

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
(exp 08/31/2009)

---

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

---

# Streamlined 5-Year Plan for Fiscal Years 2007 - 2011

## Streamlined Annual Plan for Fiscal Year 2007

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

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Lebanon Housing Authority

**PHA Number:** NH009

**PHA Fiscal Year Beginning:** 10/2007

**PHA Programs Administered:**

**Public Housing and Section 8**

Number of public housing units: 166  
Number of S8 units: 163

**Section 8 Only**

Number of S8 units:

**Public Housing Only**

Number of public housing units:

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

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

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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)

## Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2007 - 2011 [24 CFR Part 903.12]

### **A. Mission**

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

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

### **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) 90
  - 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) We must decrease voucher payment standards to minimize the effects of HUD funding cuts on the Housing Choice Voucher Program, must limit portability options and must reduce exception rents granted as reasonable accommodations, thereby decreasing the choices of individual voucher holders in order to limit the loss of vouchers.

**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) Continue the commitment to providing drug and violence free family public housing by continuing to find funding for prevention programs previously but no longer funded through PHDEP.

**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)**

1. LHA will seek other revenue streams to supplement funding from HUD. It will investigate expanding its fee based management of subsidized housing.
2. LHA will serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking by :
  - a. Giving a preference in selection of applications for Public Housing and Section 8 assistance to victims of domestic violence, dating violence, sexual assault and stalking, and
  - b. Fully complying with the provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 including:
    - i. Amending the Statement of Policies Governing Admission and Continued Occupancy in the Public Housing and the Administrative Plan Governing Admission and Continued Participation in the Section 8 Housing Assistance Payments Program, and
    - ii. Amending the Public Housing Lease, and
    - iii. Utilizing amended HAP Contracts, and
    - iv. Providing notification to program participants and applicants and to Section 8 owners and managers of the key rights and protections provided to victims in the Act, and
  - a. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, sexual assault or stalking affecting individuals assisted by LHA, and
  - b. Continuing cooperative relationships with Lebanon Police and W.I.S.E. and other victim service agencies to promote the safety and well being of victims of domestic violence, dating violence sexual assault and stalking who are assisted by LHA, and
  - c. By maintaining in LHA family Public Housing an atmosphere of respect for law and for individuals through vigilant enforcement, including eviction if necessary, of prohibitions against behaviors which are precursors and indicators of violence, such as against expressions demeaning to any protected class, including women, minorities, persons with disabilities, members of religious groups and persons with sexual preferences.
3. LHA will comply with "Final Guidance to Federal Financial Assistance Recipients

Regarding Title VI Prohibition Against National Origin Discrimination Affection Limited English Proficient Persons” by:

- a. Completing a Four Factor Analysis of the area served by LHA, and
- b. Completing a Language Assistance Plan, and by
- c. Providing additional translation and interpretation services for Spanish speaking persons of low English proficiency.

## Streamlined Annual PHA Plan

### PHA Fiscal Year 2007

[24 CFR Part 903.12(b)]

#### Table of Contents

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

#### **A. ANNUAL STREAMLINED PHA PLAN COMPONENTS**

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
  - a. PHA Progress on Meeting 5-Year Mission and Goals
  - b. Criteria for Substantial Deviations and Significant Amendments
  - c. Other Information Requested by HUD
    - i. Resident Advisory Board Membership and Consultation Process
    - ii. Resident Membership on the PHA Governing Board
    - iii. PHA Statement of Consistency with Consolidated Plan
    - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2004, 2005, 2006, 2007 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)  
ATTACHMENT E Security

#### **B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

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

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

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

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

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

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

## **Executive Summary (optional)**

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

The major goal of Lebanon Housing Authority in the past 10 years has been to improve conditions at Romano Circle Public Housing (reduce drugs and violence, raise standards of public behavior and increase allegiance to the community through a variety of youth and family programs and collaborations with other agencies and through a management style that consistently solicits resident involvement). PHDEP funding was very helpful in the early stages of this. This is an ongoing process and there is no "resting place". However, we have succeeded well enough that immediate neighbors and the community at large seem comfortable with us. This is expressed as a willingness to allow a zoning variance so that Romano Circle can expand on current land and an adjacent parcel we are seeking to purchase. This parcel "fits with" Romano Circle and is best accessed through our land. The proposed development (of 12 two bedroom and 4 one bedroom apartments) would be the first new development by LHA in the 23 years since the completion of Lebanon Towers. In part this is happening now because the adjacent lot has been actively marketed and if we don't act now the opportunity will be lost.

A second goal of LHA has been to develop low cost, partly user financed, services in our senior housing to meet the needs of frail elderly, who are an increasing proportion of our residents. Our experiments have been largely financed by two ROSS grants and have included housekeeping services, exercise programs, a falls-risk-reduction program, nurses clinics and attempts to establish a volunteer meal program. We have also invested in portable ambulance call pendants for every resident and have encouraged residents to be aware of and check on the possibility that a neighbor might have fallen and need help.

A third goal has been to fully utilize Section 8 funding through leasing the maximum allowed number of Housing Choice Vouchers. The program is very hard to "steer" because there is a many month lag in process of selecting from the waiting list through lease-up, and the numbers leased up are "jerky" because of variation in the success rate of applicants in completing lease-up. While the leasing numbers are somewhat under our control, the budget numbers are not, and they change constantly. The threat of sanctions for failure to comply gives incentive to try to understand budget communications and demands for information, and to try to forecast developments. One constant seems to be that whatever formula or rationale there is, it is ultimately superceded by a "prorated" reduction.

A fourth goal has been to maintain all our Public Housing properties in excellent condition and to make energy saving improvements wherever possible. This commitment starts with maintenance that encourages resident participation through prompt and responsive repairs. It includes regularly scheduled preventive maintenance on building systems, and regular review and inspection (including engaging outside architectural and engineering assessment) to determine capital needs. Capital Funds are utilized in the most cost effective way with LHA often serving as the general contractor to reduce costs.

