

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007

Annual Plan for Fiscal Year 2003

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

PHA Plan Agency Identification

PHA Name: Portsmouth (NH) Housing Authority

PHA Number: NH004

PHA Fiscal Year Beginning: (mm/yyyy) 01/2003

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

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

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

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction.

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: The mission of the Portsmouth Housing Authority is to be the leader in making quality affordable housing available for low and moderate-income members of the community. The mission will be accomplished by a fiscally responsible, creative organization, committed to excellence.

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.

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 if they become available:

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:

X Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

X Improve public housing management: (PHAS score)

X Improve voucher management: (SEMAP score)

X Increase customer satisfaction:

X Concentrate on efforts to improve specific management functions: Review PHA operations, implement recommendations in management reviews, improve utilization in HCVP, improve unit turnover in public housing operations.

Renovate or modernize public housing units:

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: Manage the Portsmouth Housing Authority's existing Public Housing and Section Eight Programs in an efficient and effective manner. Qualifying as a SEMAP high performer by December 31, 2002. PHAS high performer reached 12-01.

PHA Goal: Increase assisted housing choices

Objectives:

X Provide voucher mobility counseling:

Conduct outreach efforts to potential voucher landlords

Increase voucher payment standards

Implement voucher homeownership program:

Implement public housing or other homeownership programs:

Implement public housing site-based waiting lists:

Convert public housing to vouchers:

Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

If found to meet the criteria for de-concentration, Portsmouth Housing Authority will implement measures to de-concentrate 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: per resident survey results

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: promote the creation of resident associations at each development

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: provide improved social services and educational opportunities for residents

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

- X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other:

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Portsmouth Housing Authority prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the HUD requirements that put that legislation into effect. Our Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be working toward the achievement of our mission, as stated in our Five-Year Plan..

The plans, statements, budget summary, policies and other information set forth in the Plan all contribute to the accomplishment of our Five-Year Plan goals and objectives. Taken as a whole, they constitute a comprehensive approach to the provision of affordable housing that is consistent with the Consolidated Plan of the City of Portsmouth.

A number of highlights of the Annual Plan are:

We recognize that the supply of housing within the reach of working people and people of limited income is extremely low in Portsmouth and that the affordable housing we provide is a precious commodity. We call upon the entire Seacoast area to join the effort to preserve and develop affordable housing.

We are proud of the high quality of our maintenance efforts and of the administrative services provided by our staff. Our ratings for the physical condition of our buildings and the efficiency of our administrative work again earned the designation of the Portsmouth Housing Authority as a high performer.

We work closely with the Portsmouth Police Department and employ an aggressive screening policy and strict lease enforcement to ensure that residents live in a wholesome environment and that children will grow in a healthy, safe neighborhood.

We have provided for incentives to employment and education.

In summary, we remain within the Portsmouth tradition of providing quality assisted housing.

Timothy J. Connors, Executive Director

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- A Brief Statement of Progress in Meeting 5 Year Plan Missions and Goals (nh004a01) page 40
- B Admissions Policy for Deconcentration (nh004b01) page 40
- C Voluntary Conversion Required Initial Assessment (nh004c01) page 41
- D Pet Policy for elderly and family developments (nh004d01) page 41
- E Membership of Resident Advisory Board (nh004e01) page 43
- F Resident Advisory Board Recommendations (nh004f01) page 44
- G Resident Membership in the Board of Commissioners (nh004g01) page 44
- H Definition of substantial deviation and Significant Amendment (nh004h01) page 44
- I Most recent board approved operating budget (nh004i01) page 45

Optional Attachments:

- J PHA Management Organizational Chart (nh004j01) page 49

K FY 2003 Capital Fund Program Performance Reports and Annual Statements (nh004k02)-page 50 through 61

L FY 2003 Capital Fund Program 5 Year Action Plan (nh004l02)-page 62 through 65

Public Housing Drug Elimination Program (PHDEP) Plan

Other

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review

| Applicable & On Display | Supporting Document | Applicable Plan Component |
|-------------------------|---|---|
| | A & O Policy | |
| Yes | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| Yes | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| Yes | 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 |
| Yes | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| Yes | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| Yes | The HUD-approved Capital Fund/Comprehensive Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | N/A |
| Yes | Most recent, approved 5 Year Action Plan for the Capital Fund, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | N/A |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | N/A |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | N/A |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | N/A |
| N/A | Approved or submitted public housing homeownership programs/plans | N/A |
| N/A | Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan | N/A |
| No | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| N/A | FSS Action Plan/s for public housing and/or Section 8 | N/A |
| N/A | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | N/A |
| N/A | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | N/A |
| Yes | The most recent fiscal year audit of the PHA conducted | Annual Plan: Annual Audit |

| List of Supporting Documents Available for Review | | |
|---|--|---------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | |
| N/A | Troubled PHAs: MOA/Recovery Plan | N/A |
| Yes | Pet Policy | Annual Plan |
| N/A | Implementation of Resident Community Service Requirements | N/A |
| | | |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI (1990) | 832 | 5 | 5 | 5 | 5 | 5 | 5 |
| Income >30% but <=50% of AMI (1990) | 896 | 5 | 5 | 5 | 5 | 4 | 5 |
| Income >50% but <80% of AMI(1990) | 1526 | 5 | 5 | 5 | 5 | 4 | 5 |
| Elderly (2000) | 2308 | 5 | 5 | 5 | 5 | 5 | 5 |
| Families with Disabilities (1990) | 278 | 5 | 5 | 5 | 5 | 5 | 5 |
| African American (2000 estimate) | 184 | 5 | 5 | 5 | 5 | 5 | 5 |
| Other Ethnic Groups (2000 estimate) | 297 | 5 | 5 | 5 | 5 | 5 | 5 |

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: FY2000-2005 and 2002/3 Action Plan
- U.S. Census data (1990 and 2000)
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: NH Housing Finance Authority, Residential Rental Cost Surveys, 2001

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

State the housing needs of the families on the PHA's waiting list/s.

