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.

1 Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing
- 3 Homelessness  
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 4 Veterans and veterans’ families
- 5 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)
- 7 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 6 Other preference(s) (list below) non subsidized

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) mailings to applicants/residents

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:  
Flat rents
- 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)
- 95<sup>th</sup> 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) Any time there is a change in household composition or income.

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

**(2) Flat Rents**

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

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

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but 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) To increase housing options by maintaining positive MHRA/Landlord relationships

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) Area rent survey; Inspection point system

## **(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) With appropriate documentation of hardship: (a) Temporary suspension of minimum rent schedule for up to 90 days with retroactive payback agreement or (b) permanent suspension.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1,165	190
Section 8 Vouchers	1,589	240
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	23	12
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Substantial Rehab	48	0
Other Federal Programs(list individually)	N/A	N/A

### C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
  - Admissions and Continued Occupancy Policy
  - Maintenance Policy
  - Pest Control Policy

- (2) Section 8 Management: (list below)
  - Housing Choice Voucher Administrative Plan

### 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

#### A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

#### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
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: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

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

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

See “Application for Housing Choice Voucher Homeownership Program Option” form attached.

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### A. PHA Coordination with the Welfare (TANF) Agency

#### 1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self-Sufficiency Program</i>	<i>30</i>	<i>Waiting list</i>	<i>PHA main office</i>	<i>Section 8</i>

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	18	24 as of 17/05/07

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below) on-site presence of Manchester Police Department Community Policing Officers

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

NH 1-1 Elmwood Gardens; NH 1-2 Kelley Falls

**C. Coordination between PHA and the police**

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

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

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

NH 1-1, Elmwood Gardens; NH 1-2, Kelley Falls

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:  
Residents should not be charged lock out fees during fire drills; new residents are unfamiliar with laundry rooms; residents should be more concerned about building security; Gallen highrise needs to have floors cleaned; MHRA's Section 8 Housing Choice Voucher staff are excellent.
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

### **3. Description of Resident Election Process**

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

### **D. Other Information Required by HUD**

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

## **Attachments**

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Manchester Housing and Redevelopment Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NH36P00150107 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2007
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	294,534			
3	1408 Management Improvements	126,500			
4	1410 Administration	148,858			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	238,206			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	555,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	108,500			
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	127,670			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,597,268			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH 1-1 Elmwood Gardens	A & E Services	1430.1		6,000				
	Replacement of Boilers	1460		200,000				
	Exterior Wood Trim	1460		155,000				
NH 1-5 O'Malley	Window Air Conditioner Sleeves	1460		50,000				
NH 1-14 Burns	Skylight Replacement	1460		30,000				
NH 1-15 Gallen	Replace Glass Roof Assembly	1460		20,000				
HA-Wide	A & E Services Exterior Masonry Repairs	1430.1		10,000				
	Exterior Masonry Repairs	1460		100,000				
HA-Wide Management Improvements	Computer System Software & Support	1408		58,000				
	Staff Professional Development Training	1408		40,000				
	Resident Initiatives and Training	1408		2,000				
	Newsletters/Operations Guides	1408		25,000				
	Archive Document Storage	1408		1,500				
Administration	Non-Technical PHA Staff Salaries	1410.1		96,572				
	Non-Technical PHA Staff Benefits	1410.9		48,286				
	Legal Counsel Contract & Bid Reviews	1410.4		2,000				
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		222,206				
Non-Dwelling Equipment	Office Equipment & Furniture Replacement	1475.1		48,500				
	Computer System Enhancement	1475.4		60,000				

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations	Operations Account	1406		294,534				
Contingency	Contingency Account	1502		127,670				

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program No: NH36P00150107 Replacement Housing Factor No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH 1-4 Scattered Sites	9/30/2009			9/30/2011			
HA – Wide Management Improvements	9/30/2009			9/30/2011			
Administration	9/30/2009			9/30/2011			
Fees and Costs	9/30/2009			9/30/2011			
Non-Dwelling Structures	9/30/2009			9/30/2011			
Non-Dwelling Equipment	9/30/2009			9/30/2011			