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

Lebanon Housing Authority is an important segment of the Lebanon housing market. Its total of 329 units (166 Public Housing and 163 Section 8) house 4% of all Lebanon residents and 10% of those in rental housing.

The overall housing market is in a slowdown. Real estate prices have dropped for the first time in many years and there are many more homes on the market. Responding to the previous booming market and to projections of many thousands of homes needed, there are approximately 1244 potential homes in Lebanon permitted. Their building will presumably be slowed to meet actual demand. There are some rental vacancies among the most expensive apartments. But rents have not dropped significantly and actual market rents in the City of Lebanon remain far above the

published Grafton County Fair Market Rents on which the payment standards are based:

Bedroom size:	0	1	2	3
FMRs	543	598	758	1020
Lebanon Rents	611	662	842	1038

The Lebanon Rents are the 40<sup>th</sup> percentile (same as the FMR methodology) of rents listed from 3/06 to 3/07 in the rent comparability log. These rents are all from buildings in which a Section 8 participant has leased and so are skewed to the lower end of the market, excluding higher priced buildings which Section 8 participants cannot afford. The rent burdens of most Section 8 participants, which we cannot summarize with our software, are higher than 30%.

The safety net is fraying for those at the bottom. The cost of housing continues to rise more rapidly than the value of Social Security, SSI and Section 8 benefits. One result is an increase in homelessness despite years of shelters and homeless programs, and a continued increase in the use of food shelves. We have grown accustomed to big inequities in our society.

LHA waiting lists are almost exactly the same as last year in numbers and distribution of applicants, with the possible exception that there are less extremely low income applicants on the Section 8 waiting list this year (50% as opposed to 62% last year). Income targeting has resulted in serving this population faster. The oldest extremely low income application was received on 05/04/2005, a little less than 2 years ago. Applicants in the 30% to 50% of median income range wait forever for a voucher. The oldest application, from an applicant in this income category, was received on 7/10/2003, almost 4 years ago.

Looking ahead to the impact of the aging baby boom demographic bubble, there does not seem to be a large need in Lebanon for additional deeply subsidized senior independent living. There aren't a lot of extremely low income baby boomers here. But there is already a shortage of affordable assisted living facilities in this area, to provide a bridge between independent living, home care, and nursing home care, and there is no plan for state subsidies of assisted living. Un-subsidized assisted living facilities abound, and are expanding (eg. Kendal, Harvest Hill, Wheelock Terrace, The Greens) but the monthly fees are very high. At ServiceLink there is an ongoing concern that frail elderly lack needed services, often non-medical in nature, such as housecleaning, or errand running, or meals. Some volunteer services have developed in response to these needs, such as the Chore Corps, and Meals on Wheels, and others will probably evolve. Lebanon Housing Authority senior housing is a "default" affordable assisted living facility, with many frail elderly. We have been able to add some services such as an exercise program and nurses clinics and are working to develop a volunteer supplemental meals program.

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

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

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input 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	111		25
Extremely low income <=30% AMI	67	60%	
Very low income (>30% but <=50% AMI)	34	31%	
Low income (>50% but <80% AMI)	10	9%	
Families with children	61	55%	
Elderly families	37	33%	
Families with Disabilities	13	12%	
Race/ethnicity African American	0	0%	
Race/ethnicity Hispanic	2	2%	
Race/ethnicity Caucasian	111	100%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	37	33%	
2 BR	39	35%	
3 BR	31	28%	
4 BR	4	4%	
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			

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	195		25
Extremely low income <=30% AMI	98	50%	
Very low income (>30% but <=50% AMI)	97	50%	

Low income (>50% but <80% AMI)	0	0%	
Families with children	91	47%	
Elderly families	54	28%	
Families with Disabilities	50	26%	
Race/ethnicity African American	2	1%	
Race/ethnicity Hispanic	4	2%	
Race/ethnicity Caucasian	193	99%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**B. Strategy for Addressing Needs**

Provide a brief description of the PHA’s strategy for addressing the housing needs of families on the PHA’s public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency’s reasons for choosing this strategy.

**(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below) Reduce payment standards to maximize the number of families who can utilize limited HAP funding.

**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 (extend designation)
- 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) Exceed the requirements of Limited English Proficiency by providing additional assistance in translation and interpretation for Spanish speaking applicants and participants although the absolute percentages are low in the area.

**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) Promote awareness of fair housing regulations by Section 8 owners and other rental housing owners and managers in Lebanon through workshops and mailings. Assist the Fair Housing Project of NH Legal Assistance.

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

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

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund	181,815	
b) Public Housing Capital Fund	193,374	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	764,214	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Resident Opportunity and Self-Sufficiency Grants	12,214	
g) Community Development Block Grant	0	
h) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CFP NH36P00950105	9,050	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	576,970	Public Housing Operations
Non-dwelling rental	4,500	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest	23,750	Public Housing Operations
Laundry and cable net	16,300	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
Management fees	18,025	Other: Providing Management
United Way Grant	2,064	Provide senior meals
NH Charitable Foundation Grant	4,000	Provide youth services
<b>Total resources</b>	1,806,276	

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

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

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

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) 6 elderly applicants are maintained verified in anticipation of vacancies.

A number of family applicants are verified when a vacancy in a particular bedroom size is imminent.

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 for family housing
- Sub-jurisdictional lists
- Site-based waiting lists for elderly housing
- 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) Application forms are distributed to local social service agencies.

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? **NO** If yes, complete the following table; if not skip to d.

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

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

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

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

d. Site-Based Waiting Lists – Coming Year

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

1. How many site-based waiting lists will the PHA operate in the coming year? 3

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

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

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) Application forms will be distributed to the senior center and other social service agencies.

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

## 2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

## **(5) Occupancy**

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

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

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

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

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

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

**B. Section 8**

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

**(1) Eligibility**

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

### **(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) Application forms are mailed on request and copies are distributed to social service agencies.

