

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**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: Nashua Housing Authority

PHA Number: NH002 et al

PHA Fiscal Year Beginning: October 2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 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.
- x The PHA's mission is: (state mission here)The Nashua Housing Authority is committed to providing excellence in the management of the Authority by providing quality affordable housing and programs that empower residents to achieve upward mobility as originally intended under the Public Housing Program.

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.

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

- Improve voucher management: (SEMAP score)
 - x Increase customer satisfaction:
 - x Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - x Renovate or modernize public housing units: through the Capital fund process
 - x Demolish or dispose of obsolete public housing: 24 units
 - x Provide replacement public housing: through private or public funds
 - x Provide replacement vouchers: as HUD makes available
 - Other: (list below)
- x PHA Goal: Increase assisted housing choices
- Objectives:
- x Provide voucher mobility counseling:
 - x Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - x Implement voucher homeownership program:
 - x Implement public housing and other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- x PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - x Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - x Implement public housing security improvements: as per resident surveys suggest.
 - 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

- x 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:
 - x Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - x Other: (list below)
Provide improved social services for families and seniors.

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

- x PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - x Provide access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - x Provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - x Provide accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Nashua Housing Authority (NHA) complied its Agency Plan in accordance with both the Quality Housing Work Responsibility Act of 1998, Section 511, and in guidance provided by HUD in various areas.

The NHA Board of Commissioners set up the Authority's Mission Statement in 1987. The Authority prescribed the Goals and Objectives, the Resident Advisory Board (RAB) reviewed the Goals and Objectives, and they were made available for public review.

The NHA placed three advertisements in the local newspaper and addressed items in the Authority's newsletter.

The NHA contacted every Public Housing household and Section 8 program participant to solicit participation in the RAB. The NHA chose four members from each program. Ms. Rebecca Mullis represented the NHA Board and Mr. Elliott Berry requested to participate in the RAB review and represented the New Hampshire legal services.

Although the RAB is a new process, I think the RAB members and the Authority benefited from the review.

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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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:

- x Admissions Policy for Deconcentration: Attachment 1
- x FY 2000 Capital Fund Program Annual Statement (See under Component 7)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled **ONLY**) sending a copy of our budget with the NHA required certifications.

Optional Attachments:

- x PHA Management Organizational Chart: Attachment 2
- x FY 2000 Capital Fund Program 5 Year Action Plan (See under Component 7)
- x Public Housing Drug Elimination Program (PHDEP) Plan: Attachment 3
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 X 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 X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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
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
X	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
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
Not Completed	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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	1118	5	5	3	N/A	4	5
Income >30% but <=50% of AMI	1113	5	5	3	N/A	4	5
Income >50% but <80% of AMI	960	5	5	3	N/A	4	5
Elderly	1092	5	5	3	N/A	2	5
Families with Disabilities	485	5	5	3	N/A	4	5
African American	485	5	5	3	N/A	4	5
Hispanic	315	5	5	3	N/A	4	5
Asian	206	5	5	3	N/A	4	5
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: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
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	687	100%	126
Extremely low income <=30% AMI	594	86%	N/A
Very low income (>30% but <=50% AMI)	77	11%	N/A
Low income (>50% but <80% AMI)	16	2%	N/A
Families with children	437	64%	N/A
Elderly families	245	36%	N/A
Families with	203	30%	N/A

Housing Needs of Families on the Waiting List			
Disabilities			
White/Hispanic	97	14%	N/A
White/Non-Hispanic	506	74%	N/A
Black/Hispanic	12	2%	N/A
Black/Non-Hispanic	60	9%	N/A
American Ind./ -Hispanic	2	0%	N/A
American Ind./Non-Hisp.	3	0	N/A
Asian Pacific/Non-Hispanic	8	1%	N/A
Characteristics by Bedroom Size (Public Housing Only)			
1BR	355	52	50
2 BR	209	31	29
3 BR	105	15	36
4 BR	11	2	15
5 BR	2	0	2
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? x No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- x 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

- x Seek replacement of public housing units lost to the inventory through mixed finance development
- x Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- x 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
- x 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
- x Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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)			
x Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	810	100%	104
Extremely low income <=30% AMI	725	90%	N/A
Very low income (>30% but <=50% AMI)	80	10%	N/A
Low income (>50% but <80% AMI)	1	0	N/A
Families with children	511	63%	N/A
Elderly families	299	37%	N/A
Families with Disabilities	217	27%	N/A
White/Hispanic	137	17%	N/A
White/Non-Hispanic	575	71%	N/A

Housing Needs of Families on the Waiting List			
Black/Hispanic	15	2%	N/A
Black/Non-Hispanic	64	8%	N/A
American Indian/Hispanic	1	0	N/A
American Ind./Non-Hispanic	6	1%	N/A
Asian Pacific/Hispanic	1	0	N/A
Asian Pacific/Non-Hispanic	10	1%	N/A
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? x No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- x 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
- x Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

- x Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- x Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- x Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- x 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 N/A

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- x Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- x 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:

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	2,858,733	public housing operations
b) Public Housing Capital Fund	945,037	modernization of public housing
c) HOPE VI Revitalization	0	N/A

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
d) HOPE VI Demolition	0	N/A
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,679,624	tenant based assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	145,601	public housing supportive services
g) Resident Opportunity and Self-Sufficiency Grants	0	N/A
h) Community Development Block Grant	0	N/A
i) HOME	0	N/A
Other Federal Grants (list below)		
	0	N/A
2. Prior Year Federal Grants (unobligated funds only) (list below)		
	0	N/A
3. Public Housing Dwelling Rental Income	2,031,281	public housing operations
4. Other income (list below)		
excess utilities	14,000	see above
non-dwelling rentals	10,800	see above
interest on investment income	76,313	see above
other income	11,600	see above
4. Non-federal sources (list below)		
Total resources	2,143,994	

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: (state time)
x Other: (describe) NHA always keeps 2 families ready for lease-up.

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

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

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

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

e. Yes x 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)

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

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

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

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

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

(3) Assignment

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

(4) Admissions Preferences

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

- b. Transfer policies:

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

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

c. Preferences

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 (Displaced because of fire, disaster, and/or government action. Displacement due to HUD disposition of a multi-family project. No fault of your own).
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Displaced because of fire, disaster, government action. Displacement due to HUD disposition of a multi-family project. No fault of your own.)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- x 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)

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

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

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

(6) Deconcentration and Income Mixing

- a. Yes x 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 x 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 x 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)

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

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

d. Yes x 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)

x Criminal or drug-related activity

x Other (describe below)

present landlord address, with participant's release, they can look at the file.

(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)

- x 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)

- x PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below: The rental market is very tight in the Nashua area. Participants must show that they have made a good-faith effort in looking. A written search sheet is required for extensions. Up to two 30-day extensions of time may be allowed.