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 2			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2011
NH 1-1/Elmwood	See Annual Statement	\$ 275,000	\$ 300,000	\$ 275,000	
NH 1-4/Scattered Sites			\$ 412,000	\$ 414,000	\$ 639,000
NH 1-8/Pariseau		\$ 400,000			\$ 55,000
HA – Wide		\$ 922,268	\$ 885,268	\$ 908,268	\$ 903,268
CFP Funds Listed for 5-year planning		\$ 1,597,268	\$ 1,597,268	\$ 1,597,268	\$ 1,597,268
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2008 PHA FY: 2008			Activities for Year: <u>3</u> FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Elmwood Gardens/ NH 1-1	Replacement of Boilers	275,000	Elmwood Gardens/ NH 1-1	Replacement of Boilers	300,000
	Pariseau / NH 1-8	Fire Suppression System	400,000	Scattered Sites / NH 1-4	Exterior Building Rehabilitation	352,000
					Site Rehabilitation	60,000
					Subtotal	412,000
	HA – Wide	Operations	294,534	HA - Wide	Operations	294,534
		Management Improvements ~Computer System ~Staff Training ~Program Reviews ~Newsletters/Guides ~Archive Storage	126,500		Management Improvements ~Computer System ~Staff Training ~Program Reviews ~Newsletters/Guides ~Archive Storage	126,500
		Administration ~Staff Salaries & Benefits ~Legal Costs for Contracts	159,726		Administration ~Staff Salaries & Benefits ~Legal Costs for Contracts	159,726
		Fees and Costs ~A & E Services, Testing, etc. ~Project Inspector Salaries	250,008		Fees and Costs ~A & E Services, Testing, etc. ~Project Inspector Salaries	238,008
		Non-Dwelling Equipment ~Computer System Hardware ~Office Equipment/ Furniture	91,500		Non-Dwelling Equipment ~Computer System Hardware ~Office Equipment / Furniture	66,500
		Subtotal	922,268		Subtotal	885,268
	<b>Total CFP Estimated Cost</b>		<b>\$ 1,597,268</b>			<b>\$ 1,597,268</b>

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

Activities for Year : <u>4</u> FFY Grant: 2010 PHA FY: 2010			Activities for Year: <u>5</u> FFY Grant: 2011 PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Elmwood Gardens/ NH 1-1	Replacement of Boilers	275,000			
Scattered Sites / NH 1-4	Exterior Building Rehabilitation	324,000	Scattered Sites / NH 1-4	Exterior Building Rehabilitation	579,000
	Site Rehabilitation	90,000		Site Rehabilitation	60,000
	Subtotal	414,000		Subtotal	639,000
			Pariseau / NH 1-8	Roofing Replacement	55,000
HA – Wide	Operations	294,534	HA – Wide	Operations	294,534
	Management Improvements ~Computer System ~Staff Training ~Program Reviews ~Newsletters/Guides ~Archive Storage	141,500		Management Improvements ~Computer System ~Staff Training ~Program Reviews ~Newsletters/Guides ~Archive Storage	128,000
	Administration ~Staff Salaries & Benefits	159,726		Administration ~Staff Salaries & Benefits	159,726
	Fees and Costs ~Project Inspector Salaries	246,008		Fees and Costs ~Project Inspector Salaries	254,508
	Non-Dwelling Equipment ~Computer System Hardware ~Office Equipment / Furniture	66,500		Non-Dwelling Equipment ~Computer System Hardware ~Office Equipment / Furniture	66,500
	Subtotal	908,268		Subtotal	903,268
<b>Total CFP Estimated Cost</b>		\$ 1,597,268			\$ 1,597,268

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

<b>PHA Name:</b> Manchester Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NH36P00150104 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2004
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: 03/31/07  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	337,378	337,378	337,378	337,378
3	1408 Management Improvements	180,000	180,000	151,628	125,973
4	1410 Administration	168,689	166,497	166,497	166,497
5	1411 Audit	0	0		
6	1415 Liquidated Damages	0	0		
7	1430 Fees and Costs	322,000	346,552	343,832	286,815
8	1440 Site Acquisition	0	0		
9	1450 Site Improvement	55,000	0		
10	1460 Dwelling Structures	390,000	536,466	512,487	278,706
11	1465.1 Dwelling Equipment—Nonexpendable	0	0		
12	1470 Nondwelling Structures	0	0		
13	1475 Nondwelling Equipment	120,000	120,000	175,071	151,750
14	1485 Demolition	0	0		
15	1490 Replacement Reserve	0	0		
16	1492 Moving to Work Demonstration	0	0		
17	1495.1 Relocation Costs	1,800	0		
18	1499 Development Activities	0	0		
19	1501 Collateralization or Debt Service	0	0		
20	1502 Contingency	112,026	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,686,893	1,686,893	1,686,893	1,347,119
22	Amount of line 21 Related to LBP Activities	0	0		
23	Amount of line 21 Related to Section 504 compliance	0	0		
24	Amount of line 21 Related to Security – Soft Costs	0	0		
25	Amount of Line 21 Related to Security – Hard Costs	0	0		
26	Amount of line 21 Related to Energy Conservation Measures	0	0		