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance-NOTE: MIS best estimates | | | |
| <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 | 277 | | 30 |
| Extremely low income <=30% AMI | 193 | 69.68% | |
| Very low income (>30% but <=50% AMI) | 69 | 24.91% | |
| Low income (>50% but <80% AMI) | N/A | 0.00% | |
| Families with children | 166 | 59.93% | |
| Elderly families | 44 | 15.89% | |
| Families with Disabilities | 58 | 20.94% | |
| White | 234 | 84.48% | |
| African American | 26 | 9.39% | |
| Latino | 19 | 6.86% | |
| Asian or Pacific | 5 | 1.81% | |
| Native American | 4 | 1.45% | |
| Characteristics by | | | |

Housing Needs of Families on the Waiting List

| | | | |
|--|--|--|--|
| 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? No <input type="checkbox"/> Yes | | | |

Housing Needs of Families on the Waiting List

| | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing-NOTE: MIS best estimates <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 | 311 | 60.13% | 60 |
| Extremely low income <=30% AMI | 187 | 60.13% | |
| Very low income (>30% but <=50% AMI) | 69 | 22.19% | |
| Low income (>50% but <80% AMI) | 33 | 10.61% | |
| Families with children | 148 | 47.59% | |
| Elderly families | 104 | 33.44% | |
| Families with Disabilities | 68 | 21.87% | |
| White | 261 | 83.93% | |
| African American | 28 | 9.01% | |
| Latino | 15 | 4.83% | |

Housing Needs of Families on the Waiting List

| | | | |
|--|-----|--------|--|
| Asian or Pacific | 5 | 1.61% | |
| Native American | 3 | .97% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 159 | 51.13% | |
| 2 BR | 108 | 34.73% | |
| 3 BR | 42 | 13.51% | |
| 4 BR | 2 | .65% | |
| 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? No <input type="checkbox"/> Yes | | | |

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X 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 increase the ability of 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
- X Other: Note: The Portsmouth Housing Authority is working with HUD and the owners of the Ledgewood Apartments to preserve that development as a source of affordable housing. The PHA is seeking to develop an additional 20 units of elderly housing using a variety of resources.

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, when economically feasible.
- 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

- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

| Financial Resources: Planned Sources and Uses | | |
|---|--------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2003 grants) | | |
| a) Public Housing Operating Fund | \$691,939 | |
| b) Public Housing Capital Fund | \$656,366 | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | \$2,335,052 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | | |
| g) Resident Opportunity and Self-Sufficiency Grants | | |
| h) Community Development Block Grant | | |
| i) HOME | | |
| Other Federal Grants (list below) | | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | | |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | | |
| | \$1,268,700 | Public Housing |
| | | Operations |
| 4. Other income (list below) | | |
| Investment Income | \$16,500 | Public Housing |
| Excess utilities | \$20,000 | Operations |
| Laundry Commissions | \$12,000 | |
| 4. Non-federal sources (list below) | | |
| | | |
| Total resources | \$5,000,557 | |
| | | |

| Financial Resources: Planned Sources and Uses | | |
|--|------------|--------------|
| Sources | Planned \$ | Planned Uses |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

X When families are within a certain number of being offered a unit: predicated on projected vacancies

X When families are within a certain time of being offered a unit: predicated on projected vacancies

Other:

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

X Other: landlord references

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) Note, the NCIC process is so cumbersome that it is impractical to use.

(2) Waiting List Organization

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

X Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe):

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

PHA main administrative office

PHA development site management office

Other (list below)

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

PHA main administrative office

All PHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below):

(3) Assignment

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

One

Two, without cause

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:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

- d. 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
- X Other preference(s) (list below): Applicant who is an elderly parent of a resident of Portsmouth.
Applicant who is a child of an elderly resident of Portsmouth.

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 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, if necessary (targeting) to meet federal requirements.

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

1 Other preference(s) (list below): Applicant who is an elderly parent of a resident of Portsmouth.
Applicant who is a child of an elderly resident of Portsmouth.

4. Relationship of preferences to income targeting requirements:

X The PHA will apply preferences within income tiers, if necessary to meet deconcentration requirements

Not applicable:

(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: Postings of rules in developments and buildings

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

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list):

(6) Deconcentration and Income Mixing

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

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

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

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

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

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) Note, the NCIC process is so cumbersome that it is impractical to use.

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
 Other (describe below) As requested by a landlord and authorized by the voucher holder.

(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:

(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: PHA allows two 30 day extensions upon request.

(4) Admissions Preferences

a. Income targeting

X 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
- X 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, if necessary (targeting) to meet federal requirements.
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below): Applicant who is an elderly parent of a resident of Portsmouth.
Applicant who is a child of an elderly resident of Portsmouth.

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 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, if necessary (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below): Applicant who is an elderly parent of a resident of Portsmouth.
Applicant who is a child of an elderly resident of Portsmouth.

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)

- X The PHA applies preferences within income tiers
Not applicable:

(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
X Other (list below) Not applicable

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

- Through published notices
X Other (list below) Does not apply

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
 \$1-\$25

\$26-\$50

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

3. If yes to question 2, list these policies below: Exemption allowed when: 1. A family has lost its eligibility for or is waiting for an eligibility determination for Federal, State or local assistance.

2. A family would be evicted as a result of the imposition of the minimum rent requirement.

3. A family's income decreases due to changed circumstances, including loss of employment.

4. A family's expenses increase due to changed circumstances, including medical costs, childcare, transportation education or similar items.

5. A death has occurred in the family.

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

1. X 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:

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

For the earned income of a previously unemployed household member

For increases in earned income

X Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

1. Excess employment and education commuting expense-Upon expending a \$500 deductible amount, a family may exclude up to \$1,000 of income for such commuting expenses.

2. Up to \$1,000 may be excluded from income for one family member employed full time for 12 consecutive months.

3. Up to \$ 2,500 may be excluded from income for a family member enrolled in a full course of study.

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below):

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? Does not 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) Does not apply.

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other: Families are required to report changes in family composition prior to their occurrence. Changes in income which would result in a decrease in rent can be reported at any time. Changes in income which would result in an increase in rent must be reported at yearly recertification.

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other: Survey of similar unassisted units in the City and consideration of HUD FMR's.

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:

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

- Annually
 Other (list below): An analysis of voucher holder success rates are reviewed monthly throughout the year.

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)

(2) Minimum Rent

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

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

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

Exemption allowed when:

1. A family has lost its eligibility for or is waiting for an eligibility determination for Federal, State or local assistance.
2. A family would be evicted as a result of the imposition of the minimum rent requirement.
3. A family's income decreases due to changed circumstances, including loss of employment.
4. A family's expenses increase due to changed circumstances, including medical costs, childcare, transportation education or similar items.
5. A death has occurred in the family.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- X An organization chart showing the PHA’s management structure and organization is attached see (nh004j01).

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.) As of August 31, 2001.