(4) Admissions Preferences

a. Income targeting

Yes x 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. x 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

- x Involuntary Displacement (Displaced because of fire, disaster, government action. Displacement due to HUD disposition of a multifamily project. No fault of your own.)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Displaced because of fire, disaster, government action. Displacement due to HUD disposition of a multifamily project. No fault of your own.)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- x Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

Notices mailed to waiting list applicants, and notices mailed to special interest groups pertinent to the targeted assistance.

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---

- x 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)

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

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

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

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

1. Yes x 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: N/A

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

- x Other (describe below)
- Flat rents

e. Ceiling rents

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

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

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

- 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) N/A

- Market comparability study
- Fair market rents (FMR)

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- x Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 30%
- Other (list below)

g. Yes x 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
- x Other (list/describe below)
Fair Market Rents

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
- x 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)

- x 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)

- x Success rates of assisted families
- x Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

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

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

b. 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)

High Performing Authority

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. Attachment 2
- 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	662	120
Section 8 Vouchers	568	90
Section 8 Certificates	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	37 FSS /40 SROs	2/5
Public Housing Drug Elimination Program (PHDEP)	Families/people=1,000 Units=587	0
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)**

Public Housing Admissions and Occupancy Policy; Residential Lease Agreement; Cash Handling Policy, Bylaws; Capitalization Policy, Disposition Policy, Drug-free Workplace; Employee Handbook, Grievance Procedure; Equal Opportunity Affirmative Action Policy; Investment Policy; Procurement Policy; Petty Cash Policy; Security Deposit Policy; Transfer Policy; Safety Policy; Temporary Alternate Duty Policy.

(2) **Section 8 Management: (list below)**

Section 8 Administrative Plan; FSS Action Plan; Equal Housing Opportunity Plan; Rent Reasonableness Procedure; Drug-free Workplace, Employee Handbook

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 x 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)

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

B. Section 8 Tenant-Based Assistance

1. Yes x 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)
- x PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

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

Capital Fund Grant Number 709 FFY of Grant Approval: (10/2000)

x Original Annual Statement Revision 2

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	0
4	1410 Administration	94,503
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	0
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	852,400
11	1465.1 Dwelling Equipment-Nonexpendable	90,000
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	29,240
20	Amount of Annual Grant (Sum of lines 2-19)	945,037
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	35,000
24	Amount of line 20 Related to Energy Conservation Measures	445,000

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA- Wide	Administration Costs	1410	94,503
NH 2-5, 2-10 Senior Homes	Exterior Repairs & Boiler Replacement	1460	235,000
NH 2-1, 2-15, 2-16 Scattered Sites	Kitchen renovations, Boilers, Entrance Repairs, Replace roofs	1460	506,000
NH 2-1	New Stoves and Refrigerators	1465.1	90,000
NH 2-10, NH 2-7	Replace Trash Compactors	1460	58,000
NH 2-20	Replace Exterior and Storm Doors	1460	53,400
HA Wide	Contingency	1502	29,240

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NH		09/03
2-1	09/02	
NH 2-		09/03
5		
NH 2-6		09/03
NH 2-7		09/03
NH 2-10E		09/03
NH 2-15 Scattered Sites		09/03
NH 2-16		09/03
NH 2-		09/03
20	09/02	

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

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

b. If yes to question a, select one:

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

-or-

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NH2-1	Maynard Homes	0	0
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
JC Community Center- Heating Improvements			175,000
Roof Repairs -JC Community Center			35,000
Wash Building			14,000
Upgrade Antenna System			30,000
Replace Sewage Lines			104,000
Lighting added to crawl spaces			11,000
			369,000

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-2	Vagge Village	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Refrigerator replacement			25,000	2001
Management improvements - computer			50,000	2002
Increase Office Space			290,000	2004
Boiler replacement - Main Office			10,000	2004
			375,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-3	Ledge Street Homes	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Storage sheds			30,000	2001
New parking areas			48,000	2002
Replace refrigerators			15,000	2004
			93,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-5	Sullivan Terrace North	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Boilers/DHW			175,000	2001
Replace Carpets in common areas			20,000	2002
Replace closet doors			43,200	2002
			238,200	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-6	Bronstein Apartments	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Bulkhead Replacement			11,600	2001
Exterior paint			36,500	2001
Vestibule repair			50,000	2002
Replace exterior doors			96,000	2002
Bathroom renovations			96,000	2003
Kitchen renovations			144,000	2004
Replace exterior doors			24,000	2004
Defensible space			125,000	2004
Total estimated cost over next 5 years			583,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-7	Sullivan Terrace South	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace trash compactor			20,000	2001
Community room improvements			22,000	2001
Upgrade hall ventilation system			25,000	2001
Replace carpets in common areas			25,000	2002
Generators & transfer switches			35,000	2002
Replace closet doors			45,000	2002
Total estimated cost over next 5 years			172,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-10E	Arel Manor	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair walkways			26,400	2001
Replace trash compactors			38,000	2001
Repair retaining wall			27,500	2002
Replace common area caarpets			30,000	2002
Total estimated cost over next 5 years			111,900	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-10F	Lake Street	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace patio doors			9,600	2001
Kitchen Renovations			48,000	2003
Bathroom renovations			33,600	2003
Paint decks			3,500	2004
Total estimated cost over next 5 years			94,700	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-10F	Fossa Avenue	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace patio doors			21,000	2001
Kitchen Renovations			48,100	2003
Bathroom Renovations			33,600	2003
Paint decks			3,500	2004
Total estimated cost over next 5 years			106,200	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-10F	Rochette Avenue	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace patio doors			7,200	2001
Paint decks			3,000	2003
Kitchen renovations			36,000	2003
Bathroom renovations			25,200	2003
Total estimated cost over next 5 years			71,400	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NH2-11	Temple Street Manor	0	0
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Replace common area carpets			19,398
Replace trash compactor			19,000
Improve community room ventilation			15,000
Heating/DHW system replacement			110,000
Total estimated cost over next 5 years			163,398

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH2-13	100 Major Drive	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Stove replacements			5,000	2001
Refrigerator replacements			5,000	2001
Total estimated cost over next 5 years			10,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NH2-15F	Whitney Street	0	0
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Construct trash enclosure			1,500
Bathroom renovations			16,800
Foundation repairs			3,000
Total estimated cost over next 5 years			21,300

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NH 2-15	Atwood Court	0	0
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Bathroom renovations			29,400
Rebuild chimneys			6,000
Foundation repairs			9,000
Total estimated cost over next 5 years			44,400

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH 2-15F	Pine Street	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Paint exterior buildings			18,000	2004
Total estimated cost over next 5 years			18,000	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NH2-16	Fairmount Street	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Upgrade exterior existing lighting			6,000	2001
Kitchen renovations			60,000	2003
Bathroom renovations			42,000	2003
Exterior building components			21,500	2003
Total estimated cost over next 5 years			129,500	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NH 2-20	Flagstone Drive	0	0		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
Replace exterior & storm doors			7,200	2001	
Replace refrigerators			1,000	2004	
Replace stoves			1,000	2004	
Replace bulkheads			6,500	2004	
Heating system - Convert to gas			40,000	2004	
Total estimated cost over next 5 years			55,700		

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NH 2-20	Forge Drive	0	0		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
Replace exterior & storm doors			19,800	2001	
Replace patio doors			26,400	2001	
Kitchen renovations			132,000	2003	
Bathroom renovations			92,400	2003	
Replace refrigerators			5,500	2004	
Replace stoves			5,500	2004	
Replace bulkheads			6,500	2004	
Total estimated cost over next 5 years			288,100		

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 x 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 x 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 x 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 x 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. x 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 x 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.)