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH 1-4 Scattered Sites	A & E Services for Rehabilitation	1430.1		35,000	57,000	57,000	46,385	In Progress
	Consulting/Testing Services Rehabilitation	1430.2		2,758	3,280	3,280	3,280	Completed
	Site Rehabilitation	1450	1 Site	55,000	0			Postponed
	Exterior Building Rehabilitation	1460	1 Bldg.	390,000	63,607	63,607	63,607	Completed
	Relocation Costs	1495.1		1,800	0			Postponed
	Legal Counsel Contract & Bid Reviews	1410.4		2,192	0			Postponed
NH 1-5 O'Malley	Fire Suppression System	1460	Bldg.	0	475,579	448,880	215,099	In Progress
HA-Wide Management Improvements	Computer System Software & Support	1408		75,000	75,000	75,000	55,577	In Progress
	Staff Professional Development Training	1408		40,000	40,000	59,452	55,827	In Progress
	Resident Initiatives and Training	1408		7,000	7,000	2,823	2,823	Ongoing
	Program Reviews	1408		18,000	18,000	6,000	6,000	Completed
	Newsletters/Operations Guides	1408		37,000	37,000	5,746	5,746	Completed
	Archive Document Storage	1408		3,000	3,000	2,607		In Progress
Administration	Non-Technical PHA Staff Salaries	1410.1		110,998	110,998	110,998	110,998	Completed
	Non-Technical PHA Staff Benefits	1410.9		55,499	55,499	55,499	55,499	Completed
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		224,242	224,242	224,242	177,840	Ongoing
	Consultant PHA Physical Needs Assessment	1430.2		60,000	59,310	59,310	59,310	Completed
Non-Dwelling Equipment	Office Equipment & Furniture Replacement	1475.1		60,000	60,000	107,590	84,269	In Progress
	Computer System Enhancement	1475.4		60,000	60,000	67,481	67,481	Completed
Operations	Operations Account	1406		337,378	337,378	337,378	337,378	Completed
Contingency	Contingency Account	1502		112,026	0			

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program No: NH36P00150104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH 1-4 Scattered Sites	6/30/2006		6/30/2006	6/30/2008			
NH 1-5 O'Malley	6/30/2006		6/30/2006	6/30/2008			
HA – Wide Management Improvements	12/31/2005	9/30/2006	9/30/2006	6/30/2008			
Administration	6/30/2006		3/31/2006	6/30/2008		3/31/2007	
Fees and Costs	6/30/2006		6/30/2006	6/30/2008			
Non-Dwelling Equipment	6/30/2006		6/30/2006	6/30/2008			

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

<b>PHA Name:</b> Manchester Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NH36P00150105 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2005
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 03/31/07  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	327,138	327,138	327,138	327,138
3	1408 Management Improvements	163,600	163,600		3,895
4	1410 Administration	160,910	158,910	158,910	17,708
5	1411 Audit	0	0		
6	1415 Liquidated Damages	0	0		
7	1430 Fees and Costs	288,599	300,889	267,499	25,891
8	1440 Site Acquisition	0	0		
9	1450 Site Improvement	97,000	97,000		
10	1460 Dwelling Structures	435,000	494,657		
11	1465.1 Dwelling Equipment—Nonexpendable	0	0		
12	1470 Nondwelling Structures	0	0		
13	1475 Nondwelling Equipment	93,500	93,500		30,140
14	1485 Demolition	0	0		
15	1490 Replacement Reserve	0	0		
16	1492 Moving to Work Demonstration	0	0		
17	1495.1 Relocation Costs	0	0		
18	1499 Development Activities	0	0		
19	1501 Collateralization or Debt Service	0	0		
20	1502 Contingency	69,947	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,635,694	1,635,694	753,547	404,772
22	Amount of line 21 Related to LBP Activities	0	0		
23	Amount of line 21 Related to Section 504 compliance	0	0		
24	Amount of line 21 Related to Security – Soft Costs	0	0		
25	Amount of Line 21 Related to Security – Hard Costs	0	0		
26	Amount of line 21 Related to Energy Conservation Measures	0	0		

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH 1-1 Elmwood Gardens	Engineering/Consulting for Boilers	1430.1		10,000	36,900	36,900	11,518	In Progress
	Replacement of Boilers	1460		400,000	494,657			
HA-Wide Improvements for ADA/Section 504 Compliance	A & E Services Accessibility Improvements	1430.1		5,000	5,000			
	Consulting/Testing Services	1430.2		3,000	3,000			
	Site Accessibility Improvements	1450		97,000	97,000			
	Building Accessibility Improvements	1460		35,000	0			Postponed
HA-Wide Management Improvements	Computer System Software & Support	1408		78,600	78,600		1,877	Ongoing
	Staff Professional Development Training	1408		40,000	40,000		2,018	Ongoing
	Resident Initiatives and Training	1408		2,000	2,000			
	Program Reviews	1408		15,000	15,000			
	Newsletters/Operations Guides	1408		25,000	25,000			
	Archive Document Storage	1408		3,000	3,000			
Administration	Non-Technical PHA Staff Salaries	1410.1		105,940	105,940	105,940	10,690	Ongoing
	Non-Technical PHA Staff Benefits	1410.9		52,970	52,970	52,970	7,018	Ongoing
	Legal Counsel Contract & Bid Reviews	1410.4		2,000	0			
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		230,599	230,599	230,599		
	HA-Wide Energy Audit	1430.2		40,000	25,390		14,373	In Progress
Non-Dwelling Equipment	Office Equipment & Furniture Replacement	1475.1		33,500	33,500		22,620	Ongoing
	Computer System Enhancement	1475.4		60,000	60,000		7,520	Ongoing
Operations	Operations Account	1406		327,138	327,138	327,138	327,138	Completed
Contingency	Contingency Account	1502		69,947	0			