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | 421 | 60 |
| Section 8 Vouchers | 286 | 30 |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug Elimination Program (PHDEP) | | |
| Other Federal Programs(list individually) | | |

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

- Admissions and Continued Occupancy Policy
- Affirmative Action Plan
- Annual Audit
- Capitalization Policy
- Civil Rights Certification
- Disposition Policy
- Drug-Free Workplace Policy
- Fair Housing Policy
- Investment Policy
- Lease
- Maintenance Plan
- Personnel Policy
- Pest Control Policy
- Pet Policy
- Posted Rules
- Procurement Policy
- Public Housing Grievance Procedure
- Rent Collection Policy
- Statement of Approach to Asset Management
- Five-Year Plan
- Annual Plan

(2) Section 8 Management:

- Affirmative Action Plan
- Annual Audit
- Civil Rights Certification
- Disposition Policy
- Drug-Free Workplace Policy
- Fair Housing Policy
- Investment Policy
- Personnel Policy
- Procurement Policy
- Section Eight Administrative Plan
- Section Eight Informal Review Procedure

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment nh004k01 pages 47 through 55

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment nh004101 pages 56 through 60

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.) Does not apply.

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below. Does not apply.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below. Does not apply.

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.) Does not apply.

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description: Does not apply.

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

The PHA has just created a cooperative agreement and will seek to implement it.

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies

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

b. Economic and Social self-sufficiency programs

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

| Services and Programs | | | | |
|--|------------------|--|--|---|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| <i>Reduced rent through income Deductions for full time employment and full time students See pg. 20 Sec. 4 pAb3</i> | <i>As needed</i> | <i>See pg. 20 for criteria</i> | <i>PHA main office</i> | <i>Both</i> |
| | | | | |
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(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|---|--|--|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | N/A | |
| Section 8 | N/A | |

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - X Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA’s developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other (describe below)
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
- Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed “in and around” public housing authority
 - Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - Resident reports
 - PHA employee reports

- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below): PHA receives regular reports from the Portsmouth Police Department, consults on a regular basis with members of the Police Department, supports efforts to organize Neighborhood Watch programs, screens all applicants for criminal histories and pursues evictions for criminal activity and consults regularly with the police.

2. Which developments are most affected? (list below)
NH004-1 Gosling Meadows

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)
NH00- 1 Gosling Meadows

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment nh004d01 pages 40 through 42

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

FY 2003 Annual Plan 35

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (nh004f01)

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) All residents and participants were notified of the opportunity to volunteer to serve on the Resident Board.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Portsmouth, N.H.
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s. In Part.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) The City of Portsmouth remains open to opportunities to work together with PHA. At this time the City of Portsmouth and the PHA are seeking to develop affordable housing in a City owned building using a variety of resources.

D. Other Information Required by HUD

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

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

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

See Attachment nh004I01

Attachment nh004c01
Voluntary Conversion Required Initial Assessment

Only one development, NH 4-1 Gosling Meadows, is subject to the required initial assessment. Conversion of the development would be inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

Attachment nh004d01
Pet Policy

14.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Such animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants for safety reasons, to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

14.2 PETS IN SENIOR BUILDINGS

Residents living in developments or buildings designated for use by elderly and disabled families and in any development or building for which elderly or disabled families are given preference may, with prior Housing Authority approval, keep birds, fish, cats or dogs in their units.

14.3 PETS IN FAMILY DEVELOPMENTS

Residents of family developments may not keep dogs in their units. Other than dogs, the same rules apply to family developments as for developments for use by the elderly and disabled.

14.4 APPROVAL

A. Residents must register the pet and have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval and furnish all information and documentation required by this Section before the Housing Authority will approve the request. For dogs and cats, at the first registration, a licensed veterinarian's certification must be filed, certifying that the pet has been spayed or neutered.

B. All pets must be registered with the Housing Authority before bringing them onto the development premises. Initial registration will not be allowed unless the family is in good standing with the Housing Authority. For these purposes, this means that for the previous eighteen months, the family must have been in compliance with their lease, current in all payments to the Authority and must have passed all housekeeping inspections. Thereafter, the registration must be fully updated each year at the resident's annual reexamination. For residents who do not need to be reexamined each year, the registration must be fully updated on or before January 31.

C. Full registration requires the following:

1. An original certification from a licensed veterinarian that the pet, if required, is fully inoculated according to State and local law;
2. An original license of any pet required to be licensed under local or state law;
3. A signed agreement exempting and holding harmless, the Portsmouth Housing Authority.
4. For dogs and cats, proof of insurance against personal injury caused by the animal.

D. The Housing Authority, in its discretion, will refuse registration of any animal deemed to be potentially harmful to the health or safety of others.

14.5 TYPES AND NUMBER OF PETS

The Housing Authority will allow only domesticated dogs, cats, birds, and fish in units. Dogs are not allowed in family developments.

- A. Dogs and cats are limited to one per unit, with a maximum weight of twenty pounds. Species trained as attack animals or known to have aggressive temperaments will not be allowed.
- B. Birds are limited one cage per unit or in the case of small species that can live in health in the same cage, to two per unit.
- C. Fish are limited to one tank per unit. The maximum capacity of the tank cannot exceed five gallons.

14.6 PET DEPOSIT

- A. A deposit of \$100.00 is required at the initial registration of any animal. The pet deposit, if used in full or in part, to pay the cost of fines described in these rules, must be renewed to the \$100.00 level. The pet deposit does not limit the resident's liability for the cost of repairs, replacement, cleaning, deodorizing, insect extermination or personal injury caused by the pet.
- B. The pet deposit is separate from and in addition to the security deposit held on behalf of the resident by the Housing Authority. The deposit will be refunded within thirty days of the day the pet is removed from the unit or within thirty days of the day the resident vacates the unit, less any amounts owed due to expenditures for the items listed in paragraph A, above. Any amounts withheld will be detailed in writing within thirty days.

14.7 FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any repairs or replacement and cleaning for damages caused by the pet. The treatment of any pet-related insect infestation or odors in the pet owner's unit will be the financial responsibility of the pet owner.

14.8 NUISANCE OR THREAT TO HEALTH OR SAFETY

- A. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit, building and development grounds. Toilets may not be used for waste disposal.
- B. Pet owners may not allow their pet to urinate or defecate anywhere on Housing Authority grounds and property. They must curb their pet away from the development site. Should the pet have an accident and defecate or urinate on Housing Authority grounds and property, owners must clean and remove all urine or fecal matter. If a resident fails to clean up after their animal, they will be assessed a waste removal charge of \$25.00 for each occurrence.
- C. Repeated offenses will result in eviction or removal of the pet.
- D. Pets must not be allowed to make noise or otherwise disturb the quiet enjoyment of other residents.
- E. Residents of the Woodbury Manor, State Street and Pleasant Street developments must place all waste in resident-supplied rubbish containers with a tight, secure cover. At all other developments, pet waste, feces, urine, litter box contents, bird cage contents, aquarium waste, etc., must be disposed of in dumpsters, only. It may not be left for rubbish collection in rubbish containers or bags. It may not be left in rubbish closets or put down rubbish chutes. Violation of this rule will be grounds for eviction or removal of the pet.
- F. Aggressive behavior of any kind by pets will not be tolerated. Upon the first instance of aggressive behavior, the pet must be removed.

