

# PHA Plans

**Manchester Housing and Redevelopment Authority ~ NH001**  
**198 Hanover Street**  
**Manchester, NH 03104-6125**

- ~ 5 Year Plan for Fiscal Years 2000 - 2004**  
Includes progress statements for Strategic Goals
- ~ Annual Plan for Fiscal Year 2003**  
October 1, 2003 through September 30, 2004

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

## **PHA Plan Agency Identification**

**PHA Name:** Manchester Housing and Redevelopment Authority

**PHA Number:** NH001

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2003

### **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
- Central Maintenance Facility

### **Display Locations For PHA Plans and Supporting Documents**

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Central Maintenance Facility

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

- Main business office of the PHA
- PHA development management offices
- Central Maintenance Facility

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

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

"The MHRA is committed to serving low-income households by offering affordable housing, self-sufficiency and "quality of life" programs. Through these opportunities we work with families to gain the stability and skills necessary for achieving financial independence. For the elderly and disabled we strive to help maintain their independence and vitality by providing quality living conditions along with important supportive services."

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

**Progress: The MHRA:**

- ~ has applied for and received additional vouchers
- ~ has applied for Preservation Vouchers
- ~ is pursuing conversion and construction of units

- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
  
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:  
**Progress: Conducted during briefings**
  - Conduct outreach efforts to potential voucher landlords  
**Progress: Section 8 staff contact potential voucher landlords by phone and/or mail**
  - Increase voucher payment standards  
**Progress: Increased from 100% to 110%**
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:  
**Progress: Public housing homeownership program is under review for implementation; Section 8 homeownership program has been implemented**
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability: (Family Self-Sufficiency Program)
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:  
**Progress: Promoted at briefings for Section 8 participants. Staff assists in completing HUD discrimination forms if necessary.**
- 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:  
**Progress: Staff members encourage participants to seek suitable housing during Section 8 briefings.**
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:  
**Progress: The MHRA continues to provide reasonable accommodations such as giving two-bedroom vouchers to disabled families in order to secure an accessible unit.**
- Other: (list below)  
**Progress: The Fair Housing Officer is available to investigate any complaints. The Cultural Diversity Coordinator has completed initial diversity trainings of all MHRA employees and is available to assist residents with related issues.**

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2003**

October 1, 2003 to September 30, 2004  
[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.

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The Manchester Housing and Redevelopment Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Authority.

“The MHRA is committed to serving low-income households by offering affordable housing, self-sufficiency and ‘quality of life’ programs. Through these opportunities we work with families to gain the stability and skills necessary for achieving financial independence. For the elderly and disabled we strive to help maintain their independence and vitality by providing quality living conditions along with important supportive services.”

We have also adopted the following goals for the next five years:

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

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission. The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals.

Taken as a whole, they outline a comprehensive approach towards our goals and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- ~ Homeownership opportunities through the Section 8(y) and Section 5(h) programs
- ~ Implementation of the Section 8 Project Based Assistance Program
- ~ Conversion and/or construction of new housing units including the Gale Home

In summary, we are on course to improve the condition of affordable housing in Manchester.

**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:

- Admissions Policy for Deconcentration (nh001a03)
- FY 2003 Capital Fund Program Annual Statement (nh001c03)
- Resident Advisory Board member list (names only) (nh001k03)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan (nh001d03)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (nh001f03)
- Other:
  - ~ FY 2000 - 2002 Capital Fund Program Annual Statements (nh001g03)
  - (~ Comments from Public Meeting (nh001h03))
  - ~ Pet Policy (nh001i03)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N / A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N / A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N / A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N / A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N / A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	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)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N / A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N / A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

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	4,549	5	5	2	N/A	3	N/A
Income >30% but <=50% of AMI	2,958	4	5	2	N/A	2	N/A
Income >50% but <80% of AMI	5,197	2	5	2	N/A	N/A	N/A
Elderly	4,510	4	5	2	N/A	N/A	N/A
Families with Disabilities	5,170	4	5	2	4	N/A	N/A
Black	177	3	5	2	N/A	N/A	N/A
Hispanic	380	3	5	2	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: FY 2001 - 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (2002)
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
New Hampshire Housing Finance Authority 2002 Residential Rental Cost Survey

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

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

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			
<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	1,920		
Extremely low income <=30% AMI	1,401	73.0	
Very low income (>30% but <=50% AMI)	437	22.7	
Low income (>50% but <80% AMI)	82	4.3	
Income =>80% AMI	0	0.0	
Families with children	951	49.5	
Elderly families	524	27.3	
Families with Disabilities	341	17.8	
Black	137	7.1	
Asian/Pacific Islander	14	0.7	
Hispanic	254	13.2	
American / Alaskan Native	11	0.6	

Characteristics by Bedroom Size (Public Housing Only)			
0 / 1 BR	831	43.3	
2 BR	844	43.9	
3 BR	203	10.6	
4 BR	29	1.5	
5+ BR	13	0.7	

<b>Housing Needs of Families on the Waiting List</b>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,398		
Extremely low income <=30% AMI	2,529	74.4	
Very low income (>30% but <=50% AMI)	849	25	
Low income (>50% but <80% AMI)	20	0.6	
Income =>80% AMI	0	0.0	
Families with children	1,911	56.2	
Elderly families	262	7.7	
Families with Disabilities	574	16.9	
Black	255	7.5	
Asian/Pacific Islander	13	0.4	
Hispanic	454	13.4	
American / Alaskan Native	12	0.3	

**Housing Needs of Families on the Waiting List**

Characteristics by Bedroom Size (Public Housing Only)			
0BR	N/A	N/A	
1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 BR	N/A	N/A	
5+ BR	N/A	N/A	

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  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.