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program No: NH36P00150105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH 1-1 Elmwood Gardens	9/30/2007			9/30/2009			
HA – Wide Accessibility Improvements	9/30/2006	9/30/2007		9/30/2008	9/30/2009		
HA – Wide Management Improvements	9/30/2006		9/30/2006	9/30/2009			
Administration	9/30/2007			9/30/2009			
Fees and Costs	9/30/2007			9/30/2009			
Non-Dwelling Equipment	9/30/2007			9/30/2009			

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

<b>PHA Name:</b> Manchester Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NH36P00150106 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2006
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1 )  
 Performance and Evaluation Report for Period Ending: 03/31/07  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	294,534	294,534	294,534	294,534
3	1408 Management Improvements	128,600	128,600		
4	1410 Administration	151,737	151,737	149,737	
5	1411 Audit	0	0		
6	1415 Liquidated Damages	0	0		
7	1430 Fees and Costs	250,509	250,509	205,109	
8	1440 Site Acquisition	0	0		
9	1450 Site Improvement	55,000	55,000		
10	1460 Dwelling Structures	350,000	350,000		
11	1465.1 Dwelling Equipment—Nonexpendable	0	0		
12	1470 Nondwelling Structures	140,000	140,000		
13	1475 Nondwelling Equipment	93,500	93,500		
14	1485 Demolition	0	0		
15	1490 Replacement Reserve	0	0		
16	1492 Moving to Work Demonstration	0	0		
17	1495.1 Relocation Costs	1,800	1,800		
18	1499 Development Activities	0	0		
19	1501 Collateralization or Debt Service	0	0		
20	1502 Contingency	6,990	127,088		
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,472,670	1,597,268	649,380	294,534
22	Amount of line 21 Related to LBP Activities	0	0		
23	Amount of line 21 Related to Section 504 compliance	0	0		
24	Amount of line 21 Related to Security – Soft Costs	0	0		
25	Amount of Line 21 Related to Security – Hard Costs	0	0		
26	Amount of line 21 Related to Energy Conservation Measures	150,000	150,000		

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH 1-4 Scattered Sites	A & E Services Rehabilitation	1430.1		44,000	44,000			
	Consulting/Testing Services Rehabilitation	1430.2		1,400	1,400			
	Site Rehabilitation	1450	1 Site	55,000	55,000			
	Exterior Building Rehabilitation	1460	3 Buildings	350,000	350,000			
	Relocation	1495.1		1,800	1,800			
HA-Wide Management Improvements	Computer System Software & Support	1408		58,600	58,600			
	Staff Professional Development Training	1408		40,000	40,000			
	Resident Initiatives and Training	1408		2,000	2,000			
	Newsletters/Operations Guides	1408		25,000	25,000			
	Archive Document Storage	1408		3,000	3,000			
Administration	Non-Technical PHA Staff Salaries	1410.1		99,824	99,824	99,824		
	Non-Technical PHA Staff Benefits	1410.9		49,913	49,913	49,913		
	Legal Counsel Contract & Bid Reviews	1410.4		2,000	2,000			
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		205,109	205,109	205,109		
Non-Dwelling Structures	Construction Administration Division Office	1470		140,000	140,000			
Non-Dwelling Equipment	Office Equipment & Furniture Replacement	1475.1		33,500	38,000			
	Computer System Enhancement	1475.4		60,000	60,000			
Operations	Operations Account	1406		294,534	294,534	294,534	294,534	
Contingency	Contingency Account	1502		6,990	127,088			

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program No: NH36P00150106 Replacement Housing Factor No:					Federal FY of Grant: 2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH 1-4 Scattered Sites	6/30/2008			6/30/2010			
HA – Wide Management Improvements	6/30/2008			6/30/2010			
Administration	6/30/2008			6/30/2010			
Fees and Costs	6/30/2008			6/30/2010			
Non-Dwelling Structures	6/30/2008			6/30/2010			
Non-Dwelling Equipment	6/30/2008			6/30/2010			

**MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY**

**Deconcentration and Income Mixing**

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

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at 903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation)[see step 5 at 903.2(c)(1)(v)]</b>
1-16 Rimmon & Gates	5	The size of the development promotes deconcentration.	
1-21 Scattered	4	The covered development was designed to promote homeownership and is therefore designed to promote deconcentration.	
1-22 Scattered	2	The size of the development promotes deconcentration.	