### **(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: As a reasonable accommodation or on request if the voucher holder can demonstrate efforts made to locate a unit.

### **(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)

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.

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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
- Other: The PHA applies preferences ahead of income targeting.

#### **(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) By letter to agencies advocating for, or serving special populations.

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

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

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

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

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

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

a. Use of discretionary policies: (select one of the following two)

- The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly

- income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))
- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

**b. Minimum Rent**

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

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

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

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

- a. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state or local assistance program;
- b. The family would be evicted as a result of having to pay the minimum rent;
- c. The family's income has decreased because of changed circumstances, including loss of employment;
- d. A death in the family has occurred; and
- e. Other circumstances determined by the PHA or by HUD.

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

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

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

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

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

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

- For household heads  
 For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below) Flat, or Ceiling Rents at the listed HUD Fair Market Rents

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)

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

## **(2) Flat Rents**

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

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

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below) Quarterly as Section 8 budgets are reviewed.

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) The adequacy or inadequacy of HUD funding increments to cover monthly HAP payments.

## **(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)

- a. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state or local assistance program;
- b. The family would be evicted as a result of having to pay the minimum rent;
- c. The family's income has decreased because of changed circumstances, including loss of employment;
- d. A death in the family has occurred; and
- e. Other circumstances determined by the PHA or by HUD.

## **5. Capital Improvement Needs**

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

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

Capital Improvement Needs are listed as work items on individual Capital Fund Program year Budget Statements and on the Capital Fund Program Five-Year Action Plan.

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

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

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

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in

its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

### **(1) Hope VI Revitalization**

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)  
Development name:  
Development (project) number:  
Status of grant: (select the statement that best describes the current status)  
 Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved  
 Activities pursuant to an approved Revitalization Plan underway
- c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d.  Yes  No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- e.  Yes  No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

## **6. Demolition and Disposition**

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

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

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

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

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

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

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

**(2) Program Description**

a. Size of Program

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

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

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:

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

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

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

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

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

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

## **9. Additional Information**

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

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

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2006 - 2010.*

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Additional voucher distributions have not been offered.

Reduce public housing vacancies: Our vacancy rate in our last year was 1.5%.

This is controlled by our turnover rate which is 16% overall, or 27 apartments per year on average. Our retention of tenants in family housing is very good. There we have an average tenancy of 4 ½ years, much higher than the average in Lebanon. We can do little to control the

tenancy of elderly residents, although we have started exercise programs and nurses clinics and falls risk reduction to do as much as we can to keep residents healthy. The other element in vacancy is the number of days it takes us to re-lease an empty apartment. The average number of days over the past 12 years has been 30 days and last year it was 38.6 days. If we could bring the average number of days down to 20 days, we could reduce our vacancy to 1%. In order to ready apartments as fast as we do, we already hire outside cleaning and painting, and our maintenance staff work overtime hours. One remaining option would be to assign more maintenance staff to turnover work, to the exclusion of doing work orders. That is, residents would wait longer for work orders to be completed. We have decided to maintain our high standard of resident satisfaction and building repair, rather than sacrifice that to reduce vacancy time.

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: The most recent PHAS score was 90. Our scores were 94 in 2004, 97 in 2002, 93 in 2001, and 90.8 in 2000. There were no scores in 2003 or 2005.

Improve voucher management: Our SEMAP score was 100 in 2003 and 2004 and 2006. No score was issued in 2005.

Renovate or modernize public housing units: We continue to do capital improvements. Not only are our Physical Inspection scores high, we think that our buildings and grounds and the units themselves are attractive, and we have implemented many energy efficiency measures.

PHA Goal: Increase assisted housing choices

Objectives:

Other: (list below) Seek to minimize the effects of HUD funding cuts on reducing the numbers of assisted families in LHA's jurisdiction by decreasing the assisted housing choices by limiting portability to expensive jurisdictions, by monitoring payment standards and by reducing them if necessary and by monitoring exception rents granted as reasonable accommodation and reducing these if necessary.

LHA was able to achieve a 99.9% utilization rate in the 2006 calendar year. All but 2 voucher/unit months were utilized of those allowed. This was achieved by monitoring lease-up rates, overleasing for a portion of the year, and allowing attrition to bring the annual utilization in on target. It happened that there was enough HAP funding in 2006 to cover full leasing because the average monthly HAP in Lebanon fell below the level it had been during the 3 month window on which the budget was based. However, the average HAP rose during 2006 and is higher in 2007 than the average during the 2006 calendar year on which the new funding formula will be based. Because this projects insufficient funding in 2007, we have instituted all the above steps in this calendar year.

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

PHA Goal: Provide an improved living environment

Objectives:

Other: (list below) Continue the commitment to providing drug and violence free family public housing by continuing to fund prevention programs previously funded through PHDEP.

We drew operating funds from the Capital Fund Program to fund programs for youth and families. In addition we received a \$4,000 grant directly and a \$7,000 grant indirectly through a social service agency to subsidize these programs.

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

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

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

We were able to secure a ROSS RSDM grant through which we are providing in elderly housing case management (to obtain insurance funded services), prevention activities (nurses clinics sponsored by a local hospital and education about better managing chronic disease), meals and an exercise program to reduce falls risk. In our family housing only 10% of residents are receiving welfare. We encourage adults to pursue education to further their career goals. At our family housing we completed an 18 month Robert Wood Johnson Foundation grant funded project to promote kids eating more fruits and vegetables. The children's garden, free vouchers for pick-your-own fruits and vegetables and community meals will be continued with other funding or volunteers.

**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: On May 16, 2006 Lebanon Housing Authority hosted a Fair Housing Forum for 20 Section 8 owners and managers. The Director of the NH Fair Housing Project led a discussion about non-discrimination and the provisions of NOTICE PIH 2006-13. Lebanon Housing Authority provided a free lunch as an incentive to attend. We have established a cooperative relationship with most Section 8 owners and managers, so that our education about fair housing (as well as lead paint dangers and building codes) has been well received.