Demolition/Disposition Activity Description	
1a. Development name:	Bronstein Apartments
1b. Development (project) number:	NH36P002006
2. Activity type:	Demolition x Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval x Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(03/27/00)
5. Number of units affected:	24
6. Coverage of action (select one)	x Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: January 2001 b. Projected end date of activity: December 2001

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 x 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.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes x 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.

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

. Public Housing

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

1. Yes x 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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	

<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: Not able to develop the program until the Final Rule is implemented.

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes x 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
- x Information sharing regarding mutual clients (for rent determinations and otherwise)
- x Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- x 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)

- x 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
- x Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes x No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of

residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 06/01/00)
Public Housing	N/A	N/A
Section 8	37	37

b. x 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:

- 42 Full participation was met on October 1, 1999
- 5 Program Participants have met goals, and 2 have dropped out of the program for failure to meet their goals.

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority

- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- x Resident reports
- x PHA employee reports
- x Police reports
- x 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)

- x Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- x Crime Prevention Through Environmental Design
- x 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) Bronstein Apartments, Maynard Homes, Vagge Village, Sullivan Terraces North and South, Temple Street, Arel Manor.

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below) Bronstein Apartments, Ledge Street, Maynard Homes, Vagge Village, Sullivan Terraces North and South, Temple Street, Arel Manor.

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.

- x Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- x Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- x Yes No: This PHDEP Plan is an Attachment. (Attachment 3)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. x 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 x 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. x 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
x Private management
x Development-based accounting
x Comprehensive stock assessment
 Other: (list below)

3. Yes x 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. x 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)
x Provided below: Meeting #1: The RAB Committee received and reviewed current NHA policies and procedures and the Five Year and Annual Plan. Meeting #2: The RAB suggested the NHA consider additional time extensions for Section 8 program participants if forced from a unit through no fault of their own. Additional preferences were considered, but not recommended at this time. Meeting #3: The RAB received additional information. Questions were asked on NHA policies. Meeting #4: RAB committee suggested offering various policies and procedures in Spanish. The NHA to consider re-writing the Section 8 Informal Hearing Process. Also that the NHA should better define “good reason” for missing the allotted time to request a hearing. Meeting #5: The RAB suggested when the Equal Opportunity Plan is re-written that the Department of Employment Security and Southern New Hampshire Services be listed as resources in Objective I-B.

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:

X Other: (list below) RAB Committee agreed to continue the meetings in the fall to review and consider changes to update the NHA policies and procedures. The RAB committee recommendations approved by the NHA Board of Commissioners shall be incorporated in the NHA policies and procedures. The changes will be in next years Annual Plan.

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

1. Yes x 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 x 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

x Other: (describe) Candidates submitted names to the NHA, discussed their interests with the NHA. Candidates' names were submitted to the Mayor and Aldermen who interviewed the candidates and made a decision.

b. Eligible candidates: (select one)

x 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) N/A

- 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: City of Nashua, NH
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)
 - x The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - x The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - x The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)

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

By supporting homeownership programs that benefit NHA residents; by supporting and funding the development of nonprofit rental housing. The City of Nashua operates neighborhood housing improvement programs in areas around the NHA developments. Supports special services to NHA residents. Address impediments such as flexibility in zoning, tax relief, and inclusionary zoning

D. Other Information Required by HUD


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

19. Implementation of Public Housing Resident Community Service Requirements

[24 CFR Part 960.605]

The NHA changed its Public Housing Admissions and Occupancy Policy to reflect the Community Service requirements. The Nashua Housing Authority's Board of Commissioners approved this change at its March 2000 meeting. The Board approved the lease changes at the April 2000 meeting. The NHA notified residents first of this new requirement in the NHA Newsletter. A letter will go directly to the residents who are affected by this change in August 2000. The NHA works closely with the welfare agency in the City of Nashua so written notifications from the agency will be received regarding the status of each adult family member.

The NHA Community Service Plan lists the adult residents who are exempted from the Community Service requirement and how the exemptions are to be documented. The Plan does list the Community Services that residents may participate in as part of this requirement. (See Attachment 1 of the Public Housing Admissions and Occupancy Policy, page 10).



PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

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

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

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

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

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ADMISSION AND OCCUPANCY POLICY FOR PUBLIC HOUSING

To qualify for an apartment in public housing, there are certain standards and requirements that must be met by an applicant and his/her family members. The Pre-admission Policy incorporates the requirements of the U. S. Department of Housing and Urban Development (HUD) as established in the Federal Regulations and the NHA's Annual Contributions Contract (ACC) with HUD. This Policy explains the application process and acts as a guide for those who are in need of housing assistance.

The opportunity will be offered to apply for public housing without regard for race, color, religion, sex, age, handicap, disability, family status, or national origin.

The NHA will offer every apartment on a fair and equitable basis to eligible persons and families in accordance with the provisions of this Admission Policy.

This Policy applies only to Public Housing administered by the NHA and does not apply to the Section 8 Housing Assistance Payments Program or to any other program administered by the NHA.

Adopted: _____

I PRE-ADMISSION PROCESS

A. Nondiscrimination

The NHA does not discriminate or segregate or restrict access to programs because of race, color, national origin, religion (creed), sex, age, or handicap. The NHA is bound by nondiscrimination requirements of Federal, State, and local law and, in particular, the requirements of the following:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs receiving Federal financial assistance;
2. Title VIII of the Civil Rights Act of 1968, which prohibits discrimination based on race, color, religion, national origin, or sex in the sale, rental, or advertising of housing;
3. The Age Discrimination Act of 1975, which prohibits discrimination based on age in programs receiving Federal financial assistance; and
4. Executive Order 11063, which requires HUD to take whatever action is necessary to prohibit discrimination based on race, color, national origin, religion (creed), or sex in housing receiving Federal financial assistance.
5. Section 504 of the Rehabilitation Act of 1974, which prohibits discrimination based on handicap in programs receiving Federal financial assistance.

B. Filing Application

Anyone may file a preliminary application for admission to an apartment in Public Housing administered by the NHA. Forms are available from 8:30 a.m. to 4:30 p.m. at the main office of the NHA, 101 Major Drive, Nashua, NH, 03060-4783. The preliminary application must be completed in its entirety, signed by the head of household, spouse and any family member who is 18 years of age or older and returned to the main office within 30 days. The NHA pamphlet issued with each application form briefly outlines the preliminary application process, eligibility and other pertinent information.