14.9 CONTROL OF PETS OUTSIDE THE UNIT

Pet owners must appropriately and effectively restrain a dog or cat, by leash or cage, when the animal is outside the unit on Portsmouth Housing Authority premises. The pet owner or other responsible person must accompany a dog or cat whenever the animal is outside the unit. Pets will not be allowed to roam outside the unit. Pets cannot be tied to trees, poles, fences or other objects outside the unit.

14.10 Control OF Pets INSIDE THE UNIT

A. Residents must board their pets away from the development when they leave their unit for a day or more. Pets may not be left unattended for longer than twelve hours. If the Authority reasonably believes that an emergency exists concerning an unattended pet, it will enter the unit. The presence of an unattended pet for longer than twelve hours is considered an emergency, giving the Housing Authority the right to enter the unit.

All Housing Authority staff have the right to refuse to enter a unit where there is an unrestrained or nuisance animal. A refusal to restrain an animal that prevents Housing Authority staff from performing work is grounds for eviction.

14.11 REMOVAL OF PETS

The Portsmouth Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located. The Housing Authority has the right to remove a pet to a humane location, when necessary.

14.12 OTHER REGULATIONS

A. Visitors with pets are not allowed without Housing Authority permission.

B. Residents may exercise their rights under the Grievance Procedure if they dispute a Housing Authority action. The Housing Authority reserves the right to require that a pet be kept off the premises during the Grievance process.

Attachment nh004e01

Membership of Resident Advisory Board

Mr. Albert Charest
410A Islington Street
Portsmouth NH 03801

Paul Staples
82 Blue Heron Drive
Portsmouth NH 03801

Roger Armstrong
245 Middle Street
Portsmouth NH 03801

Shawn Rogers
159 Blue Heron Drive
Portsmouth NH 03801

James Young
245 Middle Street
Portsmouth NH 03801

Alan Jasper
91 Blue Heron Drive
Portsmouth NH 03801

Doris Miller
140 Court Street
Portsmouth Nh 0801

Melissa Reed
PO Box 4032
Portsmouth NH 03801

Priscilla Luneau
43 8 D Pleasant Street
Portsmouth NH 03801

Constance Reardon
18 Weald Road
Portsmouth NH 03801

Attachment nh004f01
Resident Advisory Board Recommendations

The Resident Advisory Board (RAB) met on Thursday, September 5, 2002 to review the PHA Plan. The meeting was held at the main office at 5 o'clock and seven members attended with George Robinson and Rhonda Shwartz.

The Plan was reviewed in depth with the more informational content being discussed at length. The RAB questioned the basis of the information and the sources used to substantiate the responses. Questions evolved around the reasons for the actions proposed in addition to the results that might be expected.

Many questions involving the Capital Fund were discussed. The RAB's interest was primarily focused in how the Annual and Five Year work items were created and requested future input in the process. Some issues were brought up regarding past work items and how the RAB felt that they may have desired different items be accomplished prior to those that were completed. It was explained that mechanical items and building envelope items need to be addressed before cosmetic improvements because physical plant needs to in good shape to ensure that the cosmetic improvements will last.

The fiscal issues of funding and at what levels were discussed. The cost of programs was reviewed with a comparison highlighted between the public housing and HCVP. The public housing budget was reviewed along with the Capital Fund budget.

All attendees indicated that the meeting was enlightening and that they were looking forward to future meetings.

Attachment nh004g01
Resident Membership on the Board of Commissioners and the Board of Commissioners

Mrs. Ruth Griffin, Chairperson
479 Richards Avenue
Portsmouth NH 03801

Mr. John F. Leith
83 Woodbury Avenue
Portsmouth NH N03801

Mrs. Anita N. Freedman
195 Hillside Drive
Portsmouth NH 03801

Father Angelo Pappas
36 Sheffield Road
Portsmouth NH 03801

Mr. Saverino Giambalvo
33 Cliff Road
Portsmouth NH 03801

Mr. Albert Charest
410 A Islington Street
Portsmouth NH 03801

Mr. Albert Charest was appointed as a Resident Commissioner for a five-year term by Portsmouth Mayor Evelyn Sirrell in 2001.

Attachment nh004h01
Definition of Substantial Deviation and Significant Amendment

In the 5 year plan the PHA has indicated that we will seek to build units or developments.(pg. 1)

The PHA has selected additional improvement areas to improve the quality of assisted housing. One is continue the high performer status under PHAS and to reach high performer status under SEMAP by 12/02.

On page 2 the PHA has removed the site based waiting list criteria because it was an error and redefined that site based waiting lists will not be used.

The Annual Plan has redefined a number of areas to correct inaccuracies or to clarify past responses.

On page 2 the attachments were reentered and identified.

On page 4 at the list of supporting documents the cooperative agreement with TANF is included. It has not been agreed to at this time but we will seek to do so through negotiations with the local office.

On page 5 the housing needs in the jurisdiction by family type we reevaluated the impact factors resulting in new scoring.

On page 12 Section 3, paragraph A, 2a Waiting List Organization, we corrected the sit based waiting list selection.

On page 13 Section 3, paragraph A, 4a Income Targeting, we corrected the selection to indicate that we will exceed the Federal targeting to insure meeting the HUD requirement.

On page 16 Section 3, paragraph B, 4a Income Targeting, we corrected the selection to indicate that we will exceed the Federal targeting to insure meeting the HUD requirements.