The MHRA will continue to make its Public Housing and Section 8 programs available to qualified families, elderly and other individuals. In addition, the MHRA will work towards expanding local housing choices through the following initiatives: Section 8 Project-Based Assistance (up to 200 units), homeownership under the Section 5(h) and Section 8(y) Programs, use of Preservation Vouchers to maintain affordability at an existing development and conversion and/or construction of new housing units. The MHRA is developing a number of housing projects to increase the availability of low-income housing in the jurisdiction. Financing options are being pursued including Low Income Housing Tax Credits and the Federal Home Loan Bank.

**(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other:  
Continue implementation of Section 8 Project Based assistance program  
Explore feasibility of implementing a Section 8 Homeownership Program

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work (Working Preference)
- 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  
(Working Preference)
- Adopt rent policies to support and encourage work  
No Interim recertification for increases in earned income
- 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:  
Expand Congregate Services Program

**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:  
Increase outreach / impact of Cultural Diversity Program efforts

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply



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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	\$ 2,203,710	
b) Public Housing Capital Fund	\$ 2,203,531	
c) HOPE VI Revitalization	\$ 0	
d) HOPE VI Demolition	\$ 0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 11,073,099	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 293,178	
g) Resident Opportunity and Self-Sufficiency Grants	\$ 0	
h) Community Development Block Grant	\$ 60,000	Youth
i) HOME	\$ 0	
j) Other Federal Grants		
	\$ 86,524	Gallen CSP
	\$ 79,687	O'Malley CSP
	\$ 65,438	Kalivas CSP
<b>2. Prior Year Federal Grants (unobligated funds only)</b>		
EDSS	\$ 0	
Service Coordinators	\$ 55,815	
<b>3. Public Housing Dwelling Rental Income</b>		
Dwelling Rental	\$ 4,280,360	PHA Operations
<b>4. Other income</b>		
Investment income	\$ 142,130	PHA Operations
Other income	\$ 36,000	PHA Operations
<b>4. Non-federal sources</b>		
State of NH / Client Fees		
	\$ 39,900	Title XX Youth
	\$ 118,970	Gallen CSP
	\$ 109,570	O'Malley CSP
	\$ 89,977	Kalivas CSP
	\$ 166,702	Pariseau CSP
State of NH USDA	\$ 500	Title XX Youth
City Housing (Tarrytown Rents)	\$ 397,800	City Housing Operations
Hillsborough County	\$ 32,000	Latchkey
Manchester Air Park (on-hand)	\$ 1,450	
Manchester Air Park (sale of land)	\$ 0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Bond Fund	\$ 0	
<b>Total resources</b>	<b>\$21,539,341</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (120 days)
- Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?  
(only if the State is unable to provide information)
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- Sub-jurisdictional lists

- Site-based waiting lists
- Other (describe)

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? None.

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

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

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

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

- One
- Two
- Three or more

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other:  
Congregate Services Program

c. Preferences

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness due to Disaster only
- 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) but only to achieve and maintain targeting requirements

- Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
  - Other preference(s)  
Special Programs
- The Non-Housing Assistance Preference shall be given to the applicant family who is not receiving any local, state or federal housing assistance.  
Qualified elderly Section 8 households (limited basis)

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:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing
- 1 Homelessness due to Disaster only (Highest preference if applicable)  
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 1 Residents who live and/or work in the jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting) but only to achieve and maintain targeting requirements
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s)  
1 Special Programs
- 1 The Non-Housing Assistance Preference shall be given to the applicant family which is not receiving any local, state or federal housing assistance.
- 1 Qualified elderly Section 8 households (limited basis)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

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

- The PHA-resident lease  
 The PHA's Admissions and (Continued) Occupancy policy  
 PHA briefing seminars or written materials  
 Other source  
Bulletin boards, memos and notices

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?  
Only if the State is unable to provide information
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other  
Current and former landlord information

**(2) Waiting List Organization**

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

**(3) Search Time**

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

If yes, state circumstances below:

Thirty (30) day extensions are granted upon receipt of evidence of unsuccessful attempts to locate a unit or inability to look for a unit for a total maximum of 120 days.

**(4) Admissions Preferences**

- a. Income targeting

Yes  No Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s)  
Homeless due to Disaster Preference (unit is rendered permanently uninhabitable by any person.  
The Non-Housing Assistance Preference shall be given to the applicant family which is not receiving any local, state or federal housing assistance.  
Special Programs.