C. Verification of Information

When an applicant reaches the top of the list, he/she will be notified in writing to come into the office to fill out an application and to verify all information. The verified information will determine eligibility, size of apartment needed, type of apartment required, and any preferences that may exist. Information will be documented in writing and kept in the applicant's file. The signature of all family members 18 years of age and older will be needed on a form authorizing the release of information.

Documentation may be required for any or all of the following:

1. Income
2. Assets
3. Composition of family
4. Handicap or disability
5. Age (if elderly or under 18 years of age)
6. Qualification for Preferences (if applicable)
7. Past performance in meeting financial obligations (credit check)
8. Landlord references dating back five years or from three landlords

9. Student status
10. Birth Certificates
11. Social Security cards
12. Various deductions (medical, child care, etc.)
13. Criminal convictions other than for motor vehicle violations
14. Employment verification and residency preference

D. Other Information for Determination of Eligibility

In addition to information that may be required in Sections B and C, each applicant and/or member of the household will be required to sign information verification requests regarding prior conduct. This information will be used to determine whether admission of that applicant will have a detrimental effect on the other residents or development environment.

Information respecting habits or prior practices to be considered:

1. A record of neighborhood disturbances
2. Destruction of property
3. Living or housekeeping habits
4. Criminal activity, especially involving violence, alcohol or drugs

Home inspections will be conducted for all new applicants. A copy of the inspection form will be kept with this file. This inspection form is attached as Exhibit A and is subject to updating.

The NHA will deny admission if the use of alcohol, drugs, or past criminal activity indicates that resident's conduct would adversely affect the development. The NHA shall request information from drug treatment facilities as to whether or not a public housing applicant who indicates a disability due to a drug related problem is currently engaging in the illegal use of a controlled substance. Past conviction of serious crimes by any adult members of the family may be cause for denying admission. The NHA may verify criminal conviction records through the Nashua Police Department and/or Nashua District Court.

The NHA will deny an applicant Local or Residency Preference if evicted from a 1937 Housing Act program within the past three years because of drug related criminal activity beginning on the date of actual court dated eviction.

The NHA will deny assistance to an applicant who is currently engaging in the illegal use of a controlled substance.

The NHA will deny assistance permanently to persons convicted of manufacturing or producing methamphetamine on assisted housing premises.

The NHA may deny assistance to an applicant who has previously been assisted under the Federal Assisted Program and had violated any family responsibility under the Program or lease or has committed any fraud in connection with any Federal Housing Program.

If the family currently owes rent or other amounts to the NHA or to another PHA in connection with the Section 8 Certificate Program, Section 8 Voucher Program, Public Housing Program or any Federal Assisted Program under the 1937 Housing Act, assistance will be denied.

In the event of receipt of unfavorable information from either Section C or D, consideration may be given to factors which might indicate favorable future conduct by an applicant or members of the household.

When all information has been received and verified in a format acceptable to the NHA, the applicant's eligibility shall be established.

E. Lead Based Paint

All applicants will be informed as to the dangers of both lead based paint poisoning and the availability of blood lead level screenings. Applicants with children under seven years of age will be encouraged to have their children tested. Applicants whose child has an elevated blood level must inform the NHA of his/her condition. A family with a child who has an elevated blood lead level will be placed in one of the following:

1. A post 1978 unit
2. A unit which has been tested and found to be lead-free
3. A unit which has been abated of lead based hazards.

F. Notification of Eligibility

1. Eligible Applicants. When a determination has been made that an applicant is eligible for admission to public housing, the applicant will be notified in writing of the size and type of unit for which they are eligible and an estimated period of time before they will be offered an apartment. This letter will serve as a certification of eligibility based on the information at the time of application.
2. Ineligible Applicants. When a determination has been made that an applicant is ineligible for admission to public housing, the applicant will be notified in writing of this decision. The letter will include the reason(s) for this decision and will state that the ineligible applicant may request an informal hearing with the Executive Director or his/her designee and the Director of Management and Occupancy to discuss the determination of ineligibility.

G. Records

The NHA will maintain records which indicate the final disposition of all applicants for three years. Any information used in the determination of eligibility for an applicant will be documented and become part of the applicant's record.

II SELECTION PROCESS

A. Assignment to Waiting List

The NHA will maintain a series of waiting lists according to the size and type of apartment available in its Public Housing Program. When an applicant is determined eligible, he/she will remain on the waiting list according to the return date and time of preliminary application.

Applicants will only be dropped from the waiting list under the following conditions:

1. The applicant requests it in writing
2. Reasonable efforts to contact the applicant have been unsuccessful (i.e., mail returned because it could not be forwarded)
3. Applicant has been told in writing that they no longer qualify for public housing

B. Selection of Residents

Applicants will be selected from among the waiting lists maintained in accordance with the most current NHA policy regulations. These regulations are on file in the office and may be reviewed by the applicant during regular working hours. The NHA will select residents in order to provide a decent, safe and sanitary home and a suitable living environment for all prospective residents.

C. Local Preference

The NHA's Local Preference are ranked in order of applicants to be assisted and listed below. An applicant who qualifies for any one or more of these Preferences will be placed on a priority waiting list, and admission will be based on the date and time of the returned application. Verification of a priority standing must be received in a standard format prior to the applicant being placed on the priority waiting list. Applicants with a preference must still be income eligible and must meet the NHA definition of a family and meet all NHA standards of admission.

The Local Preferences are to be used:

1. Displaced because of a fire, disaster and/or government action

Displacement due to HUD disposition of a multifamily project.

NOTE: Involuntary Displacement must be through no fault of your own.

2. Standard Applicants (those applicants who do not qualify for a Local Preference)
3. Single Applicants

The NHA shall reserve, each fiscal year, 40 percent of its new admissions for families whose incomes do not exceed 30 percent of the area median income for rent.

D. Residency Preferences

Residency Preference: To assist all residents before non residents.

A resident is defined as: Families that live in Nashua, work in Nashua, or have been notified that they are hired to work in Nashua at the time of the application. Elderly applicants who were prior residents of Nashua or whose son or daughter presently lives in Nashua shall also be allowed the residency preference.

If an applicant does not have a Local Preference, the NHA will use the Residency Ranking Preference for residents in an amount not to exceed 50 percent of admissions.

E. Broad Range of Income

Nashua Housing Authority developments must have a range of resident financial income which is representative of the lower income families in this area. Selection of an applicant will be based on the needed income range for that particular development. If no applicant is available in the needed income range, then an application from another income range will be selected. Implementation of this procedure does not supersede other priorities or preferences.

