

**Amendment No. 2 to the
Keene Housing Authority Moving to Work Agreement**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) and the Keene Housing Authority (KHA) entered into the Moving to Work (MTW) Agreement, dated April 22, 1999; and

WHEREAS, the parties now desire to adopt this second amendment the MTW Agreement;

NOW, THEREFORE, the parties do hereby agree as follows:

- I. In Section 2 of the Appendix to MTW Agreement between HUD and KHA, the following subsection will be added:
 - A. Subsection F Administrative Issues
 1. The KHA Annual MTW Plan and Annual MTW Report.
 - a. In lieu of the five (5) year plan and annual plan required by Section 5A of the 1937 Act, as amended, the KHA will prepare and will conduct its activities in accordance with an Annual MTW Plan and Annual MTW Report. The Annual MTW Plan will serve as a comprehensive framework for KHA's activities, including resource allocation decisions, and will be submitted to HUD for its review annually, no later than 60 days prior to the start of KHA's fiscal year (except that in the first year of the MTW demonstration it will be submitted within a reasonable period of execution of this Agreement). The Annual MTW Plan shall be submitted to HUD with a board resolution approving the plan and certifying that a public hearing has been held regarding the plan. HUD will review the Annual MTW Plan for consistency with this MTW Agreement. The elements to be included in the Annual MTW Plan and the Annual MTW Report are described in Attachment B. The Annual MTW Plan and Annual MTW Report will be submitted to HUD in a reasonable format to be specified by HUD.
 - b. The KHA will prepare an Annual MTW Report, including a Consolidated Financial Report describing the sources and uses of funds under this Agreement, which will compare the Agency's performance with its Annual MTW Plan. The Annual MTW Report will provide the information necessary for HUD to assess the KHA's performance, in both regular operations and in activities authorized by the MTW Demonstration Program. Except as otherwise provided in this Agreement, the Annual MTW Report will take the place of all other conventional HUD performance measures. All HUD forms and other reporting mechanisms, including any required certifications, will, where appropriate, be included

in either the Annual MTW Plan or the Annual MTW Report, and will not be submitted to HUD at other times during the year. However, HUD reserves the right to conduct independent physical inspections of KHA property and to require submission of any other information required by law or for sound administration of the program. The Annual MTW Report will be submitted to HUD for its review annually, no later than 60 days after the end of the KHA's fiscal year, except that the first report will be submitted within a reasonable period of the end of the fiscal year for which there is an Annual MTW Plan. The KHA shall submit with the Annual MTW Report, a board resolution approving the Report. HUD will review the Annual MTW Report for consistency with the Annual MTW Plan. The elements to be included in the Annual MTW Plan and the Annual MTW Report are described in Attachment B. The Annual MTW Plan and Annual MTW Report will be submitted to HUD in a reasonable format to be specified by HUD.

- c. During the term of the MTW demonstration, to the extent provided in this Statement of Authorizations and unless otherwise specified, the KHA's Annual MTW Plan and Annual MTW Report will replace only those program-based reporting requirements which are applicable to the receipt of public housing operating subsidies and capital funds and/or tenant-based Section 8 funds.
- d. The KHA will submit an annual audit that complies with the requirements of OMB Circular A-133 including the OMB Compliance Supplement, as determined by the auditor to be relevant to the MTW demonstration.

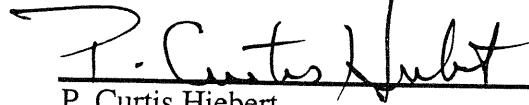
2. Suspension of Current Evaluation and Reporting Requirements

- a. During the term of the MTW demonstration, the KHA will be evaluated by HUD on the basis of its Annual MTW Plan and Annual MTW Report, in lieu of the PHAS (Public Housing Assessment System), or its successor system and other program-based evaluation requirements, except as otherwise provided in this Agreement.
- b. Whereas the KHA is currently a High Performer under PHAS (Public Housing Assessment System) and whereas the Public Housing Assessment System (PHAS) is waived under MTW, the KHA will be entitled to any and all incentives, including bonus points, which may be applicable to any competitive proposals offered under the PHAS System. During the course of the MTW demonstration and upon reentry into PHAS or any successor system, the KHA will retain its current PHAS, or comparable, score.