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: The Fair Housing Forum mentioned above should help Section 8 landlords better understand how they must not

discriminate and how they may help members of protected classes in private housing. We receive and refer reports of discrimination in private housing. In our own public housing we can enforce the prohibition of discriminatory speech or action by one resident against another. Elderly residents are more likely to express discrimination (“Why are those people housed instead of Lebanon residents?”). In senior housing on an ongoing basis our staff are proactive in educating seniors about the rights of non-elderly disabled residents and in seeking ways to actively promote the inclusion of such residents in the elderly community. At our family housing, social workers help youth with problems of bullying and with any speech or action disrespectful of anyone, including any member of a protected class. While there were cases of harassment of persons with disabilities, or of color, in the distant past, no such incident has occurred recently as residents of many different protected classes live together.

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: We plan to build 4 accessible one and two bedroom family housing units adjacent to our family Public Housing through Low Income Housing Tax Credit and Community Development funding. Our 5-Year Capital Plan includes providing additional accessible units in elderly housing, where the accessibility needs are greatest.

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

**A. Substantial Deviation from the 5-year Plan:** Any reduction in a development of greater than 25% of the units which was not necessitated by a funding reduction over which the Authority had no power, or a change in the Capital Fund Program which shifted greater than 50% of the total annual funding from a single CFP line item to another, or from CFP programs to another program, such as Operating or PHDEP. Application for new program funding and initiation of a new program not included in the 5-year plan will not be considered a substantial deviation.

**B. Significant Amendment or Modification to the Annual Plan:** A budget revision shifting over 50% of the total Public Housing or Section 8 annual budget (unless necessitated by HUD funding shifts). However, budget revisions entailing less than 50% of the total budget, or the addition of a new program of less than 50% of the total previous budget, will not be considered a significant amendment or modification.

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

#### **(1) Resident Advisory Board Recommendations**

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

If yes, provide the comments below:

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

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

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

Other: (list below)

#### **(2) Resident Membership on PHA Governing Board**

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

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

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Carman S. Deuso

Method of Selection:

Appointment

**The term of appointment is (include the date term expires): 07/2007**

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

#### **Description of Resident Election Process**

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

Eligible candidates: (select one)

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

Eligible voters: (select all that apply)

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

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

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

Date of next term expiration of a governing board member:

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

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

#### **Consolidated Plan jurisdiction: State of New Hampshire**

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

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

initiatives contained in the Consolidated Plan. (list below)

The Consolidated Plan for the State of New Hampshire for the years 2006 – 2010 emphasizes the plight of very low income renters. Throughout the state there are very few market rental housing opportunities (less than 10%) affordable to families with 50% of median income or below. The rate of increase of rents has slowed, but vacancy rates have not risen significantly and rental rates are not expected to drop. This underlines the importance of the Section 8 and Public Housing units offered by Lebanon Housing Authority. The highest priority in the CHAS is assigned to the provision of additional rental housing affordable to families with incomes at or under 50% of median. LHA is seeking to provide such housing and will apply for funding to two programs which fall under the Consolidated Plan: the HOME program and the Community Development Block Grant program.

Provision of additional services in Senior Housing through the ROSS-RSDM grant is consistent with the Consolidated Plan in which provision of housing based services to frail elderly is a high priority .

The Consolidated Plan does not mention the other challenge for LHA; supporting its family housing residents to maintain a drug free and safe environment for children and adults.

The Consolidated Plan does not note landlord tenancy actions taken against women victims of domestic violence, dating violence and stalking as a result of their victimization as being a problem in New Hampshire.

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

none

**(4) (Reserved)**

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

**10. Project-Based Voucher Program**

a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

Low utilization rate for vouchers due to lack of suitable rental units

- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

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

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
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/ACOP),	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information	Annual Plan: Voluntary

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

### 13. Capital Fund Program Five-Year Action Plan

#### Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: LEBANON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program: NH36P00950104 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2004 REVISION 3
-------------------------------------	--	---

Original Annual Statement     
 Reserve for Disasters/ Emergencies     
 Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: 3/31/2007     
 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	40000	28952	26886.50	21790.51
3	1408 Management Improvements	355	1398	1397.50	1287.50
4	1410 Administration	5793	0	0	0
5	1411 Audit	0	0	0	0
6	1415 liquidated Damages	0	0	0	0
7	1430 Fees and Costs	5930	5425	5425.00	5425.00
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	13900	4768	4268.19	4268.19
10	1460 Dwelling Structures	120826	140790	144604.02	144604.02
11	1465.1 Dwelling Equipment—Nonexpendable	29000	33386	32137.98	29357.07
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	22767	23852	23851.81	23851.81
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency	0	0	0	0
20	Amount of Annual Grant: (sum of lines 2-19)	238571	238571	238571	230584.1
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Compliance	18000	11882	11881.75	11881.75

### 13. Capital Fund Program Five-Year Action Plan

#### **Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: LEBANON HOUSING AUTHORITY	Grant Type and Number Capital Fund Program: NH36P00950104 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004 REVISION 3</b>
-------------------------------------	--	--

Original Annual Statement     
  Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: 3/31/2007     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
23	Amount of line 20 Related to Security	0	0	0	0
24	Amount of line 20 Related to Energy Conservation Measures	13000	28615	22507.44	22507.44