F. Occupancy Standards

1. The following standards will determine the number of bedrooms required to properly accommodate a family of a given size (standards may be waived when necessary to achieve or maintain full occupancy of projects). Under no circumstances will these occupancy standards

be waived other than for emergency housing for families displaced by a disaster and then only on a temporary basis.

<u>Number of Bedrooms</u>	<u>Minimum Persons</u>	<u>Maximum Persons</u>
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	6	10

These standards are based on the assumption that each bedroom will accommodate no more than two persons.

Dwelling units shall be assigned so that it will not be necessary for persons of opposite sex, other than husband and wife, to occupy the same bedroom, except that one child under the age of two may be permitted to occupy the parents' bedroom. Two children of the same sex with seven or more years difference in age may be allowed separate bedrooms.

2. The Department of Housing and Urban Development has set restrictions on the placement of low-income families in certain developments. A unit in a development which had a date of first availability on or before October 1, 1981 may be assigned to an eligible applicant who qualifies as low income.

A unit in a development which had a date of first availability after October 1, 1981 may be assigned only to an eligible applicant who qualifies as very low income.

G. Offering an Apartment

When an applicant is approaching the top of a waiting list, his/her preliminary application will be updated.

If the applicant remains eligible, he/she will be offered the first available apartment that meets his/her needs. The applicant can either accept or reject the apartment offered. When the applicant rejects two apartments offered to him/her, then the applicant's name will be either placed at the bottom of the list or dropped from the eligible application pool if he/she desires. A response of "not interested at this time" from an applicant will be interpreted as a rejection. Please refer to the Authority's Tenant Selection and Assignment Plan, Page 21.

III LEASING PROCESS

A. Lease

Prior to occupancy, a Dwelling Lease shall be executed in duplicate between the family and the NHA. This Lease will be signed on behalf of the family by both the head of the family and spouse. The Lease will be signed on behalf of the NHA by the Executive Director or his/her designee.

One executed copy of the Lease will be given the lessee(s), and one copy will be retained in the NHA files.

If, through any cause, a signer of the Dwelling Lease ceases to be a member of the family in residence, the Lease shall be voided and a new Lease executed by a responsible remaining member of the family provided the family remains eligible for occupancy.

Similarly, if a change in family composition results in the addition of a new head of family or spouse, a new Lease shall be executed that would contain the signatures of the head of family and spouse.

B. Move-in Inspection

Prior to occupancy the resident and an NHA staff person will inspect the unit. Deficiencies and repairs will be noted. The move-in inspection will be signed by the resident. Deficiencies and repairs will be reported to the Maintenance Department for correction. Upon completion of all corrections, the resident will sign a new move-in inspection.

C. Security Deposit

A security deposit will be paid by all families entering Public Housing. The amount of security deposit shall be one month's total resident payment or \$50, whichever is greater. A minimum of 50 percent of the required deposit must be paid prior to occupancy with the balance paid within two months from the date of occupancy. Failure to meet this obligation will result in eviction.

All security deposits shall be deposited in an interest bearing account. The security deposit plus accrued interest less any deductions for unpaid changes owed by the resident shall be paid to the resident within one month following the last day of occupancy. The security deposit must be in the account for six months before it collects interest.

D. Pet Security Deposit

In accordance with the NHA Pet Policy, any elderly family living in an all elderly development and desiring a pet must pay a \$100 pet security deposit. This may be paid in two payments, \$50 prior to the pet coming into the apartment and \$50 within one month of the first payment. The pet policy will be a part of this policy by reference.

The pet security deposit will be deposited in an interest bearing account. This deposit plus accrued interest will be paid to the resident within one month following the last day of occupancy. Any unpaid charges for damages caused by the pet and owed by the resident will be deducted from the deposit.

E. Rent

The rent for any dwelling unit shall be the highest of the following:

1. The higher of thirty (30) percent of the monthly adjusted income or 10 percent of the monthly income.
2. The rent for a person or persons receiving Welfare payments from a public agency will be established by the Secretary of the U. S. Department of Housing and Urban Development. If the rent established by the Secretary is more than the maximum dollar payment for shelter and utilities allowed by the Welfare agency, then the rent shall be established as the maximum dollar payment payable by the Welfare agency for shelter and utilities.
3. Flat Rent: The Flat Rent is the gross rent prescribed by the NHA by bedroom size and is updated yearly by the Authority. A resident may choose to pay a flat rent, less the Utility Allowance, rather than either 1 or 2 above.

A resident may choose the Flat Rent payment method for a one-year period. Upon the annual recertification/lease renewal date, the resident may decide to pay rent in accordance with either 1 or 2 above. During the one-year period, a resident may choose to pay rent in accordance with either 1 or 2 above if changes in the family composition or family income necessitates the change. If this choice is made, the Flat Rent payment system would not be available again until the annual recertification/lease renewal period.

Applicable Rent Provisions

The rent will be the amount charged a resident for the use of the dwelling unit accommodation and equipment (such as ranges, refrigerators, but not including furniture), services and reasonable amounts of utilities determined in accordance with the NHA's schedule of allowance for utilities supplied by development. Rent does not include charges for utility consumption in excess of the NHA's schedule of allowances for utility consumption or other miscellaneous charges.

Residents will be charged for additional resident owned appliances (air conditioner, clothes dryer, freezer, extra refrigerator, water beds, and large appliances) in accordance with the NHA schedule of utility charges where applicable. This applies to residents who install a water bed after the date of adoption of this policy. Residents will also be charged for maintenance services which are beyond normal wear and tear. This is in accordance with the NHA's schedule of maintenance charges. Copy of all miscellaneous and maintenance charges are posted on the bulletin board at the Housing Authority office and are incorporated into the lease by reference.

All rent and charges are payable on or before the first business day of each month. Welfare recipients may sign a Lease Addendum which shall allow semimonthly payments.

Rent not paid by the fifth business day of the month after it is due shall be considered delinquent, and a late charge of \$15 will be assessed. This late charge may only be waived at the discretion of the Executive Director provided adequate justification is presented. At the discretion of the NHA, a rent schedule may be entered into between the NHA and a resident to pay overdue rent or back charges. To enter into a rent schedule, the resident must first pay half of the money due to the NHA, then a timely payment schedule for the remaining amount will be set.

Resident-paid Utilities: If resident lives in a development where the Authority does not supply electricity, natural gas, or heating fuel, or a cooking range or refrigerator, an Allowance for Utilities shall be established appropriate for the size and type of dwelling unit for utilities resident pays directly to the utility supplier. The Total Resident Payment less the Allowance for Utilities equals Resident Rent. If the Allowance for Utilities exceeds the Total Resident Payment, the Authority will pay a Utility Reimbursement to the resident to be used in paying the utility.

The NHA will change the Allowance at annual re-certification and shall give the resident 30 days written notice of the revised Allowance along with any resultant changes in either Resident Rent or Utility Reimbursement.