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

- 1 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)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s)
- 1 Homeless due to Disaster Preference (unit is rendered permanently uninhabitable by any person.
- 1 The Non-Housing Assistance Preference shall be given to the applicant family which is not receiving any local, state or federal housing assistance.
- 1 Special Programs.

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

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

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements
- Targeting requirement assures that the preferences cannot be used for most admissions.

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other

The Mod/SRO application describes that placement of participants is done by alcohol and drug rehabilitation professionals. The Family Self-Sufficiency Program Action Plan addresses eligibility for the program.

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

- Through published notices
- Other

The Mod/SRO Program. As substance abuse professionals determine eligibility, the Authority needn't conduct such outreach. Outreach for the Family Self Sufficiency Program is done by direct mail to Section 8 participants and by distribution of brochures.

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

- ~ MHRA Procedures for Notification to Families of Hardship Exceptions
- ~ Exemptions to Minimum Rent
- ~ HD Criteria for Hardship Exemption
- ~ Temporary Hardship
- ~ Repayment Agreements for Temporary Hardship

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

**NOTE:** Flat rents were implemented as of October 1, 2002.

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time a family experiences an income change
- 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

- 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  
Local rental guides

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

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

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

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

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

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other  
Apartment rent levels in Manchester

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.



(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
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)
- (2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

## A. Capital Fund Activities

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment nh001c03

-or-

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

-and-

The FY 1998 - 2001 Capital Fund Program Annual Statement/Performance and Evaluation Reports are provided as an attachment to the PHA Plan at Attachment nh001g03

### **(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 nh001d03

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to

component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”,

skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: N / A	
1b. Development (project) number: NH 1-20	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (09/09/1998)	
5. Number of units affected: 19	



6. Coverage of action: (select one)

Part of the development

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.)

**NOTE:** During Fiscal Year 2002 the MHRA developed and implemented a Section 8(y) Homeownership Program.

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

- ~ Participants may not owe a debt to the MHRA or any other PHA and must be in otherwise good standing.
- ~ Lenders must be authorized to conduct business in NH; no seller financing.
- ~ Financing terms may not include prepayment penalties, balloon payments or variable interest rates.
- ~ Restrictions on other debt secured by the home.
- ~ Restrictions based on affordability.

## **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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

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

#### **(1) General**

##### a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
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)

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

- Safety and security survey of residents

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

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

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

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

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

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

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

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

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

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

**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 2000 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 nhoo1i03

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) nh001f03
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here)

“Manchester (NH) 2001-2005 Consolidated Plan: Strategy for Housing & Community Development”

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.  
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.  
 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.



- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

Homeownership; providing decent, safe, affordable housing; rehabilitation of housing units; affirmative action; housing for the elderly; housing for the disabled.

- Other: (list below)

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

Commitment to improving housing conditions in the City of Manchester.

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

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

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

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

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

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

- ~ Substantial reduction or discontinuance of the provision of Public Housing or the Housing Choice Voucher Program. For Public Housing, "substantial reduction" shall be a minimum of two- percent (25) of all units OR if an entire site or development of a smaller size is removed for any reason (deconcentration, modernization, disposition, etc.) in one fiscal year. For the Housing Choice Voucher Program., "substantial reduction" shall be a minimum of ten- percent (168) of all vouchers.
- ~ Change to rent policies, admissions policies or organization of the waiting lists.

- ~ Addition or removal of a secondary housing program such as Section 5(h) or Section 8y homeownership programs.
- ~ Addition or removal of primary support services such as the Congregate Services Program.
- ~ Ten percent (10%) or more adjustment in funding amount, funding source and/or use.
- ~ Conversion or elimination of any Public Housing units under voluntary conversion, disposition or demolition guidelines.
- ~ Fundamental change to mission or strategic goals such as no longer providing affordable housing.

#### Requirements for Significant Amendments to the PHA Plan

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

- ~ Consult with the Resident Advisory Board; and
- ~ Ensure consistency with the City of Manchester’s Consolidated Plan; and
- ~ Provide for a review of the change(s) by the public during a 45-day review period; and
- ~ Convene the Board of Commissioners to adopt the change(s) during a meeting that is open to the public; and
- ~ Submit the change to and receive approval from HUD in accordance with HUD’s plan review procedures prior to implementation of the change(s).

## Attachments

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

The following chart lists all attachments to the Plans:

<b>Attachment #</b>	<b>Document</b>
nh001v04	PHA Plans template
nh001a04	Policy for Deconcentration
nh001b04	Deconcentration questions attachment
nh001c04	FY 2003 Capital Fund Program Annual Statement
nh001d04	FY 2003 Capital Fund 5-Year Action Plan
nh001e04	PHDEP Plan - Eliminated: now part of operating fund
nh001f04	Comments from Resident Advisory Board hearing
nh001g04	FY 2000 - 2002 Capital Fund Program Annual Statements
nh001h04	Comments from public hearing
nh001i04	Pet Policy
nh001j04	Voluntary Conversion of Developments
nh001k04	Board of Commissioners and Resident Advisory Board member lists (names only)
nh001l04	Section 8 Project Based Voucher Program Statement
nh001m04	Section 8 Homeownership Program Capacity Statement

## Deconcentration Policy

### Admissions and Continued Occupancy Plan Chapter 4, Section L, Page 10

*Based on counting all general occupancy developments regardless of size or number of units.*

#### N. DECONCENTRATION OF POVERTY AND INCOME-MIXING AT FAMILY DEVELOPMENTS (24 CFR Part 903, Subpart A; effective January 22, 2001)

The Authority will determine levels of income concentration for families residing in all general occupancy developments (“covered developments”) in the following manner:

- 1) Annually determine the average income of all families residing in all covered developments.
- 2) Annually determine the average income of all families in each covered development.