## Chapter 15

### COMMUNITY SERVICE

[24 CFR 960.603-960.611]

#### **INTRODUCTION**

Regulations require all adult non-exempt household members to participate in an economic self-sufficiency program or to perform community service.

#### **A. NOTIFICATION AND COMMUNICATION**

Community Service is defined as the performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Residents will be told that an exemption can be requested at any time. Initially, each adult household member will be provided a list of exemptions and a form to complete, sign and return that will allow the resident to claim an exemption. The form will request an explanation as to why the exemption claimed limits the resident's ability to perform all types of community service.

Prior to being housed, all applicants will be given a written description of the service requirement and the process for claiming an exemption. Exemptions will be requested through the Public Housing Property Management Department. The Property Supervisor(s) will verify exemptions whenever possible. Public Housing Management will notify all those considered exempt and all those required to comply.

At lease execution, all adult members eighteen (18) or older of a public housing resident family must:

Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the community service requirement will result in a nonrenewal of their lease.

Residents may request a Grievance Hearing throughout this process.

#### **B. REQUIREMENT**

Each non-exempt adult resident of MHRA shall:

Contribute eight (8) hours per month of community service (not including political activities) within the community in which that adult resides;

Participate in an economic self-sufficiency program for eight (8) hours per month;

or

Perform eight (8) hours per month of combined activity.

### **C. EXEMPTIONS**

MHRA shall provide an exemption from the community service requirement for any individual who:

Is sixty-two (62) years of age or older;

Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of Title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of Title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

MHRA will re-verify exemption status annually except in the case of an individual who is sixty-two (62) years of age or older.

Change in exempt status:

- If, during the twelve (12) month lease period, a non-exempt person becomes exempt, it is his or her responsibility to report this to MHRA and provide documentation of exempt status.
- If, during the twelve (12) month lease period, an exempt person becomes non-exempt, it is his or her responsibility to report this to MHRA. Upon receipt of this information MHRA will provide the person with the appropriate documentation form(s) and a list of agencies in the community that provide volunteer and/or training opportunities.

### **D. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM**

For the purposes of satisfying the community service requirement, participating in an economic

self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

MHRA will give residents the greatest choice possible in identifying community service opportunities. Resident Services staff and Management staff will be available to discuss these opportunities.

MHRA will consider a broad range of self-sufficiency opportunities, however, the ability to monitor activities will be considered.

#### **E. IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT**

Residents will design their own Community Service Program and submit it to the Property Supervisor/Manager for approval.

MHRA will not be responsible for reminding residents to complete the requirements or submit documentation but will ask for documentation at Annual Recertification.

#### **F. ANNUAL DETERMINATIONS**

For each public housing resident subject to the requirement of community service, MHRA shall, thirty (30) days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

MHRA will verify compliance annually. If qualifying activities are administered by an organization other than MHRA, MHRA will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

#### **G. NONCOMPLIANCE**

If MHRA determines that a resident subject to the community service requirement has not complied with the requirement, MHRA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure

under MHRA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

MHRA may not renew or extend the resident's lease upon expiration of the lease term and shall take necessary action to terminate residency unless MHRA and the resident enter into an agreement prior to lease expiration. The agreement must require the resident to comply with the Community Service requirement by participating in an approved program for as many additional hours as the resident needs to comply with current requirements and past deficiencies over the next twelve (12) month lease term.

### **Ineligibility for Occupancy for Noncompliance**

MHRA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

## **Chapter 10**

### **PET POLICY**

**[24 CFR 5.309]**

#### **INTRODUCTION**

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

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

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

#### **ASSISTIVE ANIMALS**

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA's pet policies described in Parts A through D of this chapter [24 CFR 5.303; 960.705].

## **APPROVAL OF ASSISTANCE ANIMALS**

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal.

MHRA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability.

MHRA's refusal to permit persons with disabilities to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless :

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation;
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others.

MHRA has the authority to regulate assistance animals under applicable Federal, State, and Local law.

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and MHRA approve a reasonable accommodation.

## **CARE AND HANDLING**

HUD regulations do not affect any authority MHRA may have to regulate assistance animals under federal, state, and local law.

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, MHRA will consider whether the violation could be reduced or eliminated by a reasonable

accommodation. If MHRA determines that no such accommodation can be made, MHRA may withdraw the approval of a particular assistance animal.

#### **A. MANAGEMENT APPROVAL OF PETS**

All pets must be approved in advance by MHRA management.

The pet owner must submit and enter into a Pet Agreement with MHRA.