If resident's actual utility bill exceeds the Allowance for Utilities, resident shall be responsible for paying the actual bill to the supplier. If the resident's actual bill is less than the Allowance for Utilities, resident shall receive the benefit of such saving.

Resident Responsibilities: Resident agrees not to waste the utilities provided by the Authority and agrees to comply with any applicable law, regulation, or guideline of any governmental entity regulating utilities or fuels.

Resident also agrees to abide by any local ordinance or House Rules restricting or prohibiting the use of space heaters in multi dwelling units.

F. First Month's Rent

The first month's rent must be paid before occupancy for families and elderly/handicapped residents. If the first day of occupancy is after the first day of the month, then the rent will be prorated for the first month.

IV OCCUPANCY

A. Eligibility

1. Only those residents who qualify as a family or the remaining members of a resident's family as defined in this Statement of Policies shall be eligible for continued occupancy. Any persons being added to the Lease must also pass standards set for admissions to public housing.

B. Community Service

Adult residents as of October 1, 2000, must contribute eight (8) hours per month of community service or participate in an economic self-sufficiency program for eight (8) hours per month.

Exemptions:

1. Elderly (60 years of age or older)
2. Blind or disabled individual who is unable to comply with the community service requirement
3. Caretaker of such individuals
4. Working adult members
5. Participating in a qualified training program

Exemptions shall be documented by a third party verification. Exemptions are to be verified annually. Residents may change exemption status during the year by providing documentation that status has changed.

Political activity is not a community service. Community service may include:

- working with youth organizations
- volunteering to work in a local school, hospital, homeless shelter, childcare center, or other community organization
- participation in programs such as job readiness training; household and credit counseling; English proficiency classes

The NHA shall review other programs on a case-by-case basis that both develop and strengthen resident responsibility.

Documentation of community service to be provided at annual reexamination. Failure to provide the required documentation shall result in termination and eviction for non-compliance.

A non-compliant family member and the head of household may sign an agreement to make up the hours within the next 12-month period. The continued non-compliance will result in the eviction of the family.

C. Regular Reexaminations

1. HUD requires that the status of each resident be reexamined at least once yearly in accordance with an established reexamination schedule.
2. Each resident will be notified in writing of any change required in rent of the occupied unit and of any misrepresentations or Lease violations revealed by the reexamination. Each resident will be notified in writing of corrective action to be taken.
3. The NHA shall not commence eviction proceedings or refuse to renew a Lease based on the income of the resident family unless (1) it has identified, for possible rental by the family a unit of decent, safe and sanitary housing of suitable size available at a rent not to exceed 30 percent of the monthly adjusted income or 10 percent of the monthly income as defined by the NHA for the purposes of determining rents or (2) it is required to do so by local law.
4. Any resident who fails to comply with the requirements for the regular reexamination shall be deemed in violation of the Lease and the Statement of Policies and shall be subject to eviction.

D. Special Reexaminations

1. If it is not possible at the time of admission or regular reexamination of a resident family to determine annual family income with accuracy, a temporary determination of income and rent is to be made, and a special reexamination, scheduled within 30, 60, or 90 days depending upon the family's circumstances, will be established. The resident is to be notified in writing of the date of the special reexamination.
2. If annual family income can reasonably be estimated at the time scheduled, the reexamination is to be completed and actions taken as appropriate. If a reasonable anticipation of annual family income cannot be made, another special reexamination is to be scheduled.
3. Any resident who fails to comply with the requirements for special reexamination shall be evicted.

E. Interim Rent Adjustments

Rent adjustments will be made between the dates of the regular reexamination in the following circumstances:

1. A resident can show a change in family composition or circumstances which would justify a decrease in rent in accordance with Section III E of this Statement of Policies. However, any change in family composition must be reported regardless of whether the rent would be affected.
2. The sources of income of the resident's family change. If such a change occurs, it must be reported to the NHA within seven working days of its occurrence.
3. The resident commences to receive public assistance or his/her public assistance is terminated. Such change must be reported to the NHA within seven working days of its occurrence.
4. It is found that the resident has misrepresented to the NHA the facts upon which his/her rent is based so that the rent paid is less than what should have been charged. If this is found, then the increase in rent will be made retroactive.

5. Increases in income will affect the rent on the first of the month following a full month after the change occurred. This will be done retroactively if necessary. An increase will only be processed if it results in the resident's present rent being increased by 30 percent or more.
6. Decreases in income will affect the rent on the first day of the month following the month in which the decrease occurs. This will be done retroactively if necessary. No downward rent adjustments are to be processed until all the facts have been verified.
7. Written notification of any rent adjustment shall be given to the lessee(s). Such notice shall be considered a part of the Lease.
8. Residents with zero rents will be required to be interviewed by the NHA every two weeks regarding their financial status.
9. Medical deductions shall only be given at annual reexamination. There are no interim rent adjustments for medical deductions.
10. a) The NHA shall decrease the rent for any resident who loses his/her welfare benefits due to the expiration of lifetime benefits
b) Rent decreases shall not be given to residents who lose their benefits due to fraud

F. Transfers

If a resident family transfers from one dwelling unit to another, the existing Lease shall be void, and a new Lease shall be executed for the dwelling unit to be occupied.

Transfers will be granted on a case-by-case basis when, in the judgment of the NHA, the circumstances affecting any family clearly indicate the need for a transfer, i.e., over housed or under housed families. However, the transfers will be granted only if the family is in compliance with their Lease agreement and the rules and regulations contained in the Occupancy Section part of their Lease. Upon notice, the resident will be allowed five days to complete a transfer. Whenever possible, transfers will be within the development. A transfer may not be refused by a resident but may be deferred for verifiable medical reasons.

G. Move-out Procedures

Resident must give the NHA 30 days written notice of his/her intent to vacate his/her apartment. On the 30th day, all keys must be turned in to the office. After the 30 days, the Authority will take possession of the unit. Any personal property left in the unit will be stored by the NHA for 28 days at the owner's expense.

A move-out inspection will be scheduled with the resident and an NHA staff person. A list of damages will be made at this time. The cost of any repair for these damages will be deducted from the resident's security deposit. Any remaining security deposit and interest will be forwarded to the resident within one month from the vacancy date.

An abandoned apartment is one where a resident has removed his/her personal belongings, and it has been vacant for seven days. The NHA will then take possession of this apartment. Personal property left unclaimed after the 28 days will be disposed of by the NHA at the owner's expense.

When a resident vacates because of eviction and personal property remains in the apartment, the NHA will store the personal property for 28 days. The resident must make arrangements to reclaim personal property with the NHA and at the NHA's convenience. Personal property may be disposed of by the NHA after 28 days at the owner's expense.

H. Evictions

The Nashua Housing Authority has the right and obligation to evict any resident for non payment of rent, other Lease violations, or fraud in connection with any Federal Housing Program.

The NHA shall terminate the assistance of any persons found to have been or who are convicted of manufacturing or producing methamphetamine on assisted housing premises.