On page 26 the Annual Statements, Performance and Evaluation Reports and Five Year Plans are included as attachments.

nh004i01

PH Operating Budget FYE 12-31-02

Operating Budget

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

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for instructions and the Public reporting burden statement

| | | | | |
|---|--|--|--|--|
| a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____ | | b. Fiscal Year Ending 12/31/02 | c. No. of months (twelve one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) _____ | d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership |
| e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) PORTSMOUTH HOUSING AUTHORITY | | | | |
| f. Address (city, State, zip code) PORTSMOUTH NH 03801-5196 | | | | |
| g. ACC Number NY420 | | h. PAS / LOCCS Project No. NH00400102D | | i. HUD Field Office BOSTON MA |
| j. No. of Dwelling Units 421 | k. No. of Unit Months Available 5052 | m. No. of Projects 4 | | |

| Line No. | Acct. No. | Description (1) | Actuals Last Fiscal Yr. 19 <u>01</u> PUM (2) | Estimates or Actual Current Budget Yr. 19 <u>01</u> PUM (3) | Requested Budget Estimates | | | |
|--|---|---|--|---|--|--|--|--|
| | | | | | PHA/IHA Estimates Amount (to nearest \$10) PUM (4) | HUD Modifications Amount (to nearest \$10) PUM (6) | | |
| Homebuyers Monthly Payments for | | | | | | | | |
| 010 | 7710 | Operating Expense | | | | | | |
| 020 | 7712 | Earned Home Payments | | | | | | |
| 030 | 7714 | Nonroutine Maintenance Reserve | | | | | | |
| 040 | Total Break-Even Amount (sum of lines 010, 020, and 030) | | | | | | | |
| 050 | 7718 | Excess (or deficit) in Break-Even | | | | | | |
| 060 | 7790 | Homebuyers Monthly Payments - Contra | | | | | | |
| Operating Receipts | | | | | | | | |
| 070 | 3110 | Dwelling Rental | 246.20 | 1,243,283 | 251.13 | 1,268,700 | | |
| 080 | 3120 | Excess Utilities | 3.95 | 19,960 | 3.96 | 20,000 | | |
| 090 | 3190 | Nondwelling Rental | | | | | | |
| 100 | Total Rental Income (sum of lines 070, 080, and 090) | | 250.05 | 1,263,243 | 255.09 | 1,288,700 | | |
| 110 | 3810 | Interest on General Fund Investments | 6.08 | 30,760 | 3.27 | 16,500 | | |
| 120 | 3890 | Other Income | 2.30 | 11,635 | 2.38 | 12,000 | | |
| 130 | Total Operating Income (sum of lines 100, 110, and 120) | | 258.44 | 1,305,618 | 260.73 | 1,317,200 | | |
| Operating Expenditures - Administration | | | | | | | | |
| 140 | 4110 | Administrative Salaries | 73.98 | 373,727 | 77.43 | 391,190 | | |
| 150 | 4130 | Legal expense | 1.24 | 6,260 | 1.51 | 7,620 | | |
| 160 | 4140 | Staff Training | | | | | | |
| 170 | 4150 | Travel | 1.73 | 8,747 | 1.42 | 7,180 | | |
| 180 | 4170 | Accounting Fees | | | | | | |
| 190 | 4171 | Auditing Fees | .99 | 5,000 | 1.04 | 5,500 | | |
| 200 | 4190 | Other Administrative Expenses | 20.39 | 103,003 | 19.92 | 100,660 | | |
| 210 | Total Administrative Expense (sum of line 140 thru line 200) | | 98.32 | 496,737 | 101.38 | 512,150 | | |
| Tenant Services | | | | | | | | |
| 220 | 4210 | Salaries | 5.99 | 30,267 | 6.23 | 31,480 | | |
| 230 | 4220 | Recreation, Publications and Other Services | 3.19 | 16,133 | 5.83 | 29,450 | | |
| 240 | 4230 | Contract Costs, Training and Other | | | | | | |
| 250 | Total Tenant Services Expense (sum of lines 220, 230, and 240) | | 9.18 | 46,400 | 12.06 | 60,930 | | |
| Utilities | | | | | | | | |
| 260 | 4310 | Water | 18.18 | 91,865 | 19.25 | 97,260 | | |
| 270 | 4320 | Electricity | 59.69 | 301,548 | 53.53 | 270,430 | | |
| 280 | 4330 | Gas | 14.07 | 71,097 | 11.83 | 59,780 | | |
| 290 | 4340 | Fuel | 21.66 | 109,427 | 21.67 | 110,500 | | |
| 300 | 4350 | Labor | 15.51 | 78,343 | 16.20 | 81,850 | | |
| 310 | 4390 | Other utilities expense | | | | | | |
| 320 | Total Utilities Expense (sum of line 260 thru line 310) | | 129.11 | 652,280 | 122.69 | 619,820 | | |

Previous editions are obsolete

Page 1 of 4

Form HUD-62564 (3/95)
ref. Handbook 7475.1

Name of PHA / IHA

Fiscal Year Ending

PORTSMOUTH HOUSING AUTHORITY

12/31/2002

| Line No. | Acct. No. | Description (1) | Actuals Last Fiscal Yr. 19 01 PUM (2) | Estimates <input checked="" type="checkbox"/> or Actual Current Budget Yr. 19 01 PUM (3) | Requested Budget/Estimates | | | |
|---|-----------|---|---|---|----------------------------|------------------------------------|-------------------|------------------------------------|
| | | | | | PHA/IHA Estimates | | HUD Modifications | |
| | | | | | PUM (4) | Amount (to nearest \$10) (5) | PUM (6) | Amount (to nearest \$10) (7) |
| Ordinary Maintenance and Operation | | | | | | | | |
| 330 | 4410 | Labor | 46.52 | 235,030 | 48.60 | 245,540 | | |
| 340 | 4420 | Materials | 22.92 | 115,800 | 21.77 | 110,000 | | |
| 350 | 4430 | Contract Costs | 17.82 | 90,032 | 18.41 | 93,000 | | |
| 360 | Total | Ordinary Maintenance & Operation Expense (lines 330 to 350) | 87.27 | 440,866 | 88.78 | 448,540 | | |
| Protective Services | | | | | | | | |
| 370 | 4460 | Labor | | | | | | |
| 380 | 4470 | Materials | | | | | | |
| 390 | 4480 | Contract costs | | | | | | |
| 400 | Total | Protective Services Expense (sum of lines 370 to 390) | | | | | | |
| General Expense | | | | | | | | |
| 410 | 4510 | Insurance | 14.67 | 75,111 | 21.38 | 108,000 | | |
| 420 | 4520 | Payments in Lieu of Taxes | 12.09 | 61,096 | 13.25 | 66,930 | | |
| 430 | 4530 | Terminal Leave Payments | | | | | | |
| 440 | 4540 | Employee Benefit Contributions | 48.54 | 245,209 | 53.73 | 271,460 | | |
| 450 | 4570 | Collection Losses | .57 | 2,861 | .99 | 5,000 | | |
| 460 | 4590 | Other General Expense | 0 | (4) | | | | |
| 470 | Total | General Expense (sum of lines 410 to 460) | 76.06 | 384,273 | 89.35 | 451,390 | | |
| 480 | Total | Routine Expense (sum of lines 210, 260, 320, 360, 400, and 470) | 399.95 | 2,020,556 | 414.26 | 2,092,830 | | |
| Rent for Leased Dwellings | | | | | | | | |
| 490 | 4710 | Rents to Owners of Leased Dwellings | | | | | | |
| 500 | Total | Operating Expense (sum of lines 480 and 490) | | | | | | |
| Nonroutine Expenditures | | | | | | | | |
| 510 | 4610 | Extraordinary Maintenance | 3.12 | 15,738 | 4.37 | 22,100 | | |
| 520 | 7520 | Replacement of Nonexpendable Equipment | 5.22 | 26,362 | 15.96 | 80,730 | | |
| 530 | 7540 | Property Betterments and Additions | | | | | | |
| 540 | Total | Nonroutine Expenditures (sum of lines 510, 520, and 530) | 8.34 | 42,100 | 20.33 | 102,830 | | |
| 550 | Total | Operating Expenditures (sum of lines 500 and 540) | 408.29 | 2,062,676 | 434.61 | 2,195,660 | | |
| Prior Year Adjustments | | | | | | | | |
| 560 | 6010 | Prior Year Adjustments Affecting Residual Receipts | (1.39) | (7,004) | .08 | 400 | | |
| Other Expenditures: | | | | | | | | |
| 570 | | Deficiency in Residual Receipts at End of Preceding Fiscal Yr. | | | | | | |
| 580 | Total | Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570) | 406.90 | 2,055,672 | 434.69 | 2,196,060 | | |
| 590 | | Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580) | (148.47) | (750,054) | (173.96) | (676,660) | | |
| HUD Contributions | | | | | | | | |
| 600 | 8010 | Basic Annual Contribution Earned - Leased Projects - Current Year | | | | | | |
| 610 | 8011 | Prior Year Adjustments - (Debit) Credit | | | | | | |
| 620 | Total | Basic Annual Contribution (line 600 plus or minus line 610) | | | | | | |
| 630 | 8020 | Contributions Earned - Op. Sub - Cur. Yr. (before year-end adj.) | | | | | | |
| 640 | | Mandatory PFS Adjustments (net) | | | | | | |
| 650 | | Other (specify) | | | | | | |
| 660 | | Other (specify) | | | | | | |
| 670 | | Total Year-end Adjustments/Other (plus or minus lines 640 thru 660) | | | | | | |
| 680 | 8020 | Total Operating Subsidy-current year (line 630 plus or minus line 670) | 145.33 | 734,220 | 142.92 | 722,050 | | |
| 690 | Total | HUD Contributions (sum of lines 620 and 680) | | | | | | |
| 700 | | Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810 | (3.13) | (15,834) | (31.04) | (156,810) | | |