#### **Registration of Pets**

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

#### **MHRA Rules and Regulations for Pets in Elderly Housing**

1. Resident must provide information sufficient to identify the pet and demonstrate that it is a pet allowed by MHRA and provide a photograph of the pet.
2. No animal may be more than twenty (20) inches high nor weigh more than forty (40) pounds.
3. Resident must be totally responsible for the care and cleanliness of the animal, both within the building and apartment areas.
4. No more than one dog or one cat is permitted in each dwelling unit.
5. Animals must be leashed. No animal waste will be tolerated on any building site. A pet waste removal charge of \$5.00 will be assessed for each occurrence and repeated offenses will be considered good cause for withdrawal of permission to have a pet. Failure to remove the pet will result in lease termination.
6. If a resident cares for another resident's pet, they must abide by all rules in the Pet Policy.
7. MHRA shall not be held responsible for illnesses caused to animals due to maintenance procedures such as extermination, use of cleaning or painting products, lawn and garden care.
8. The pet owner must register the pet before it is brought on the development premises and must update the registration annually, at time of recertification.

9. Resident must provide management with a veterinarian's certificate stating the animal is in good health and, if pet is a dog or cat, that it has been neutered or spayed and received all necessary inoculations.
10. Any person who considers a dog to be a nuisance (barking for sustained periods so as to disturb the peace and quiet of a neighborhood or area) or a menace (vicious to persons, their animals or property) may make a complaint in writing to any law enforcement officer and such complaint will be filed.
11. All pets shall be licensed as appropriate under local law.
12. Except for entering and exiting, no pet shall be allowed in common areas, e.g.: lobbies, Community Center/Rooms, laundry areas, hallways, stair towers, above grade balconies or platforms, outside areas where residents congregate, etc. of any building.

### **Refusal To Register Pets**

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

MHRA will refuse to register a pet if:

The pet is not an MHRA-approved pet as defined in this policy;

Keeping the pet would violate the Pet Policy;

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

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

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

### **Types of Pets Allowed**

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

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

1. Dogs (Allowed in elderly housing only)

Maximum number: one (1)

Maximum adult weight: forty (40) pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

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

2. Cats (Allowed in elderly housing only)

Maximum number: one (1)

Must be spayed or neutered

Must have all required inoculations

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

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

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

Maximum number: two (2)

Must be enclosed in a cage at all times

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

Maximum aquarium size: 1-20 gallon

Must be maintained on a safe and sturdy stand

**B. PETS TEMPORARILY ON THE PREMISES**

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

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

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

**C. DESIGNATION OF PET/NO-PET AREAS**

The following areas are designated no-pet areas:

- Outside areas where residents congregate.
- Lobbies, except to enter and exit.
- Community centers/rooms.
- Laundry areas.
- Hallways and stair towers, except to enter and exit.
- Above grade community balconies and platforms.

**D. ADDITIONAL FEES FOR PETS**

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

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

**E. ALTERATIONS TO UNIT**

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

**F. PET WASTE REMOVAL CHARGE**

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

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

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

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

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

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

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

## **G. PET AREA RESTRICTIONS**

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

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

## **H. NOISE**

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

## **I. CLEANLINESS REQUIREMENTS**

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

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

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

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

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

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

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

## **J. PET CARE**

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

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

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

**K. RESPONSIBLE PARTIES**

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

**L. INSPECTIONS**

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

**M. PET RULE VIOLATION NOTICE**

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

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

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

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

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

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

**N. NOTICE FOR PET REMOVAL**

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

The Notice shall contain:

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

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

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

#### **O. TERMINATION OF RESIDENCY**

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

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

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

#### **P. PET REMOVAL**

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

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

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

#### **Q. EMERGENCIES**

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

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

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

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

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

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

- ~ Substantial reduction or discontinuance of the provision of Public Housing or the Housing Choice Voucher Program. For Public Housing, "substantial reduction" shall be a minimum of two- percent (25) of all units OR if an entire site or development of a smaller size is removed for any reason (deconcentration, modernization, disposition, etc.) in one fiscal year. For the Housing Choice Voucher Program., "substantial reduction" shall be a minimum of ten- percent (168) of all vouchers.
- ~ Change to rent policies, admissions policies or organization of the waiting lists.
- ~ Addition or removal of a secondary housing program such as Section 5(h) or Section 8y homeownership programs.
- ~ Addition or removal of primary support services such as the Congregate Services Program.
- ~ Ten percent (10%) or more adjustment in funding amount, funding source and/or use not mandated by Federal, State, Local or other regulations or requirements.
- ~ Conversion or elimination of any Public Housing units under voluntary conversion, disposition or demolition guidelines.
- ~ Fundamental change to mission or strategic goals such as no longer providing affordable housing.