The Authority may choose to employ unit size adjustment factors in determining the average income of all families residing in each covered development as provided for at 24 CFR Part 903.2(c)(1)(ii), Final Rule, and described in more detail in Notice PIH 2001-4(HA), II. Instructions, Section A, Component 4.

- 3) Determine the Established Income Range, defined as 85 percent to 115 percent of the average for all covered developments.
- 4) Determine which, if any, covered developments have an average income higher or lower than the Established Income Range. Covered developments that have an average income that is within the Established Income Range shall be considered to have met deconcentration standards. Covered developments that have an average income that is outside the Established Income Range shall be considered to be noncompliant with deconcentration standards.

#### Explanation

[24 CFR Part 903.2(c)(1)(iv)]

Should there be covered developments that are outside the Established Income Range, the Authority may explain or justify the income profiles for these developments as being consistent with and furthering both the goals of deconcentration and the local goals and strategies contained in the Annual Plan. Elements of explanations or justifications that may satisfy these requirements may include, but are not limited to the following:

- 1) The covered development or developments are subject to consent decrees or other resident selection and admission plans mandated by court action;
- 2) The covered development or developments are part of the PHA's programs, strategies or activities specifically authorized by statute, such as mixed-income or mixed-finance developments, homeownership programs, self-sufficiency strategies, or other strategies designed to deconcentrate poverty, promote income mixing in public housing, or increase the incomes of public housing residents, or the income mix is otherwise subject to individual review and approval by HUD;

- 3) The covered development's or developments' size, location and/or configuration promote income deconcentration, such as scattered site or small developments;
- 4) The income characteristics of the covered development or developments are explained by other circumstances.

Remedy

[24 CFR Part 903.2(c)(1)(v)]

In the event one or more covered developments fall outside the Established Income Range – either higher or lower – and these results cannot be explained or justified in accordance with the previous section, the following procedures will be followed:

- 1) Determine which families on the waiting list have incomes higher or lower than the average for all covered developments.
- 2) When a unit becomes available for occupancy in a covered development with higher incomes the unit shall be offered to the first family on the waiting list that has an income lower than the average for all covered developments. When a unit becomes available for occupancy in a covered development with lower incomes the unit shall be offered to the first family on the waiting list that has an income higher than the average for all covered developments.

Families that are higher on the waiting list but do not meet the appropriate income guideline may be skipped over as required. If the waiting list does not contain a family in the income category to whom the unit is to be offered, the Authority will offer the unit to a family based on other eligibility requirements.

- 3) As with any offer of a vacant unit in public housing, families may refuse up to two units. Should a third unit be offered and refused, the family may fall to the bottom of the waiting list but will not be removed solely for refusing units under the deconcentration policy.
- 4) No family shall be forced to vacate a unit in order for deconcentration standards to be met. However, if the Authority is aware of a unit that is to be vacated, efforts may be made to locate a family in a required income level prior to the unit actually becoming vacant.
- 5) All efforts to maintain deconcentration standards shall be properly recorded.

**MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY**

**Component 3, (6) Deconcentration and Income Mixing**

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

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at 903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation)[see step 5 at 903.2(c)(1)(v)]</b>
NH 1-1, Elmwood Gardens	200	This development is the site of the Family Investment Center funded by HUD to provide a venue for economic self sufficiency and job training/employment skills programming.	
NH 1-4, Scattered	32	These units are scattered and the number of scattered units promotes deconcentration.	
NH 1-16, Rimmon and Gates	6	The size of this development promotes deconcentration.	
NH 1-21, Scattered	4	The size of this development promotes deconcentration.	
NH 1-22, Scattered	2	The size of this development promotes deconcentration.	

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Manchester Housing and Redevelopment Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NH36P00150103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2003
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	289,772			
3	1408 Management Improvements	11,500			
4	1410 Administration	142,328			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	294,800			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	57,000			
10	1460 Dwelling Structures	660,000			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	500			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	200			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	496			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,456,596			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	11,000			
26	Amount of line 21 Related to Energy Conservation Measures	120,000			