| Operating Reserve | | PHA/IHA Estimates | HUD Modifications |
|--|------|---|-------------------|
| Part I - Maximum Operating Reserve - End of Current Budget Year | | | |
| 740 | 2821 | PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564 | |

| Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End | | | |
|--|--|---|-----------|
| 780 | | Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date) | |
| 790 | | Provision for Operating Reserve - Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE | |
| 800 | | Operating Reserve at End of Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE 12/31/01 | 715,422 |
| 810 | | Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700 | (156,810) |
| 820 | | Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810) 12/31/02 | 558,612 |
| 830 | | Cash Reserve Requirement - _____ % of line 480 | |

Comments

PHA / IHA Approval Name TIMOTHY J. CONNORS

Title EXECUTIVE DIRECTOR

Signature 

Date 2/10/02

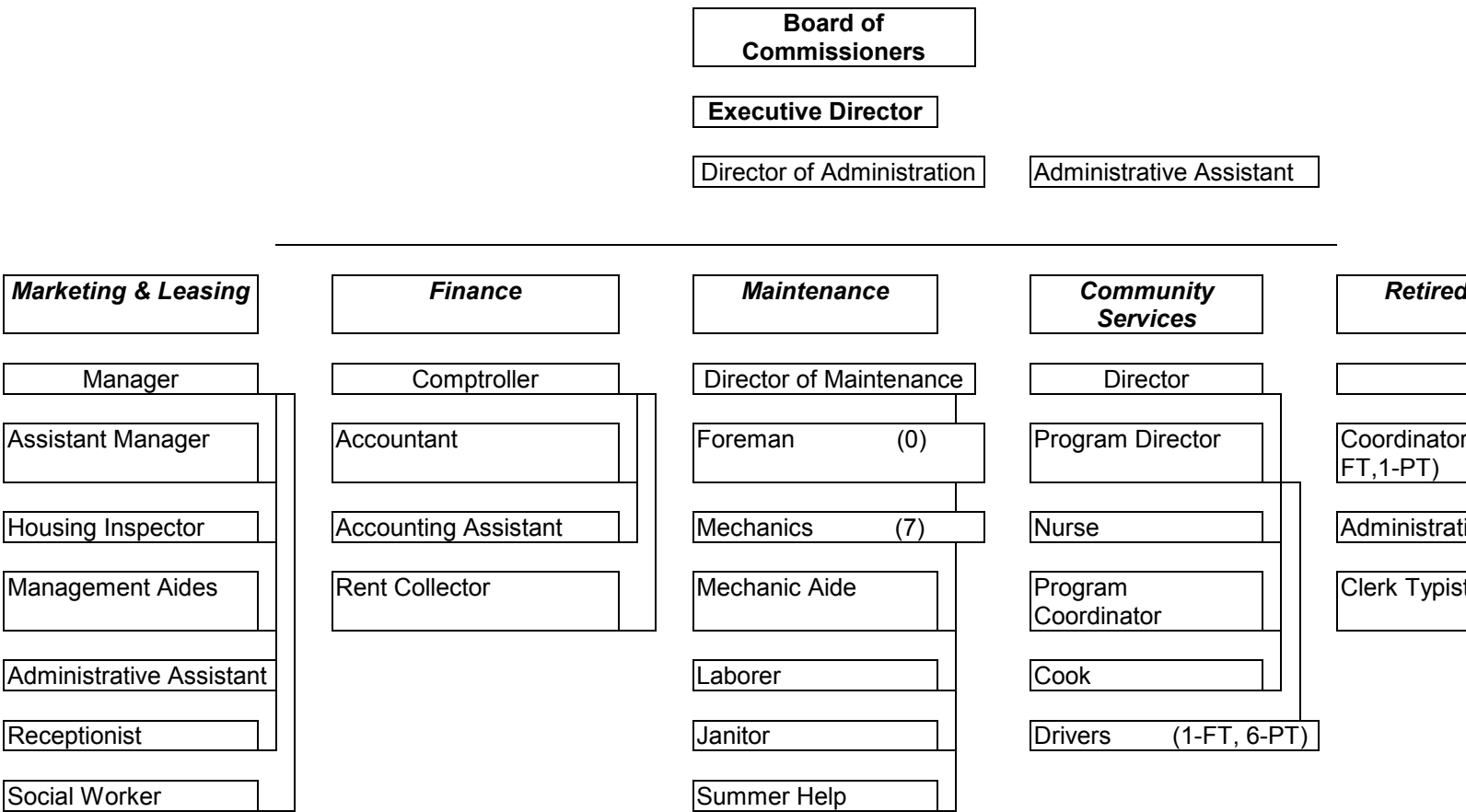
Field Office Approval Name _____

Title _____

Signature _____

Date _____

Attachment nh004j01
PHA Organizational Chart



**Attachment nh004k01 Capital Fund
Annual Statement FY00 Performance and Evaluation Report**

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

| | | |
|--|--|-------------------------------------|
| PHA Name: Portsmouth Housing Authority | Grant Type and Number Capital Fund Program Grant No: NH36P00450100 Replacement Housing Factor Grant No: | Federal FY of Grant: 2000 |
|--|--|-------------------------------------|