This termination from housing assistance is permanent.

If the income of a resident's family is in excess of the income limit for admission, the NHA shall determine whether the family is low income or not. If the family is no longer low income, the family will be notified and urged to seek other housing. No resident shall be evicted based on family income unless decent, safe and sanitary housing of suitable size is available to the family at a rent not to exceed 30 percent of the monthly adjusted income, 10 percent of the monthly income, as defined in this Statement of Policies as required by law.

I. Fraud

Fraud is the misrepresentation or false statement of any information given to, the omission of, or the information withheld from the NHA to either obtain or establish eligibility for Public Housing or a reduction in the rental charges.

Title 18, Section 1001 of the U. S. Code states a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States or the U. S. Department of HUD.

The NHA will take steps to prosecute anyone guilty of fraud against the NHA.

V DEFINITIONS

Adjusted Family Income: Adjusted family income means the total family income less the following allowances determined in accordance with HUD instructions:

1. \$480 for each dependent for any family.
2. \$400 for any elderly family.
3. For any family that is not an elderly family but has a handicapped or disabled member other than head of household or spouse, non reimbursed handicap assistance expense, in excess of 3 percent of annual income. The deduction may not exceed income earned by all adult family members.
4. For any elderly family, medical expenses in excess of 3 percent of annual income. This 3 percent will include all handicap assistance expenses and medical expenses not reimbursed.
5. Child care expenses.

Annual Income: This is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family. It will include all net income derived from assets for the 12-month period following the effective date of initial determination or reexamination of income. It will exclude income that is temporary, non recurring or sporadic and will exclude certain other types of income as described in this section.

Income includes but is not limited to the following:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and other compensation for personal services.
2. The net income from operation of a business or profession (for this purpose, expenditures for business expansion or amortization of capital indebtedness and allowance for depreciation of capital assets shall not be deducted to determine the net income from a business).
3. Interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). Where the family has net family assets in excess of \$5,000, annual income shall include the greater of family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD.
4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment.
5. Payment in lieu of earnings such as unemployment and disability compensation, workers' compensation and severance pay.
6. Welfare Assistance. If the Welfare Assistance payment includes shelter and utilities that are subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance income to be included as income shall consist of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus
 - b. the maximum amount that the Welfare Assistance agency could in fact allow the family for shelter and utilities. If the family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not living in the dwelling.
8. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other person whose dependents are living in the unit, and
9. any earned income tax credit to the extent it exceeds income tax liability.

Annual income does not include such temporary, non recurring or sporadic income as the following:

1. Casual, sporadic, or irregular gifts.
2. Amounts that are specifically for or in reimbursement of the cost of medical expenses.
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and workers' compensation), capital gains and settlement for personal or property losses.
4. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the Government to a veteran, for use in meeting the costs of

tuition, fees, books and equipment. Any amounts of such scholarships or payments to veterans not used for the above purposes that are available for subsistence are to be included in income.

5. The hazardous duty pay to a family member in the Armed Forces away from home and exposed to hostile fire.
6. Relocation payments made pursuant to Title II of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1978.
7. Foster child care payments.
8. Earnings in excess of \$480 for each full-time student 18 years old or older excluding head of household.
9. The value of coupon allotment for the purchase of food pursuant to the Food Stamp Act of 1964 which is in excess of the amount actually charged the eligible family.
10. Deferred periodic payments of supplemental security incorrect social security benefits that are received in a lump-sum payment.
11. Income from employment of children (including foster children) under the age of 18 years.
12. Adoption assistance payments in excess of \$480 per adopted child.
13. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance program that includes assistance under the 1937 Act. The following types of income are subject to such exclusion:
 - a. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977
 - b. Payments to volunteers under the Domestic Volunteer Service Act of 1973
 - c. Payments of allowances made under the Department of Health and Human Services Low Income Home Energy Assistance Program
 - d. Payments received under work training programs funded by HUD
 - e. The earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act, or any comparable Federal, state or local law during the exclusion period.
 - i) Comparable federal, state or local law means a program providing employment training and supportive services that take place in a series of sessions over a period of time:
 - are authorized or funded by the Federal, state or local government
 - are operated or administered by a public agency
 - objectives are to assist participants in acquiring employment skills
 - ii) Exclusion period is the period in which the family member participates in the employment training plus 18 months from the date the family member begins the first job acquired after the completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated for good cause, exclusion period shall end.
 - iii) Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

- iv) Training programs that qualify shall have goals and objectives for participants, a process that may have a variety of components taking place over a period of time. This may include classroom training for a specific occupation skill, basic education, or on-the-job training with wages subsidized by the program.

14. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit.

If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a re-determination at the end of the shorter period.

Childcare Expenses: Child care expenses are the amounts anticipated to be paid by any non elderly family for the care of children under 13 years old during the period for which the family income is being computed. Child care expenses are considered only when they enable a family member to be gainfully employed or to further their education. The amount of the deduction shall reflect reasonable charges for child care and shall only be for such amounts that are not otherwise reimbursed. The deduction shall not exceed the amount received for employment.

Contract Rent: Contract rent means the rent charged a resident for the use of the dwelling unit accommodations and equipment (such as ranges, refrigerators, but not including furniture), services, and reasonable amounts of utilities determined in accordance with the NHA's schedule of allowance for utilities supplied to that development where applicable. Contract rent does not include charges for a utility in excess of the NHA's schedule of allowances for utility consumption or other miscellaneous charges.

Currently engaging: Illegal use of a controlled substance occurred recently enough to justify a reasonable belief that use is current and continuing use is a real and ongoing problem.

Dependent: A dependent is any member of a family household (excluding foster children) other than the family head or spouse who is under 18 years of age, is a disabled or handicapped person, or a full time student.

Disabled Person: Disabled person means a person who is under a disability as defined in Section 223 of the Social Security Act, or is in Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970, or is handicapped as defined in this section. Section 223 of the Social Security Act defines disability as:

1. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to last for a continuous period of not less than 12 months; or
2. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (i) (1) of this title), inability by reason of such blindness to engage in substantial gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.

Section 102(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

"A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of Health, Education and Welfare to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age 18, which has continued or

can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual."

Drug Abuse Treatment Facility: Identified unit with a general medical care facility or entity other than a general medical care facility that provides diagnosis, treatment or referral for treatment for illegal use of a controlled substance.

Elderly Family: Elderly family means a family whose head or spouse or whose sole member is at least 62 years of age or disabled as defined in this section or handicapped as defined in this section. This may include two or more elderly, disabled or handicapped persons living together or one or more such persons living with a care attendant who is determined to be essential to his/her care and well-being.

Family: The term family includes but is not limited to an elderly family or single person, the remaining member of a tenant family, a displaced person, two or more persons sharing a residency whose income and resources are available to meet the family's needs and who are related by blood, marriage or operation of law exhibiting a stable relationship. This is further defined in the HUD Regulations.