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH 1-3 Benoit Homes	A & E Services for Rehabilitation	1430.1		1,000				
	Consulting/Testing Services Rehabilitation	1430.2		500				
	Site Rehabilitation	1450		57,000				
	Comprehensive Building Rehabilitation	1460	11 D U's	660,000				
	Relocation Costs	1495.1		200				
	Legal Counsel Contract & Bid Reviews	1410.4		500				
HA-Wide Management Improvements	Computer System Software & Support	1408		10,000				
	Staff Professional Development Training	1408		500				
	Resident Initiatives and Training	1408		400				
	Program Reviews	1408		200				
	Newsletters/Operations Guides	1408		200				
	Archive Document Storage	1408		200				
Administration	Non-Technical PHA Staff Salaries	1410.1		102,020				
	Non-Technical PHA Staff Benefits	1410.9		40,308				
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		293,300				
Non-Dwelling Equipment	Computer System Enhancement	1475.1		300				
	Office Equipment & Furniture Replacement	1475.1		200				
Operations	Operations Account	1406		289,272				
Contingency	Contingency Account	1502		496				



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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program No: NH36P00150103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH 1-3 Benoit Homes	9/30/2005			9/30/2007			
HA – Wide Management Improvements	9/30/2005			9/30/2007			
Administration	9/30/2005			9/30/2007			
Fees and Costs	9/30/2005			9/30/2007			
Non-Dwelling Equipment	9/30/2005			9/30/2007			

**Resident Advisory Board Meeting: Comprehensive Agency Plan  
Central Maintenance Facility  
July 9, 2003**

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Present:

Resident Advisory Board:

Eleanor Brooks  
Ginny Carmichael  
Marie Donohoe

William Donohoe  
Germaine Duval  
Robin Harrell

MHRA Staff:

Netti Raby, Housing Services Director  
Diane Demick, Occupancy Manager  
Amanda Parenteau, Project Coordinator

The meeting began at 6:30 PM. Amanda Parenteau explained the Comprehensive Agency Plan including the Public Meeting, Board of Commissioners meeting, submission and HUD notification of approval.

**Question:** Are comments and concerns passed on?

**Response:** Yes. Any questions, comments or concerns voiced during the Planning process are brought to the attention of the appropriate department.

**Question:** Why isn't information on the Section 8 Homeownership Program sent to all eligible Section 8/Housing Choice Voucher participants?

**Response:** This program was implemented within the last year. Households have to apply to determine eligibility. Section 8/Housing Choice Voucher participants are being notified of this option at recertification and the program is outlined in the revised handbook.

**Comment:** Two Section 8/Housing Choice Voucher participants present stated they had recently been through recertification but had not been notified of the Homeownership Program.

**Response:** Netti will look into the matter and ensure that staff notifies participants of this option.

**Question:** Will they reinstate Section 8 (HUD) stepping in to help participants? A lot of protections have been removed such as the ability of Section 8 staff to intervene with landlords on behalf of the residents.

**Response:** The program remains the same, however, should there be any problems with MHRA staff, participants should contact Netti Raby, Housing Services Director.

**Question:** I am elderly and disabled but have a teenage relative residing with me. Eventually I would like to get into public housing from Section 8. How can I do this without the teenager having to live in an elderly development?

**Response:** There are two ways to accomplish this: reasonable accommodation and portability between programs. Reasonable accommodation allows the transfer based on the disability. Portability between programs provides a one time opportunity for elderly Section 8 participants who are in good standing regarding their lease to apply for public housing without their current housing assistance affecting their placement on the waiting list. Neither option would require moving to an elderly development

Both staff and other Board members offered names of programs and services that could assist with daily living activities.

**Comment:** Staff has done a lot of work on housing development (such as the Gale Home). Congratulations.

There being no further comments or questions, the meeting was adjourned at approximately 7:10 PM.



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

<b>PHA Name:</b> Manchester Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NH36P00150100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 03/31/03  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	151,800	151,800	151,800	151,800
3	1408 Management Improvements	110,700	104,820	104,820	104,820
4	1410 Administration	140,800	142,575	142,575	97,190
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	244,500	244,495	244,495	244,495
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	32,000	32,000	32,000	32,000
10	1460 Dwelling Structures	1,042,400	1,086,663	1,086,663	603,477
11	1465.1 Dwelling Equipment—Nonexpendable	12,800	12,800	12,800	12,800
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	57,750	62,948	62,948	62,948
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	15,000	3,425	3,425	3,425
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	0	0	0	0
20	1502 Contingency	33,776	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,841,526	1,841,526	1,841,526	1,312,955
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	55,000	55,000	55,000	37,400
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	45,000	45,000	45,000	30,600
26	Amount of line 21 Related to Energy Conservation Measures	200,000	200,000	200,000	136,000