II. Attachment B (MTW Annual Plan and Report Elements) shall be added to this Agreement.

Except as expressly provided in this Amendment No. 2, every term and condition contained in the MTW agreement shall continue to apply with the same force and effect as if it were fully set forth herein, with such corrections, variations and modifications thereof may be appropriate to make the same conform to this Amendment No. 2. This amendment is effective upon execution by HUD.

KEENE HOUSING AUTHORITY



P. Curtis Hiebert
Executive Director

Date 3/25/03

UNITED STATES DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT



Michael Liu
Assistant Secretary

Date of Execution by HUD 3/28/03

MTW ANNUAL PLAN AND REPORT ELEMENTS

ANNUAL PLAN	ANNUAL REPORT
<p>I. HOUSEHOLDS SERVED</p> <p>A. Number and characteristics of households served at beginning of period, by:</p> <ul style="list-style-type: none"> - unit size - family type (family vs. elderly or disabled) - income group (<30; 30-50; 50-80;>80) - housing type (LRPH; leased, other) - race & ethnicity <p>B. Identify number and characteristics of households on waiting lists (all housing types). Discuss waiting list issues and proposed actions</p> <p>C. Number projected to be served at end of period</p> <p>D. Narrative discussion/explanation of change</p>	<p>I. HOUSEHOLDS SERVED</p> <p>A. Number served: plan vs. actual by</p> <ul style="list-style-type: none"> - unit size - family type - income group - program/housing type - race & ethnicity <p>B. Changes in tenant characteristics</p> <p>C. Changes in waiting list numbers and characteristics</p> <p>D. Narrative discussion/ explanation of difference</p>
<p>II. OCCUPANCY POLICIES</p> <p>A. Statement of policies governing eligibility, selection, admissions, assignment, and occupancy of families, including the admissions policy under section 16(a)(3)(B) for deconcentration of lower-income families</p> <p>B. Statement of Rent Policy</p>	<p>II. OCCUPANCY POLICIES</p> <p>A. Changes in concentration of lower-income families, by program</p> <p>B. Changes in Rent Policy, if any</p> <p>C. Narrative discussion/explanation of change</p>
<p>III. CHANGES IN THE HOUSING STOCK</p> <p>A. Number of units in inventory at beginning of period by program (LRPH, leased, other)</p>	<p>III. CHANGES IN THE HOUSING STOCK</p> <p>A. Number of units in inventory by program: planned vs. actual</p>

<p>B. Projected number at end of period by program</p>	<p>B. Narrative discussion/explanation of difference</p>
<p>IV. SOURCES AND AMOUNTS OF FUNDING</p> <p>A. Identify/discuss all sources and amounts of funding included in consolidated budget statement</p> <p>B. Identify/discuss sources, amounts, and planned uses of special purpose funds outside the consolidated budget (e.g., DEG)</p> <p>C. Consolidated Budget Statement</p>	<p>IV. SOURCES AND AMOUNTS OF FUNDING</p> <p>A. Planned vs. actual funding amounts</p> <p>B. Narrative discussion/explanation of difference</p> <p>C. Consolidated Financial Statement</p>
<p>V. USES OF FUNDS</p> <p>A. Previous year expenditures by line item</p> <p>B. Planned expenditures by line item</p> <p>C. Description of proposed activities/investments by line item/explanation of change from previously approved plan</p> <p>D. Reserve balance at beginning of year. Discuss adequacy of reserves</p>	<p>V. USES OF FUNDS</p> <p>A. Budgeted vs. actual expenditures by line item</p> <p>B. Narrative/explanation of difference</p> <p>C. Reserve balance at end of year. Discuss adequacy of reserves</p>
<p>VI. CAPITAL PLANNING</p> <p>A. Describe major capital needs and projects, estimated costs, and proposed timetables</p> <p>B. Identify planned expenditures</p> <p>C. Demolition and Disposition Requests, if planned</p> <p>D. Homeownership activities, if any</p>	<p>VI. CAPITAL PLANNING</p> <p>A. Planned vs. actual expenditures by property</p> <p>B. Narrative discussion/explanation of difference</p>