### 13. Capital Fund Program Five-Year Action Plan

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

PHA Name: LEBANON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: NH36P00950104 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2004 REVISION 3			
Development Number  HA-Wide Activities	General Description of Major Work Categories	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Statu of Wor
				Original	Revised	Funds Obligated	Funds Expended	
NH9-1	Crack seal parking lot & walks	1450		900	2051	2050.71	2050.71	Dor
NH9-1	Finish Install Vertical Lifts	1460		18000	11882	11881.75	11881.75	Dor
NH9-1	Add Sprinklers	1460		66076	48033	48033.00	48033.00	Dor
NH9-1	Replace Ambulance Calls	1465	40	9500	9500	9854.94	8416.98	Star
NH9-2	Expand Parking Lot	1450		6000	0	0	0	
NH9-2	Add Smoke Detectors in BR	1460	15	3750	3424	3424.06	3424.06	Dor
	Replace Porch Column	1460		0	16112	18187.13	18187.13	Dor
NH9-2	Replace Ambulance Calls	1465	56	10000	10000	9059.37	9059.37	Dor
NH9-3	Crack seal, Repave driveway+Patch	1450		7000	2717	2217.48	2217.48	Dor
NH9-3	Add Smoke Detectors in BR	1460	93	10000	10634	10633.68	10633.68	Dor
NH9-3	Replace trim boards and paint	1460		1000	3000	1944.81	1944.81	Star
NH9-3	Install new door weatherstripping	1460	60	10500	12715	12714.67	12714.67	Dor
NH9-3	Complete installation of kitchens	1460		2000	10894	11536.92	11536.92	Dor
NH9-4	Add Smoke Detectors in BR	1460	40	7000	8196	8195.52	8195.52	Dor
NH9-4	Replace Window Insulation	1460	120	2500	15900	18052.48	18052.48	Dor
NH9-4	Replace Ambulance Calls	1465	40	9500	9500	8837.95	7495.00	Star
NH9-4	Community Rm. Chairs	1475	12	954	910	909.72	909.72	Dor
PHA Wide	Transfer to Operations	1406		40000	28952	26886.50	21790.51	Star
PHA Wide	Software and set-up, 2 computers	1408		355	1398	1397.50	1287.50	Dor
PHA Wide	Engineering NH9-2 Replace Column	1430		1000	495	495.00	495.00	Dor
PHA Wide	Capital Needs Assessment	1430		4930	4930	4930.00	4930.00	Dor

### 13. Capital Fund Program Five-Year Action Plan

PHA Wide	Replace Hot Water Heaters	1465		0	4386	4385.72	4385.72	Don
PHA Wide	Plow Truck, 2 computers, 2 vacuums	1475	1	21813	22942	22942.09	22942.09	Don
				238571	238571	238571	230584.1	

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

PHA Name: LEBANON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: NH36P00950104 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2004 REVISION 3	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
NH-1	9/30/06	9/13/06	9/13/06	9/30/08	9/13/08			
NH-2	9/30/06	9/13/06	9/13/06	9/30/08	9/13/08			
NH-3	9/30/06	9/13/06	9/13/06	9/30/08	9/13/08			
NH-4	9/30/06	9/13/06	9/13/06	9/30/08	9/13/08			
PHA Wide	9/30/06	9/13/06	9/13/06	9/30/08	9/13/08			

### Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: LEBANON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program: NH36P00950105 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2005 Revision #3	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2007		<input type="checkbox"/> Final Performance and Evaluation Report				

### **13. Capital Fund Program Five-Year Action Plan**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	40000	21559	21559.00	0
3	1408 Management Improvements	0	0	0	0
4	1410 Administration	5793	5793	5793.00	5793.00
5	1411 Audit	0	0	0	0
6	1415 liquidated Damages	0	0	0	0
7	1430 Fees and Costs	6500	2784	2783.57	2783.57
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	4546	4813	4813.42	4813.42
10	1460 Dwelling Structures	137539	154208	152170.62	154208.62
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	5500	5930.88	0
13	1475 Nondwelling Equipment	20433	20433	20433.00	20433.00
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency	0	0	0	0
20	Amount of Annual Grant: (sum of lines 2-19)	214811	214811	213483.49	188031.61
21	Amount of line 20 Related to LBP Activities	0	0	0	
22	Amount of line 20 Related to Section 504 Compliance	0	18750	18750.00	18750.00
23	Amount of line 20 Related to Security	0	5500	5930.88	0
24	Amount of line 20 Related to Energy Conservation Measures	0	0		

### 13. Capital Fund Program Five-Year Action Plan

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

PHA Name: LEBANON HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: NH36P00950105 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2005 Revision			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Transfer to Operations	1406		40000	21559	21559.00	0	started
PHA Wide	Administration & Financial Salaried	1410		4710	4710	4710.00	4710.00	done
PHA Wide	Administration & Financial Fringe	1410		1083	1083	1083.00	1083.00	done
PHA Wide	Drawings for Security Improvements + Energy Assessment of NH9-4	1430		6500	2784	2783.57	2783.57	started
PHA Wide	Small plow truck + one tractor	1475		20433	20433	20433.00	20433.00	done
NH9-1	Add Sprinklers	1460		52424	62984	64357.90	62984.42	done
NH9-1	Cut 4 Bathtubs	1460	4	0	3000	3000.00	3000.00	done
NH9-2	Cut 8 Bathtubs	1460	8	0	6000	6000.00	6000.00	done
NH9-3	Replace tile floors	1460	30	85115	72474	69062.82	72474.20	done
NH9-3	Relocate families for floors	1495.1	30	0	0	0	0	
NH9-3	Security Improvements to Office	1470		0	5500	5930.88	0	done
NH9-4	Replace Buried Fuel Tank	1450		4546	4546	4813.42	4813.42	done
NH9-4	Cut 13 Bathtubs	1460	13	0	9750	9750.00	9750.00	done
				214811	214811	213483.59	188031.61	



### 13. Capital Fund Program Five-Year Action Plan

<b>PHA Name: LEBANON HOUSING AUTHORITY</b>	<b>Grant Type and Number</b> Capital Fund Program: NH36P00950106 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2006 Revision #2</b>
--	---	--