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH 1-3 Benoit Homes	A & E Services for Rehabilitation	1430.1		15,000	24,165	24,165	24,165	Completed
	Consulting/Testing Services Rehabilitation	1430.2		10,000	830	830	830	Completed
	Site Rehabilitation	1450	Site	32,000	32,000	32,000	32,000	Completed
	Comprehensive Building Rehabilitation	1460	15 D U's	1,042,400	1,086,663	1,086,663	603,477	In Progress
	Refrigerators and Ranges	1465.1	14 Sets	12,800	12,800	12,800	12,800	Completed
	Relocation Costs	1495.1		15,000	3,425	3,425	3,425	Completed
	Legal Counsel Contract & Bid Reviews	1410.4		5,000	6,775	6,775	6,775	Completed
HA-Wide Management Improvements	Computer System Software & Support	1408		27,700	41,835	41,835	41,835	Completed
	Staff Professional Development Training	1408		21,500	31,250	31,250	31,250	Completed
	Resident Initiatives and Training	1408		17,500	13,112	13,112	13,112	Completed
	Program Reviews	1408		16,500	593	593	593	Completed
	Newsletters/Operations Guides	1408		25,000	17,740	17,740	17,740	Completed
	Archive Document Storage	1408		2,500	290	290	290	Completed
Administration	Non-Technical PHA Staff Salaries	1410.1		97,016	97,016	97,016	56,872	Ongoing
	Non-Technical PHA Staff Benefits	1410.9		38,784	38,784	38,784	33,543	Ongoing
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		219,500	219,500	219,500	219,500	Completed
Non-Dwelling Equipment	Computer System Enhancement	1475.1		25,000	34,468	34,468	34,468	Completed
	Office Equipment & Furniture Replacement	1475.1		32,750	28,480	28,480	28,480	Completed
Operations	Operations Account	1406		151,800	151,800	151,800	151,800	Completed
Contingency	Contingency Account	1502		33,776	0	0		

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program No: NH36P00150100 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH 1-3 Benoit Homes	3/31/2002	6/30/2002	6/30/2002	9/30/2004			
HA – Wide Management Improvements	3/31/2002	6/30/2002	6/30/2002	9/30/2004		3/31/2003	
Administration	3/31/2002		12/31/2000	9/30/2004			
Fees and Costs	3/31/2002		12/31/2000	9/30/2004		3/31/2003	
Non-Dwelling Equipment	3/31/2002	6/30/2002	6/30/2002	9/30/2004		3/31/2002	

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

<b>PHA Name:</b> Manchester Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NH36P00150101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 03/31/03    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	208,900		208,900	208,900
3	1408 Management Improvements	115,200		33,103	33,103
4	1410 Administration	148,000		143,000	
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	258,700		258,700	227,542
8	1440 Site Acquisition	0			
9	1450 Site Improvement	64,000			
10	1460 Dwelling Structures	960,000		58,399	
11	1465.1 Dwelling Equipment—Nonexpendable	12,800			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	75,500		8,614	8,614
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	15,000			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	20,926			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,897,026		710,716	478,159
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	15,000			
26	Amount of line 21 Related to Energy Conservation Measures	174,000			

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH 1-3 Benoit Homes	A & E Services for Rehabilitation	1430.1		20,000		20,000	19,536	Ongoing
	Consulting/Testing Services for Rehabilitation	1430.2		10,000		10,000	4,113	Ongoing
	Site Rehabilitation	1450	Site	64,000				
	Comprehensive Building Rehabilitation	1460	16 D U's	960,400		58,399		
	Refrigerators and Ranges	1465.1	16 Sets	12,800				
	Relocation Costs	1495.1		15,000				
	Legal Counsel Contract & Bid Reviews	1410.4		5,000				
HA-Wide Management Improvements	Computer System Software & Support	1408		45,700		20,269	20,269	Ongoing
	Staff Professional Development Training	1408		28,000		11,385	11,385	Ongoing
	Resident Initiatives and Training	1408		5,000		1,254	1,254	Ongoing
	Program Reviews	1408		16,500				
	Newsletters/Operations Guides	1408		15,000		95	95	Ongoing
	Archive Document Storage	1408		5,000		100	100	Ongoing
Administration	Non-Technical PHA Staff Salaries	1410.1		102,102		102,102		
	Non-Technical PHA Staff Benefits	1410.9		40,898		40,898		
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		228,700		228,700	203,893	Ongoing
Non-Dwelling Equipment	Computer System Enhancement	1475.1		25,000		6,744	6,744	Ongoing
	Office Equipment & Furniture Replacement	1475.1		50,500		1,870	1,870	Ongoing
Operations	Operations Account	1406		208,900		208,900	208,900	Completed
Contingency	Contingency Account	1502		20,926				

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program No: NH36P00150101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH 1-3 Benoit Homes	6/30/2002	9/30/2003		9/30/2003	9/30/2004		
HA – Wide Management Improvements	6/30/2002			9/30/2003			
Administration	6/30/2002		6/30/2002	9/30/2003			
Fees and Costs	6/30/2002		12/30/2001	9/30/2003			
Non-Dwelling Equipment	6/30/2002			9/30/2003			



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

<b>PHA Name:</b> Manchester Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: NH36P00150102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 03/31/03  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	249,600		249,600	87,662
3	1408 Management Improvements	116,700		12,700	30
4	1410 Administration	168,700		166,700	
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	323,200		293,200	
8	1440 Site Acquisition	0			
9	1450 Site Improvement	80,000			
10	1460 Dwelling Structures	720,000			
11	1465.1 Dwelling Equipment—Nonexpendable	9,600			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	92,500			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	9,000			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	54,135			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,823,435		722,200	87,692
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	12,000			
26	Amount of line 21 Related to Energy Conservation Measures	130,000			