VII. MANAGEMENT INFORMATION FOR OWNED/MANAGED UNITS

<p>A. VACANCY RATES</p> <ol style="list-style-type: none"> 1. Vacancy rates by property beginning of period 2. Narrative: issues and proposed actions 3. Target rates by property at end of period 	<p>A. VACANCY RATES</p> <ol style="list-style-type: none"> 1. Target vs. actual vacancies by property 2. Narrative/explanation of difference
<p>B. RENT COLLECTIONS</p> <ol style="list-style-type: none"> 1. Rents Uncollected (%) beginning of period 2. Narrative: issues and proposed actions 3. Target % at end of period 	<p>B. RENT COLLECTIONS</p> <ol style="list-style-type: none"> 1. Target vs. actual collections 2. Narrative/explanation of difference
<p>C. WORK ORDERS</p> <ol style="list-style-type: none"> 1. Response rates beginning of period <ul style="list-style-type: none"> • % emergency within 24 hrs • % regular within 30 days 2. Narrative: issues and proposed actions 3. Target rates at end of period 	<p>C. WORK ORDERS</p> <ol style="list-style-type: none"> 1. Target vs. actual response rates 2. Narrative/explanation of difference
<p>D. INSPECTIONS</p> <ol style="list-style-type: none"> 1. Description of inspection strategy 2. Planned inspections (% this FY) 	<p>D. INSPECTIONS</p> <ol style="list-style-type: none"> 1. Planned vs. actual inspections completed 2. Narrative/discussion of difference 3. Results of independent PHAS inspections
<p>E. SECURITY</p> <ol style="list-style-type: none"> 1. Narrative: security issues and proposed actions 	<p>E. SECURITY</p> <ol style="list-style-type: none"> 1. Narrative: planned vs. actual actions/ explanation of difference

VIII. MANAGEMENT INFORMATION FOR LEASED HOUSING

<p>A. LEASING INFORMATION</p> <ol style="list-style-type: none"> 1. Units under lease (%) beginning of period 2. Target lease up rate at end of period 3. Plans regarding: <ul style="list-style-type: none"> • Ensuring rent reasonableness • Expanding housing opportunities • Deconcentration of low-income families 3. Issues and proposed actions 	<p>A. LEASING INFORMATION</p> <ol style="list-style-type: none"> 1. Target vs. actual lease ups at end of period 2. Information and Certification of Data on Leased Housing Management, including: <ul style="list-style-type: none"> • Ensuring rent reasonableness • Expanding housing opportunities • Deconcentration of low-income families 3. Narrative/explanation of differences
<p>B. INSPECTION STRATEGY</p> <ol style="list-style-type: none"> 1. Description of inspection strategy, including: <ol style="list-style-type: none"> a) Planned inspections completed (% this FY) by category: <ul style="list-style-type: none"> * Annual HQS inspections * Pre-contract HQS inspections * HQS Quality Control Inspections b) HQS Enforcement 	<p>B. INSPECTION STRATEGY</p> <ol style="list-style-type: none"> 1. Results of strategy, including: <ol style="list-style-type: none"> a) Planned vs. actual inspections completed by category: <ul style="list-style-type: none"> * Annual HQS inspections * Pre-contract HQS inspections * HQS Quality Control Inspections b) HQS Enforcement 2. Narrative/discussion of difference
<p>IX. RESIDENT PROGRAMS</p> <ol style="list-style-type: none"> 1. Description of activities 2. Issues and proposed actions 	<p>IX. RESIDENT PROGRAMS</p> <ol style="list-style-type: none"> 1. Narrative: planned vs. actual actions/ explanation of difference 2. Results of latest PHAS Resident Survey, or equivalent as determined by HUD.

X. OTHER INFORMATION AS REQUIRED BY HUD

<p>A. Board Resolution</p> <ul style="list-style-type: none">• Adopting Plan• Certifying that Public Hearing Requirements were met <p>B. Required Certifications and other submissions from which the Agency is not exempted by the MTW Agreement</p> <p>C. Submissions required for the receipt of funds</p>	<p>A. Results of latest completed 133 Audit, (including program-specific OMB compliance supplement items, as applicable to the HA's Agreement)</p> <p>B. Required Certifications and other submissions from which the Agency is not exempted by the MTW Agreement</p> <p>C. Submissions required for the receipt of funds</p>
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