Original Annual Statement     
  Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 3/31/2007     
  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	0	0	0	0
2	1406 Operations	40000	40000	40000	0
3	1408 Management Improvements	1200	1200	0	0
4	1410 Administration	0	0	0	0
5	1411 Audit	0	0	0	0
6	1415 liquidated Damages	0	0	0	0
7	1430 Fees and Costs	2026	6026	5783.74	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	9200	9200	8000	7800
10	1460 Dwelling Structures	33348	32555	18750	18897.50
11	1465.1 Dwelling Equipment—Nonexpendable	58200	66354	6000	5783.74
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	49400	54400	1200	1016.00
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency	0	0	0	0
20	Amount of Annual Grant: (sum of lines 2-19)	193374	209735	79733.74	33497.24
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Compliance	50000	58154	0	0
23	Amount of line 20 Related to Security	0	0	0	0
24	Amount of line 20 Related to Energy Conservation Measures	14200	10407	0	0

### 13. Capital Fund Program Five-Year Action Plan

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

PHA Name: <b>LEBANON HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program #: NH36P00950106 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: <b>2006 Revision #2</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NH9-1	Replace common smokes	1460	8	1200	1200	0	0	
NH9-1	Cut 5 bathtubs	1460	10	0	0	3000	3000	
NH9-1	Replace HW heater	1465	1	2500	2500	0	0	
NH9-1	Install emergency generator	1475		21000	21000	0	0	
NH9-2	Crack seal parking lot	1450		1400	1400	0	0	
NH9-2	Efficient Hall lights	1460		9500	9500	0	0	
NH9-2	Cut 5 bathtubs	1460	10	0	0	6000	6000	
NH9-2	Install emergency generator	1475	1	21000	26000	0	0	
NH9-3	Repair Driveway	1450		7800	7800	8000	7800	done
NH9-3	Replace Bulkheads	1460	2	148	148	0	147.50	done
NH9-3	Repair trim and repaint	1460		5000	5000	0	0	
NH9-3	Replace Screen Doors	1460	60	13500	16500	0	0	
NH9-3	Office Set-back Thermostats	1475	4	700	700	0	0	
NH9-4	Cut 5 Bathtubs	1460	10	0	0	9750	9750	
NH9-4	New Dining Room Lights	1460	40	4000	207	0	0	
NH9-4	Install Backflow Preventor	1465		5700	5700	6000	5783.74	done
NH9-4	Upgrade Elevator	1465		50000	58154	0	0	
PHA wide	New Copier	1475		4900	4900	0	0	
PHA wide	New Computer & Monitor	1475		1800	1800	1200	1016.00	started
PHA wide	Boundary Survey NH9-3, NH9-3 Energy Conservation	1430		2026	6026	5783.74	0	
PHA wide	Operations	1406		40000	40000	40000	0	

**13. Capital Fund Program Five-Year Action Plan**

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

PHA Name: <b>LEBANON HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program #: NH36P00950106 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: <b>2006 Revision #2</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
	Computer programs +set-up	1408		1200	1200	0	0	
				193374	209735	79733.74	33497.24	

**13. Capital Fund Program Five-Year Action Plan**

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

PHA Name: <b>LEBANON HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program #: NH36P00950106 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: <b>2006</b> <b>REVISION #2</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH9-1	7/17/08			7/17/10			
NH9-2	7/17/08			7/17/10			
NH9-3	7/17/08			7/17/10			
NH9-4	7/17/08			7/17/10			
PHA WIDE	7/17/08			7/17/10			

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

### 13. Capital Fund Program Five-Year Action Plan

<b>PHA Name: Lebanon Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program: NH36P00950107 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2007</b>
--	---	--

**Original Annual Statement**     
  **Reserve for Disasters/ Emergencies**   
  **Revised Annual Statement (revision no:    )**  
 **Performance and Evaluation Report for Period Ending:**     
  **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	0			
2	1406 Operations	40000			
3	1408 Management Improvements	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 liquidated Damages	0			
7	1430 Fees and Costs	5000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	21400			
10	1460 Dwelling Structures	137100			
11	1465.1 Dwelling Equipment—Nonexpendable	6600			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	3000			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1498 Mod Used for Development	0			
19	1502 Contingency	0			
20	Amount of Annual Grant: (sum of lines 2-19)	213100			
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security	0			
24	Amount of line 20 Related to Energy Conservation Measures	3200			

### 13. Capital Fund Program Five-Year Action Plan

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

PHA Name: Lebanon Housing Authority		Grant Type and Number Capital Fund Program #: NH36P00950107 Capital Fund Program Replacement Housing Factor #:			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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NH9-1	Paint Porch Ceilings	1460	4	2500				
NH9-1	Paint Window Shutters	1460		1000				
NH9-1	Replace Kitchen Cabinets	1460	40	40000				
NH9-2	Replace Damaged Concrete	1450		1400				
NH9-2	Repaint Exterior Plywood	1460		3000				
NH9-2	Repaint Stair Risers	1460		2000				
NH9-2	Replace Exit Signs	1460		3200				
NH9-2	Replace HW Heater	1465	1	2600				
NH9-3	Fill lot, Create Play field	1450		20000				
NH9-3	Replace HW Heater	1465	1	1500				
NH9-4	Replace Roof	1460		80000				
NH9-4	Replace System Smokes	1460		5400				
NH9-4	Replace HW Tank	1465	1	2500				
PHA Wide	Operations, Inc. Security	1406		40000				
PHA Wide	NH9-4 Replace Roof + NH9-3 Energy Conservation	1430		5000				
PHA Wide	1 Computer + Monitor	1475		3000				
				213100				

**13. Capital Fund Program Five-Year Action Plan**

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

PHA Name: Lebanon Housing Authority		Grant Type and Number Capital Fund Program #: NH36P00950107 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2007
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA WIDE	9/30/09			9/30/11			
NH9-1	9/30/09			9/30/11			
NH9-2	9/30/09			9/30/11			
NH9-3	9/30/09			9/30/11			
NH9-4	9/30/09			9/30/11			