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

PHA Name: Manchester Housing and Redevelopment Authority		Grant Type and Number Capital Fund Program Grant No: NH36P00150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NH 1-3 Benoit Homes	A & E Services for Rehabilitation	1430.1		20,000				
	Consulting/Testing Services for Rehabilitation	1430.2		10,000				
	Site Rehabilitation	1450	Site	80,000				
	Comprehensive Building Rehabilitation	1460	12 D U's	720,000				
	Refrigerators and Ranges	1465.1	12 Sets	9,600				
	Relocation Costs	1495.1		9,000				
	Legal Counsel Contract & Bid Reviews	1410.4		2,000				
HA-Wide Management Improvements	Computer System Software & Support	1408		45,700		12,670		
	Staff Professional Development Training	1408		31,000				
	Resident Initiatives and Training	1408		6,000		30	30	
	Program Reviews	1408		16,500				
	Newsletters/Operations Guides	1408		15,000				
	Archive Document Storage	1408		2,500				
Administration	Non-Technical PHA Staff Salaries	1410.1		119,096		119,096		
	Non-Technical PHA Staff Benefits	1410.9		47,604		47,604		
Fees and Costs	Project Inspectors Salaries and Benefits	1430.7		293,200		293,200		
Non-Dwelling Equipment	Computer System Enhancement	1475.1		25,000				
	Office Equipment & Furniture Replacement	1475.1		67,500				
Operations	Operations Account	1406		249,600		249,600	87,662	
Contingency	Contingency Account	1502		54,135				

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

PHA Name: Manchester Housing and Redevelopment Authority	Grant Type and Number Capital Fund Program No: NH36P00150102 Replacement Housing Factor No:	Federal FY of Grant: 2002
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NH 1-3 Benoit Homes	9/30/2004			9/30/2006			
HA – Wide Management Improvements	9/30/2004			9/30/2006			
Administration	9/30/2004			9/30/2006			
Fees and Costs	9/30/2004			9/30/2006			
Non-Dwelling Equipment	9/30/2004			9/30/2006			

**Comments and questions from the Comprehensive Agency Plan Public Meeting  
Elmwood Gardens Community Center  
July 8, 2003**

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The Public Meeting began with opening remarks and introductions from Dick Dunfey, Executive Director and was presided over by Fred Kfoury, Chair, Board of Commissioners. Ken Edwards, Assistant Executive Director, gave a presentation on the Comprehensive Agency Plan; Michele Desmond, Compliance Manager, presented proposed major changes to programs and policies; and Dick Webster, Housing Development Manager, presented housing development initiatives. Seventeen people were in attendance in addition to the Board of Commissioners and staff members.

After all presentations were completed, the Chair opened the floor to questions and comments. Only one question was asked:

**Question:** How many family units versus elderly units are being built?

**Response (Dick Dunfey, Fred Kfoury):** Most new units are elderly but we are looking at doing family housing at the nine-acre parcel of land on Old Wellington Road. The MHRA is working with Families In Transition and Southern New Hampshire Services to build family units. We are also partnering with other agencies to leverage resources.

Attendees were invited to meet with staff to discuss issues unrelated to the meeting. The meeting was then adjourned.



**Chapter 10**  
**PET POLICY**  
**[24 CFR 5.309]**

**INTRODUCTION**

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

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

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

**ASSISTIVE ANIMALS**

Certain pet rules may be excluded from the pet policy if those animals assist persons with disabilities or are required for a resident to enjoy an equal housing opportunity.

To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability;
- That the need for an assistive animal in the provision of services is required to live and function independently.

Any exception to the pet policy must be approved by the Public Housing Property Manager.

Residents with approved assistive animals shall be subject to all pet policy requirements that protect other residents' safety or well being.

Residents utilizing an assistive animal and able to certify the need will be eligible for the medical allowance for all costs associated with the animal and its maintenance, such as food, shots and license.

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

All pets must be approved in advance by MHRA management.

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

### **Registration of Pets**

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

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

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

10. Any person who considers a dog to be a nuisance (barking for sustained periods so as to disturb the peace and quiet of a neighborhood or area) or a menace (vicious to persons, their animals or property) may make a complaint in writing to any law enforcement officer and such complaint will be filed.
11. All pets shall be licensed as appropriate under local law.
12. Except for entering and exiting, no pet shall be allowed in common areas, e.g.: lobbies, Community Center/Rooms, laundry areas, hallways, stair towers, above grade balconies of platforms, outside areas where residents congregate, etc. of any building.

### **Refusal To Register Pets**

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

MHRA will refuse to register a pet if:

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

Keeping the pet would violate the Pet Policy;

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

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

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

### **Types of Pets Allowed**

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

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

1. Dogs (Allowed in elderly housing only)

Maximum number: one (1)

Maximum adult weight: forty (40) pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

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

2. Cats (Allowed in elderly housing only)

Maximum number: one (1)

Must be spayed or neutered

Must have all required inoculations

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

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

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

Maximum number: two (2)

Must be enclosed in a cage at all times

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

Maximum aquarium size: 1-20 gallon

Must be maintained on a safe and sturdy stand

**B. PETS TEMPORARILY ON THE PREMISES**

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

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

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

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

The following areas are designated no-pet areas:

Outside areas where residents congregate.  
Lobbies, except to enter and exit.