### Requirements for Significant Amendments to the PHA Plan

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

- ~ Consult with the Resident Advisory Board; and
- ~ Ensure consistency with the City of Manchester's Consolidated Plan; and

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

## PROJECT BASED VOUCHER

### SITE SELECTION STANDARDS

In accordance with regulations at 24 CFR 983.57 MHRA will determine prior to selection of a proposal for PBV housing or entering into an Agreement to Enter a Housing Assistance Payment Contract, that the housing:

1. Is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. MHRA will consider a number of factors in making this determination, including:
  - a. Whether the proposed census tract is located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.
  - b. Whether the proposed census tract contains a concentration of assisted units which will decrease, or has decreased, due to public housing demolition.
  - c. Whether the proposed census tract is undergoing significant revitalization.
  - d. Whether state, local, or federal dollars have been invested in the area, assisting in the achievement of this goal.
  - e. Whether new market rate units are being developed in the proposed census tract and whether such development will positively impact the poverty rate in the area.
  - f. Whether the poverty rate in the area is greater than 20% and if there has been a decline in the poverty rate in the last five years.
  - g. Whether there are meaningful opportunities for educational and economic advancement in the proposed census tract.

MHRA will consider the above factors, as well as other factors, such as the nature of the housing (elderly, family, service-enriched, new construction, etc.), and the impact of such housing on the neighborhood, in determining if the site is suitable.

2. Is suitable from the standpoint of facilitating and furthering full compliance with the applicable Provisions of Title VI of the Civil Rights Act of 1964, (Title VIII of the Civil rights Act of 1968, Executive Order 11063, and 3 CFR 1959-1963. In making this determination, MHRA will not approve project located in areas of minority concentration, or in a racially mixed area if the project will cause a significant increase in the ratio of minority to non-minority residents in the area, except as otherwise permitted at 24 CFR 983.57. The site must also meet the Section 504 site selection requirement described at 24 CFR 8.4(b)(5) which prohibit the selection of a site which would have the purpose or effect of excluding qualified individuals with handicaps. (Projects requiring substantial rehabilitation or which are for new construction must obtain a building permit from the City of Manchester. As a part of the permit process compliance with accessibility requirements is assured.)
3. Meets HQS site requirements at 24 CFR 982.401(1) which requires the selection of a site which is reasonably free of disturbing noises and reverberations and other dangers to the health, safety and general welfare of the occupants. (NOTE: These factors are often considered in the environmental review for the site.)

A site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed. Adequate utilities and streets must be available to service the site. A site must promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low income persons. A site must be accessible to social, recreational, educational, commercial, and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.

A site must be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. (This requirement need not be as rigid for elderly housing.) For new construction, the neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.

PROJECT BASED VOUCHER

SITE SELECTION STANDARDS CHECKLIST

Project: \_\_\_\_\_

In accordance with regulations at 24 CFR 983.57 MHRA will determine prior to selection of a proposal for PBV housing or entering into an Agreement to Enter a Housing Assistance Payment Contract, that the housing:

4. Is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. MHRA will consider a number of factors in making this determination, including:

a. Whether the proposed census tract is located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.

Comments: \_\_\_\_\_

b. Whether the proposed census tract contains a concentration of assisted units which will decrease, or has decreased, due to public housing demolition.

Comments: \_\_\_\_\_

c. Whether the proposed census tract is undergoing significant revitalization.

Comments: \_\_\_\_\_

d. Whether state, local, or federal dollars have been invested in the area, assisting in the achievement of this goal.

Comments: \_\_\_\_\_

e. Whether new market rate units are being developed in the proposed census tract and whether such development will positively impact the poverty rate in the area.

Comments: \_\_\_\_\_

f. Whether the poverty rate in the area is greater than 20% and if there has been a decline in the poverty rate in the last five years.

Comments: \_\_\_\_\_

g. Whether there are meaningful opportunities for educational and economic advancement in the proposed census tract.

Comments: \_\_\_\_\_

MHRA will consider the above factors, as well as other factors, such as the nature of the housing (elderly, family, service-enriched, new construction, etc.), and the impact of such housing on the neighborhood in determining if the site suitable.

Comments: \_\_\_\_\_

\_\_\_\_\_

5. Is suitable from the standpoint of facilitating and furthering full compliance with the applicable Provisions of Title VI of the Civil Rights Act of 1964, (Title VIII of the Civil rights Act of 1968, Executive Order 11063, and 3 CFR 1959-1963. In making this determination, MHRA will not approve project located in areas of minority concentration, or in a racially mixed area if the project will cause a significant increase in the ratio of minority to non-minority residents in the area, except as otherwise permitted at 24 CFR 983.57. The site must also meet the Section 504 site selection requirement described at 24 CFR 8.4(b)(5) which prohibit the selection of a site which would have the purpose or effect of excluding qualified individuals with handicaps. (Projects requiring substantial rehabilitation or which are for new construction must obtain a building permit from the City of Manchester. As a part of the permit process compliance with accessibility requirements is assured.)