**Capital Fund Program Five-Year Action Plan**

Part I: Summary

PHA Name Lebanon Housing Authority		<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No: 1</b>			
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
<i>NH009-001 Maple Manor</i>	Annual Statement	\$131,000	\$62,500	\$2,000	\$40,000
NH009-002 Rogers House		\$8,300	\$26,200	\$140,000	\$132,000
NH009-003 Romano Circle		\$22,500	\$59,600	\$20,000	\$9,000
<i>NH009-004 Lebanon Towers</i>		\$12,000	\$15,175	\$8,000	\$0
HA-wide		\$45,000	\$57,000	\$50,000	\$50,000
CFP Funds Listed for 5-year planning		\$218,800	\$220,475	\$220,000	\$231,000
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :_2___ FFY Grant: 2008 PHA FY: 2008			Activities for Year: 3 FFY Grant: 2009 PHA FY:2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	<b>Maple Manor</b>	Noise suppression between floors	\$10,000	<b>Maple Manor</b>	Replace refrigerators	\$28,000
<b>Annual</b>		Efficient K, B & Entry lights	\$11,000		Replace stairwell lights	\$4,500
Statement		Replace Kitchen Cabinets	\$110,000		Repave Parking Lots	\$30,000
	<b>Subtotal</b>		<b>\$131,000</b>	<b>Subtotal</b>		<b>\$62,500</b>
	<b>Rogers House</b>	Efficient K, B & Entry lights	\$8,200	<b>Rogers House</b>	Replace hall carpets	\$15,000
		Replace Com Rm sump	\$100		Change Bath Fans	\$11,200
	<b>Subtotal</b>		<b>\$8,300</b>	<b>Subtotal</b>		<b>\$26,200</b>
	<b>Romano Circle</b>	Replace refrigerators	\$21,000	<b>Romano Circle</b>	Repave Parking Lot	\$35,000
		Replace HW heater	\$1,500		Replace storm doors	\$21,600
					Replace Office Carpet	\$3,000
	<b>Subtotal</b>		<b>\$22,500</b>	<b>Subtotal</b>		<b>\$59,600</b>
	<b>Lebanon Towers</b>	Replace Kitchen lights	\$7,000	<b>Lebanon Towers</b>	Replace Hall Carpets	\$12,175
		Com. Rm. Ceiling	\$5,000		Replace Fire Panel	\$3,000
	<b>Subtotal</b>		<b>\$12,000</b>	<b>Subtotal</b>		<b>\$15,175</b>
	<b>HA-wide</b>	Architect/Engineer fees	\$5,000	<b>HA-wide</b>	Architect/Engineer fees	\$5,000
		Operations, inc. security	\$40,000		Operations, inc. security	\$40,000
					Replace Lawn Tractor	\$12,000
	<b>Subtotal</b>		<b>\$45,000</b>	<b>Subtotal</b>		<b>\$57,000</b>
	<b>Total CFP Estimated Cost</b>	<b>\$218,800</b>		<b>Total CFP Estimated Cost</b>	<b>\$220,475</b>	

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year :_4__ FFY Grant: 2010 PHA FY: 2010			Activities for Year: _5__ FFY Grant: 2011 PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Maple Manor	Refinish back stairs	\$2,000	Maple Manor	Convert 2 units to Accessible	\$40,000
<b>Subtotal</b>		<b>\$2,000</b>	<b>Subtotal</b>		<b>\$40,000</b>
Rogers House	Replace Refrigerators	\$25,000	Rogers House	Convert 2 units to Accessible	\$82,000
	Replace Kitchen Cabinets	\$115,000		Replace Kitchen Cabinets	\$50,000
<b>Subtotal</b>		<b>\$140,000</b>	<b>Subtotal</b>		<b>\$132,000</b>
Romano Circle	Repaint Exterior	\$20,000	Romano Circle	Replace Kitchen Lights	\$9,000
<b>Subtotal</b>		<b>\$20,000</b>	<b>Subtotal</b>		<b>\$9,000</b>
Lebanon Towers	Replace Bath fans	\$8,000	Lebanon Towers		
<b>Subtotal</b>		<b>\$8,000</b>	<b>Subtotal</b>		<b>\$0,000</b>
HA-wide	Architect/Engineer fees	\$5,000	HA-wide	Architect/Engineer fees	\$5,000
	Capital Needs Analysis	\$5,000		Capital Needs Analysis	\$5,000
	Operations, inc. security	\$40,000		Operations, inc. security	\$40,000
<b>Subtotal</b>		<b>\$50,000</b>	<b>Subtotal</b>		<b>\$50,000</b>
<b>Total CFP Estimated Cost</b>	<b>\$220,000</b>		<b>Total CFP Estimated Cost</b>	<b>\$231,000</b>	

Lebanon Housing Authority  
Resident Advisory Board (RAB)  
Minutes of Meeting 4/19/07

Present: Jean Baarson, Rogers House Resident Association President  
Martha Hammond, Maple Manor Resident Association President  
Anita Wilkinson, Romano Circle Resident Association President  
Judith Thornton, Romano Circle Resident  
Sylvia Peterson, Section 8 Program Participant  
Maureen Hannigan, Section 8 Program Participant  
Jonathan Chaffee  
Ann Peck, Lebanon Towers Resident Association President could not attend

The meeting began at 2:00 pm at Rogers House Community Room.