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report 6-02

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|----------|---|----------------------|---------|-------------------|----------|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | 4,000 | 3,531 | 3,531 | 3,531 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 68,300 | 36,230 | 36,230 | 36,230 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 122,319 | 122,319 | 122,319 | 122,319 |
| 10 | 1460 Dwelling Structures | 362,696 | 404,725 | 404,725 | 404,725 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | 120,000 | 110,510 | 110,510 | 110,510 |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 677,315 | 677,315 | 677,315 | 677,315 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

| PHA Name: Portsmouth Housing Authority | | | Grant Type and Number Capital Fund Program No: NH36P00450100 Replacement Housing Factor No: | | | | Federal FY of Grant: 2000 | |
|--|---|---------|---|---|---------|--------|----------------------------------|--|
| Dev. Number Name/HA- Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates | |
| | Original | Revised | Actual | Original | Revised | Actual | | |
| NH 4-1 | 9/01 | 12/01 | 12/01 | 3/03 | 3/02 | 3/02 | | |
| NH 4-3 | 6/01 | | 6/01 | 6/01 | | 6/01 | | |
| NH 4-6 | 6/01 | | 6/01 | 9/01 | | 9/01 | | |
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor
(CFP/CFPRHF) Part I: Summary**

| PHA Name: Portsmouth Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NH36P00450101 Replacement Housing Factor Grant No: | | Federal FY of Grant: 2001 | |
|---|---|--|---------|---|----------|
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) X Performance and Evaluation Report for Period Ending: 6/02 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 | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | 1,000 | 1,809 | 1,809 | 1,809 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 25,000 | 3,370 | 3,370 | 3,370 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 40,000 | 59,900 | 59,900 | 59,900 |
| 10 | 1460 Dwelling Structures | 575,126 | 579,565 | 579,565 | 579,565 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | 50,000 | 46,482 | 46,482 | 0 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 691,126 | 691,126 | 691,126 | 644,644 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

| PHA Name: Portsmouth Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NH36P00450101 Replacement Housing Factor Grant No: | | | | | | Federal FY of Grant: 2001 |
|---|--|---|------|----------------------|---------|-------------------|----------------|------------------------------|
| Dev. Number Name/HA- Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Qty | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| NH 4-1 | Replace siding, doors, Windows | 1460 | 100% | 575,126 | 579,565 | 579,565 | 579,565 | Completed |
| | Playground | 1475 | 100% | 50,000 | 46,482 | 46,482 | 0 | Awarded-in progress |
| | Subtotal | | | 625,126 | 626,047 | 626,047 | 579,565 | |
| NH 4-6 | Paving | 1450 | 100% | 40,000 | 59,900 | 59,900 | 59,900 | Completed |
| | Subtotal | | | 40,000 | 59,900 | 59,900 | 59,900 | |
| Admin. | Advertising | 1410 | | 1,000 | 1,809 | 1,809 | 1,809 | |
| | Subtotal | | | 1,000 | 1,809 | 1,809 | 1,809 | |
| Fees/Costs | A/E Services | 1430 | | 0 | 3,370 | 3,370 | 3,370 | |
| | Codify Plans/Specs | 1430 | | 25,000 | 0 | 0 | 0 | To 2002 |
| | Subtotal | | | 25,000 | 3,370 | 3,370 | 3,370 | |
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor
(CFP/CFPRHF)**

Part III: Implementation Schedule

| PHA Name: Portsmouth Housing Authority | | | Grant Type and Number Capital Fund Program No: NH36P00450101 Replacement Housing Factor No: | | | | Federal FY of Grant: 2001 | |
|---|--|---------|---|--|---------|--------|----------------------------------|--|
| Dev. Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates | |
| | Original | Revised | Actual | Original | Revised | Actual | | |
| NH 4-1 | 6/02 | | 6/02 | 9/02 | | | | |
| NH 4-6 | 6/02 | 3/02 | 3/02 | 9/02 | 6/02 | 6/02 | Completed | |
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor
(CFP/CFPRHF) Part I: Summary**

| PHA Name: Portsmouth Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NH36P00450102 Replacement Housing Factor Grant No: | | Federal FY of Grant: 2002 | |
|--|---|--|---------|---|----------|
| Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> X Performance and Evaluation Report for Period Ending: 6/02 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 | | | | |
| 3 | 1408 Management Improvements | | | | |
| 4 | 1410 Administration | 27,200 | 24,000 | 0 | 0 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 12,000 | 47,366 | 28,700 | 0 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 549,000 | 560,000 | 337,793 | 244,925 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 39,000 | 0 | 0 | 0 |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | 25,000 | 25,000 | 0 | 0 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | 4,166 | 0 | 0 | 0 |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 656,366 | 656,366 | 366,493 | 244,925 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Portsmouth Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NH36P00450102 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2002 | |
|---|--|---|------|----------------------|---------|-------------------|------------------------------|----------------|
| Dev. Number Name/H A-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Qty | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| NH 4-1 | Kitchen Cabinets | 1460 | 100% | 142,000 | 0 | 0 | 0 | |
| | Foundation Repairs | 1460 | 100% | 60,000 | 20,000 | 0 | 0 | |
| | Stair railings | 1460 | 100% | 34,000 | 0 | 0 | 0 | |
| | Back flow prevention | 1460 | 100% | 25,000 | 0 | 0 | 0 | |
| | Siding, doors, windows | 1460 | 100% | 0 | 380,000 | 337,793 | 244,925 | |
| | Subtotal | | | 261,000 | 400,000 | 337,793 | 244,925 | |
| NH 4-2 | Stairwell railings | 1460 | 40% | 12,000 | 0 | | | |
| | Boilers | 1460 | 100% | 100,000 | 0 | | | |
| | Stoves | 1465.1 | 100% | 15,000 | 0 | | | |
| | Refrigerators | 1465.1 | 100% | 24,000 | 0 | | | |
| | Subtotal | | | 151,000 | 0 | | | |
| NH 4-3 | Back flow prevention | 1460 | 100% | 10,000 | 0 | | | |
| | Subtotal | | | 10,000 | 0 | | | |
| NH 4-6 | Roof | 1460 | 100% | 150,000 | 150,000 | | | |
| | Stairwell railings | 1460 | 100% | 6,000 | 0 | | | |
| | Masonry repairs | 1460 | 100% | 10,000 | 10,000 | | | |
| | Subtotal | | | 166,000 | 160,000 | | | |
| Admin | Advertising | 1410 | | 7,200 | 4,000 | | | |
| | Clerk of works | 1410 | | 20,000 | 20,000 | | | |
| | Subtotal | | | 27,200 | 24,000 | | | |
| Non-dwel. Equip. | Computer Equipment | 1475 | | 25,000 | 25,000 | | | |
| | Subtotal | | | | | | | |
| Fees/costs | A/E Services | 1430 | | 12,000 | 28,700 | 28,700 | | |
| | Codify plans/specs | 1430 | | 0 | 18,666 | | | |
| | Subtotal | | | 12,000 | 47,366 | 28,700 | | |