Comments: \_\_\_\_\_  
\_\_\_\_\_

6. Meets HQS site requirements at 24 CFR 982.401(1) which requires the selection of a site which is reasonably free of disturbing noises and reverberations and other dangers to the health, safety and general welfare of the occupants. (NOTE: These factors are often considered in the environmental review for the site.)

Comments: \_\_\_\_\_  
\_\_\_\_\_

A site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed. Adequate utilities and streets must be available to service the site. A site must promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low income persons. A site must be accessible to social, recreational, educational, commercial, and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.

Comments: \_\_\_\_\_  
\_\_\_\_\_

A site must be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. (This requirement need not be as rigid for elderly housing.) For new construction, the neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.

Comments: \_\_\_\_\_  
\_\_\_\_\_

## Project Based Vouchers

### Supplement to Annual Plan through February 20, 2007

This supplement is to advise as to the current status of the Project Based Voucher Program and to update the capacity statement found in the MHRA's Annual Plan. The Manchester Housing and Redevelopment Authority initiated its Project Based voucher effort by project basing 100 of its tenant based vouchers. In 2002 another 100 vouchers were project based and in 2005 another 100 vouchers were dedicated to the project based voucher program, bringing the total number of project based vouchers to 300. MHRA first advertised for proposals in 2002 and has requested proposals on four occasions. Early RFPs resulted in contracts to assist six projects identified below:

<u>Location</u>	<u># of Units</u>	<u># of Vouchers</u>	<u>Census Tract*</u>	<u>Owner</u>
Biron Street (Piscataquog River)	150	58**	22	The Anagnost Companies
Brooks Street/ Temple Ct.	33	6	5	Manchester Neighborhood Housing Services
Market Street/ Amherst Street/ Spruce Street	44	44	4, 13, 15	Families In Transition
133 Ash Street (Gale Home)	37	37	8	Mary Gale Apartments, Inc.
Old Wellington Rd. Apartments	90	22	9.02	MHRA & The Anagnost Companies
Family Mill Project	33	8	23	Families In Transition

\*To identify project location, not meant to limit the area of operation of the Project-Based Voucher Program.

\*\*Originally thirty-eight (38) units but application was amended to fifty-eight (58) units.

The status of these proposals is indicated below:

**Biron Street:**

- Work was completed three years ago.
- All units have been occupied.

**Brook Street/Temple Court:**

- We received a regulatory waiver from HUD as the proposed project is located in a census tract with a high concentration of poverty households.
- Work was completed on the last of three buildings within the last year and the HAP contract was executed.

Market Street/Amherst Street/Spruce Street (Families In Transition):

- We received a regulatory waiver from HUD which permits 100% of the units in these buildings to receive project based assistance.
- A HAP Contract was executed for these units.

600 Maple Street (Gale Home):

- Work was completed in December of 2004.
- All units were occupied during the year.

Old Wellington Road:

- Work was completed in 2005.
- All PBV units are under HAP Contract.

Family Mill Project:

- Work was completed in 2005.
- All PBV units are under HAP Contract.

In October and November of 2005 the fourth RFP was published resulting in the following proposals:

<u>Location</u>	<u># of Units</u>	<u># of Vouchers</u>	<u>Census Tract*</u>	<u>Owner</u>
435 Amory Street (Brown School)	34	34	3	MHRA
161 So. Beech Street (Family Willows)	29	29	25	Families In Transition
Karatzas Avenue (Phase I)	66	16	9.02	MHRA and The Anagnost Companies

The status of these projects is indicated below:

**Brown School:**

Project based vouchers were approved and an Agreement to Enter into a HAP Contract was executed. Construction is under way.

**Family Willows:**

An application to project base vouchers at this project was sent to HUD and we are awaiting approval.

**Karatzas:**

Financing for the project is being finalized. Once this is done an application to project base vouchers at this location will be sent to HUD.

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

RESIDENT ADVISORY BOARD

JULY 3, 2007

In attendance: Michele Desmond, Policy and Compliance Officer  
Bert Davis, Housing Standards Director  
Netti Raby, Housing Administration Director  
John McGrath, Facilities Maintenance Manager  
Ed Russell, public housing resident  
Marion Russell, public housing resident  
Robin Harrell, Housing Choice Voucher participant

Residents in attendance made the following comments:

Residents who get locked out of their apartments during fire drills/alarms should not be charged the lockout fee.

There is a problem with new residents not knowing where things are (laundry room).

Residents should not leave the buildings unsecured (propping open doors When moving in).

Residents should be told how things work when they move in (tell them about the loading dock, tell them not to throw boxes down the trash chute).

Public housing resident informed that the emergency pull cord by her toilet is too short.

Gallen highrise needs to have the rug by the east entrance cleaned and sand removed.

HCV participant advised that the Leased Housing Department staff is wonderful to work with and that she had informed a staff person at Senator Sununu's office of same.