1. Section 8 Cost Cutting Measures. Jon explained for everyone how the Section 8 program makes HAP payments to landlords covering the difference between the tenant portion (calculated the same way as in senior housing) and the payment standard, which is set in relation to the published Fair Market Rent figures. Then Section 8 tenants pay an additional amount above that to cover the full rent, which is usually above the Fair Market Rent figure. So most people are paying more than 30% of their adjusted monthly income toward rent and utilities. HUD used to cover whatever HAP expenses were incurred in supporting the 163 vouchers we are allowed, but have switched to a fixed budget at first based on a 3 month period in 2004. The fixed budget figure for Lebanon turned out to be more than adequate for years 2005 and 2006 and HUD paid more than the actual HAP expenses. Now HUD is changing to a 2007 budget based on the full year of 2006 actual expenses. Our expenses were high during the 3 month window in 2004, dropped during 2005 and most of 2006, but began to rise toward the end of 2006 and have continued to rise in 2007. The amount of expenses projected for 2007 based on the current month average HAP payment (and the average is continuing to rise) will be \$60,000 more than the expenses in 2006 on which HUD is basing our 2007 budget. There are a few ways that Lebanon Housing Authority can reduce its HAP expenses. One of them would be to reduce the number of voucher holders below 163. But if we did this, HUD would sanction us and would probably permanently reduce our funding. All the other ways increase the rent burden of voucher holders by making them pay more toward their rents. Section 8 members of a previous Resident Advisory Board had agreed that the most fair way to deal with cuts in Section 8 funding was to spread the pain across all participants. They did not want to reduce the number of vouchers because they said that it was so important to every single person that has a voucher to have that assistance. The Authority has already reduced its payment standards from 110% of Fair Market

Rents to 100% (we are allowed to set it between 90% and 110%). Some persons with disabilities were granted an exception payment standard of 120% when they came on the program. These were only supposed to be for one year, but they were left in place. These have been rolled back to 110%. Now we are considering rolling back 110% exceptions to 105%. And we are considering only allowing single people to have a voucher for an efficiency apartment, which has the effect of further lowering the payment standard for single people, who make up the majority of participants. This would mean an additional \$26 a month for all single participants on the program. Maureen and Sylvia said that this would be difficult for them. Judy asked if there was a point at which the program had shifted so high a burden to participants that it was no longer effective. Maureen asked "Why are we at this point?" She was incensed that Congress has been so ineffective in the budget process. We are this far into the year and still do not have a budget. And the budgets do not clearly represent the priorities. It would be one thing, she said, if there was a clear decision to spend money in a certain way and because of this there was less for housing; she could deal with it. But these considered decisions have not been made. The spending choices and their effects have been hidden. Candidates should be pressed to lay out their budget priorities in detail. Jon said that many members of the Senate are strong supporters of the Section 8 program, and that our Senator Sununu is very knowledgeable. But perhaps the Senators are not fully aware of the way that program changes affect individuals. Maureen asked at what level it is most productive to be politically active, the local level or the federal. Jon said that if neighbors in Lebanon do not support low income people, the Congress won't. There was a discussion of the separation in society between low income people and others of higher income who call them "those people". What are people afraid of, Sylvia asked, catching being low income? Anita interjected that there had been some basis for people's stereotypes and prejudices about low income people, when a lot of people were not working. But people are working now, and still cannot make it. Anita told how she had gone from a single mother of 3 kids, one severely disabled to getting her GED, to going to college, and finally work with large responsibilities at APD. Yet Anita still does not have health insurance because she cannot afford the \$420 a month co-pay for a family policy. She can hardly afford rent and food. It is frustrating to be working so hard and hardly getting by. People said that the lack of universal health care is a big part of the problem for lots of people. Sylvia said that she had always worked, for long hours, and not getting highly paid either, before she became disabled and was unable to continue and that now her budget is very tight. Health is a big issue for her. Martha said that it was poor health that forced her and her husband to have to move into senior housing. Jean Baarson said that she had grown up in a privileged household in Lebanon; her father was a prominent dentist. She lived in the suburbs of Chicago, but became poor and came back to Lebanon as a young widow with 3 children and no practical skills. (She said it was ironic that as a teenager her parents forbade her from being close to Rogers Hotel because of all the salesmen ("drummers") staying there, and now she lives there herself.) We wandered around old Lebanon on memory lane for a little. Martha's mother was a Bushey and Judy's father's family were Dennetts, from Lebanon. Maureen suggested circulating a letter to be signed by Section 8 participants and sent to Congress. Jon replied that there are strict limits to the lobbying that the Authority can do, and that the names of Section 8 participants could not be given out. The members of the Resident Advisory Board said that they wanted the Board of Commissioners to know that they are interested in appropriate political activity. They also requested that they be periodically updated, throughout the year, on any actions taken affecting Section 8 rent burdens.

2. Resident Involvement and New Housing at Romano Circle, Low Cost Services for Seniors, and Excellent Maintenance for Properties. Jon briefly reviewed the other three goals of Lebanon Housing Authority, as presented in the PLAN. There were no comments on these goals. \_

The meeting was over at 3:40 pm.

Response:

At the April 25, 2007 meeting of the Board of Commissioners of Lebanon Housing Authority, the minutes of the Resident Advisory Board were accepted for inclusion in the PLAN. No action was required in the PLAN to respond to the Resident Advisory Board, although the Board of Commissioners did keep the Resident Advisory Board apprised of its deliberations on Section 8 cost cutting measures.

## Security Plan

Because the consistent programs funded by PHDEP over 6 years have been phenomenally successful in increasing security at Romano Circle family Public Housing, and in decreasing crime and non-criminal violence and improving the overall living conditions of residents, and because these programs have proven to be valued and popular with residents, and because it is anticipated that were these programs to be discontinued there would be an immediate increase in crime and drug related incidents at Romano Circle, Lebanon Housing Authority has set aside \$25,000 annually from the Capital Fund Program to continue the core of youth mentoring programs and family support programs previously funded through PHDEP. These include programs for young people through the Tucker Foundation at Dartmouth College, group activities for school age youth at Romano Circle and family support by professionals. Lebanon Housing Authority will continue to support the resident Neighborhood Watch group, which is the first Neighborhood Watch in the City of Lebanon. Additional security measures, such as having a police officer in residence, do not appear to be needed. Rather, residents ask for more programming for adults to increase their skills for maintaining community and decrease petty bickering among residents.