Community centers/rooms.  
Laundry areas.  
Hallways and stair towers, except to enter and exit.  
Above grade community balconies and platforms.

**D. ADDITIONAL FEES FOR PETS**

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

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

**E. ALTERATIONS TO UNIT**

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

**F. PET WASTE REMOVAL CHARGE**

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

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

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

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

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

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

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

## **G. PET AREA RESTRICTIONS**

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

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

## **H. NOISE**

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

## **I. CLEANLINESS REQUIREMENTS**

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

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

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

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

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

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

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

## **J. PET CARE**

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

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

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

**K. RESPONSIBLE PARTIES**

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

**L. INSPECTIONS**

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

**M. PET RULE VIOLATION NOTICE**

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

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

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

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

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

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

**N. NOTICE FOR PET REMOVAL**

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

The Notice shall contain:

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

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

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

**O. TERMINATION OF RESIDENCY**

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

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

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

**P. PET REMOVAL**

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

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

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

**Q. EMERGENCIES**

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

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

**Component 10 (B) Voluntary Conversion Initial Assessments**

a. How many of the PHA’s developments are subject to the Required Initial Assessments?

Entire Developments: Six (6)

Partial Developments: One (1) – four (4) total sites

b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

Entire Developments: Seven (7)

Partial Developments: One (1) – thirteen (13) total sites

c. How many Assessments were conducted for the PHA’s covered developments?

Ten (10) – One for each “entire development”, one for each covered site within the “partial development”.

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

<b>Development Name</b>	<b>Number of Units</b>
N / A	N / A

a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

All required initial assessments were completed and submitted to HUD on September 20, 2001.

**Manchester Housing and Redevelopment Authority  
2003 Board Members**

**Resident Advisory Board**

Marie Donohoe - Burns

Bill Donohoe – Burns

Ginny Carmichael – Elmwood

Edward A. Russell, Jr. – Gallen

Lucille Taylor – Kalivas

Kim Sheriden – Kelley Falls

Joan Spence – O’Malley

Eleanor Brooks - Section 8

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Project-Based Vouchers  
Supplement to Annual Plan through March 3, 2003

This supplement is to advise as to the current status of the Project-Based Voucher Program and to update the Capacity Statement found in the MHRA's Annual Plan. The Manchester Housing and Redevelopment Authority initiated its Project-Based Voucher effort by advertising for proposals last year. Four proposals were received in response to the advertisements and were opened on April 8, 2002. Of these four, one proposal did not meet program requirements and the other three were conditionally approved. These three proposals are identified below:

<u>Location</u>	<u># of Vouchers</u>	<u>Census Tract*</u>	<u>Owner</u>
Biron Street (Piscataquog River)	58**	22	The Anagnost Companies
Brook Street/Temple Ct.	6	5	Manchester Neighborhood Housing Services
Market Street/Amherst Street/Spruce Street	44	4, 13, 15	Families In Transition

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

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

The status of these proposals is indicated below:

**Biron Street:**

- We received the environmental review from New Hampshire Housing Finance Authority.
- We requested HUD approval.

**Brook Street/Temple Court:**

- We requested a regulatory waiver from HUD on July 11, 2002 and Sept. 5, 2002 as the proposed project is located in a census tract with a high concentration of poverty households.
- Upon receipt of HUD's waiver, City staff will provide the environmental review.
- Upon receipt of the environmental review, final approval may be requested from HUD.

**Market Street/Amherst Street/Spruce Street:**

- We requested a regulatory waiver from HUD which would permit 100% of the units in these buildings to receive project-based assistance. HUD is to permit such waivers when substantial supportive services are provided to residents.
- Upon receipt of HUD's waiver, City staff will provide the environmental reviews for these sites.
- Upon receipt of the environmental review, final approval may be requested from HUD.

At the present time, the Manchester Housing and Redevelopment Authority has dedicated 200 vouchers to its project-based effort, increased from 100 vouchers. As indicated above, conditional commitments have been granted for 108 of these vouchers, leaving 92 vouchers available. The Authority is currently advertising for additional proposals, seeking to target its assistance to units which will provide congregate housing-type services to elderly and disabled residents. The Authority seeks to submit its own proposals, one for the Gale Home at 133 Ash Street and another for the Brown School on Amory Street. Through these proposals an additional 36 units for the Gale Home and approximately 18 units for the Brown School will receive assistance. Proposals are scheduled to be opened on March 10, 2003.

## **Section 8 Homeownership Program Capacity Statement**

May 2003

The Manchester Housing and Redevelopment Authority (MHRA) has developed a Section 8 Homeownership Program for qualified participants of the Housing Choice Voucher Program (formerly the Section 8 Program). This program was implemented during Fiscal Year 2002. The MHRA requires a minimum three percent (3%) downpayment of which at least one percent (1%) of the purchase price must come from the borrower's personal resources.

Materials regarding this program including an application, an eligibility checklist and a statement of homeowner obligations are included as supporting documents to the MHRA's Comprehensive Agency Plan.