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor
(CFP/CFPRHF)

Part III: Implementation Schedule

| PHA Name: Portsmouth Housing Authority | | Grant Type and Number Capital Fund Program No: NH36P00450102 Replacement Housing Factor No: | | | | Federal FY of Grant: 2002 | |
|---|--|---|--------|--|---------|------------------------------|----------------------------------|
| Dev. Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
| | Original | Revised | Actual | Original | Revised | Actual | |
| | | | | | | | |
| NH 4-1 | 9/03 | 9/03 | | 9/04 | 9/04 | | |
| NH 4-2 | 9/03 | N/A | | 9/04 | N/A | | |
| NH 4-3 | 9/03 | N/A | | 9/04 | N/A | | |
| NH 4-6 | 9/03 | 9/03 | | 9/04 | 9/04 | | |
| | | | | | | | |
| Admin | 9/03 | 9/03 | | 9/04 | 9/04 | | |
| | | | | | | | |
| Non dwel. Equip. | 9/03 | 9/03 | | 9/04 | 9/04 | | |
| | | | | | | | |
| Fees/costs | 9/03 | 9/03 | | 9/04 | 9/04 | | |
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor
(CFP/CFPRHF) Part I: Summary**

| PHA Name: Portsmouth Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NH36P00450103 Replacement Housing Factor Grant No: | | Federal FY of Grant: 2003 | |
|--|---|--|---------|--|----------|
| <input checked="" type="checkbox"/> Original Annual Statement | | <input type="checkbox"/> Reserve for Disasters/ Emergencies | | <input type="checkbox"/> 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 | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements | 12,366 | 12,366 | 0 | 0 |
| 4 | 1410 Administration | 24,000 | 24,000 | 0 | 0 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 5,000 | 5,000 | 0 | 0 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 520,000 | 520,000 | 0 | 0 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 75,000 | 75,000 | 0 | 0 |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | 20,000 | 20,000 | 0 | 0 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 656,366 | 656,366 | 0 | 0 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | 75,000 | 75,000 | 0 | 0 |

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

| PHA Name: Portsmouth Housing Authority | | Grant Type and Number Capital Fund Program Grant No: NH36P00450103 Replacement Housing Factor Grant No: | | | | | Federal FY of Grant: 2003 | |
|---|--|---|------|----------------------|---------|-------------------|------------------------------|----------------|
| Dev. Number Name/H A-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Qty | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| NH 4-1 | Replace Kit. Cabinets (cabinets, sinks, faucets, lighting, and related items) | 1460 | 100% | 520,000 | 520,000 | 0 | 0 | |
| | Subtotal | | | 520,000 | 520,000 | 0 | 0 | |
| NH 4-2 | N/A | | | | | | | |
| NH 4-3 | Replace stoves/refers | 1465.1 | 100% | 75,000 | 75,000 | 0 | 0 | |
| | Subtotal | | | 75,000 | 75,000 | 0 | 0 | |
| NH 4-6 | N/A | | | | | | | |
| | Subtotal | | | | | | | |
| Mgmt. Imp. | Staff Training | 1408 | | 12,366 | 12,366 | 0 | 0 | |
| Admin | Advertising | 1410 | | 4,000 | 4,000 | 0 | 0 | |
| | Clerk of works | 1410 | | 20,000 | 20,000 | 0 | 0 | |
| | Subtotal | | | 24,000 | 24,000 | 0 | 0 | |
| Non-dwel. Equip. | Computer Equipment | 1475 | | 20,000 | 20,000 | 0 | 0 | |
| | Subtotal | | | 20,000 | 20,000 | 0 | 0 | |
| Fees/costs | A/E Services | 1430 | | 5,000 | 5,000 | 0 | 0 | |
| | Subtotal | | | 5,000 | 5,000 | 0 | 0 | |

Attachment nh004101
Capital Fund 5 Year Action Plan

Capital Fund Program Five-Year Action Plan

Part I: Summary

| PHA Name | | <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: | | | |
|--------------------------------------|--------|---|--|--|--|
| Dev. Number/Name/HA-Wide | Year 1 | Work Statement for Year 2 FFY Grant: 2004 PHA FY: 1/04 | Work Statement for Year 3 FFY Grant: 2005 PHA FY: 1/05 | Work Statement for Year 4 FFY Grant: 2006 PHA FY: 1/06 | Work Statement for Year 5 FFY Grant: 2007 PHA FY: 1/07 |
| | A | | | | |
| NH 4-1 | N | | 300,000 | | |
| | N | | | | |
| NH 4-2 | U | 120,000 | | 240,000 | 180,000 |
| | A | | | | |
| | L | | | | |
| NH 4-3 | S | 210,000 | 300,000 | 360,000 | 410,000 |
| | T | | | | |
| | A | | | | |
| | T | | | | |
| NH 4-6 | E | 270,000 | | | 10,000 |
| | M | | | | |
| | E | | | | |
| | N | | | | |
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| CFP Funds Listed for 5-year planning | | | | | |
| Replacement Housing Factor Funds | | | | | |

| Optional 5-Year Action Plan Tables | | | |
|---|--|----------------------------|-----------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| NH 004 | PHA wide | 0 | 0% |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Replace MIS/computer system | | | 120,000 |
| Replace computer hardware | | | |
| Replace software | | | |
| Total estimated cost over next 5 years | | | 120,000 |