Family Income: Family income means income from all sources of the head of household, spouse and each additional member of the family living in the household who is at least 18 years of age. Specifically, the family income is the income from these sources which is anticipated to be received during the 12-month period following admission or reexamination of the family. Family income does not include income which is temporary, non recurring, sporadic or ineligible by the Secretary of the U. S. Department of Housing and Urban Development guidelines as defined in this section.

Family income shall include income from any member of the household temporarily absent from the home as determined by the NHA. Total income includes but is not limited to the following:

1. The full amount (before any payroll deductions) of wages and salaries including compensation for overtime and other compensation for personal services (such as commissions, fees, tips, and bonuses).
2. Net income from operation of a business or profession (expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine net income from a business). Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends and net income of any kind from real or personal property. Interest on such assets shall be computed on actual percentage received annually on the value of the assets. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net assets in excess of \$5,000, family income shall include the greater of the actual income derived from all net assets or a percentage value of such assets based on the current passbook savings rate as determined by the Secretary of HUD.
4. The full amount received from annuities, periodic payments from insurance policies, retirement income, pensions, periodic benefits for disability or death, social security benefits and similar periodic receipts including a lump-sum payment for the delayed start of a periodic payment for social security and supplemental security income only.
5. Payments in lieu of earnings such as unemployment and disability compensation, social security disability benefits, workers' compensation, and severance pay.
6. Welfare assistance payments.
7. Periodic and determinable allowances such as alimony, child support, and regular contributions of gifts, including amounts received from persons not living in the dwelling.

8. All regular pay, special payments and allowances of a member of the Armed Forces whether or not they are living in the dwelling.
9. Any earned income tax credit to the extent it exceeds income tax liability.

Full Time Student: Full time student means a person who is carrying a subject load which is considered full time for day students under the standards and practices of the educational institution attended. This includes a vocational school with diploma or certificate program and an institution offering a college degree.

Handicapped Person: Handicapped person means a person having an impairment which (1) is expected to be of long, continued and indefinite duration, (2) substantially impedes the ability to live independently and (3) is of such a nature that the disability could be improved by more suitable housing conditions.

Head of Household: The head of household refers to the family member who is held responsible and accountable for the family.

Live-in Aide: A person who lives with an elderly, disabled, or handicapped person or persons and who a) is determined by the NHA to be essential to the care and well-being of the person(s) b) is not obligated for support of the person(s) and c) living in the unit solely to provide necessary supportive services.

Low-Income Family: A low-income family is a family whose income does not exceed 80 percent of the median family income for the area as determined by the Secretary of HUD.

Very Low-Income Family: Very low-income family means a family whose income does not exceed 50 percent of the median family income for the area as determined by the Secretary of HUD.

Medical Expense: Medical expense will be considered a deduction for elderly families only. Those medical expenses (including medical insurance premiums) that are anticipated during the period for which the family income is computed and that are not covered by insurance. The medical expense must be for a condition which is a long-term condition and is verified by a physician. Prescription costs must be verified by the pharmacy.

Premises: A building or complex in which dwelling unit(s) are located, including common areas and grounds.

Release Form: Form authorizing the release of information on any household member for purposes of determining eligibility or continued occupancy.

Spouse: Spouse refers to the husband or wife of the head of household.

Temporary, Non Recurring, Sporadic or Ineligible Income: Temporary, non recurring, sporadic or ineligible income includes but is not limited to the following:

1. Sporadic income will include temporary employment which begins no earlier than November 1 and can continue no later than December 25 of the same year. The NHA must be notified of the resident's intention to work temporarily during this time. Residents must provide verification of the hiring and termination dates.
2. Income from the employment of children under the age of 18 years (including foster children).
3. Payments received for the care of foster children.

4. Amounts which are specifically received for, or are a reimbursement of, the cost of medical expenses for any family member.
5. Lump-sum additions to family assets, such as, but not limited to, inheritances, insurance payments, including payments under health and accident insurance and workers' compensation, capital gains, and settlements for personal or property losses.
6. Amounts of educational scholarships paid directly to the student or to the educational institution and amounts paid by the U. S. government to a veteran for use in meeting the cost of tuition, fees, and books.
7. Income of a live-in aide.
8. Special pay to a family member in the Armed Forces who is exposed to hostile fire.
9.
 - a. Amounts received under training programs funded by HUD
 - b. Payments received by participants in other publicly assisted programs as reimbursement for out-of-pocket expenses incurred (special equipment, clothing, transportation, reimbursement for child care, and so forth, which are made solely to allow participation in a specific program and cannot be used for other purposes).
10. Income from gifts.
11. Amounts specifically excluded by any other Federal statute from consideration for purposes of determining eligibility or benefits under a category of assistance programs that include the following:
 - a. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
 - b. The value of the coupon allotments for the purchase of food in excess of the amount actually charged an eligible household pursuant to the Food Stamp Act of 1964.
 - c. Payments received by either participants or volunteers in program pursuant to the Domestic Volunteer Service Act of 1973.
 - d. Payments received from the Job Training Partnership Act.

Utilities: Utilities means water, electricity, gas, oil, refrigeration and cooking fuels, trash collection and sewage services.

12. The earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act, or any comparable Federal, state or local law during the exclusion period.
 - a. Comparable federal, state or local law means a program providing employment training and supportive services that
 - are authorized or funded by the Federal, state or local government
 - are operated or administered by a public agency
 - objectives are to assist participants in acquiring employment skills
 - b. Exclusion period is the period in which the family member participates plus 18 months from the date the family member begins the first job acquired after the completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated for good cause, exclusion period shall end.

- c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
- d. Training programs that qualify shall have goals and objectives for participants, a process that may have a variety of components taking place over a period of time. This may include classroom training for a specific occupation skill, basic education, or on-the-job training with wages subsidized by the program.

Tenant Selection and Assignment Plan

Each applicant shall be assigned his/her appropriate place on a community-wide basis in sequence based upon date and time his/her application is received, established by the Authority's regulations, which are consistent with the objectives of Title VI of the Civil Rights Act of 1964 and the HUD regulations and requirements pursuant thereto. The plan, in accordance with the Authority's Admission Policy, for selection of applicants and assignment of dwelling units to assure equal opportunity and nondiscrimination on grounds of race, color, religion, sex, age, handicap, disability or national origin is as follows:

- a. If there is a suitable vacant unit in more than one location, the applicant shall be offered the unit at the location that contains the largest number of vacancies. If the applicant rejects the first vacancy offered, he/she shall be offered a suitable unit at the location containing the next highest number of vacancies. If the applicant rejects two such offers, he/she shall be placed on the bottom of the eligible applicant list. The Authority shall make all such offers in sequence, and there must be a rejection of a prior offer before the applicant may be offered another location. "Location" means any low-rent housing site as established in a Development Program, except that when sites are adjacent or within a block of each other, such sites collectively shall be considered one location. In scattered site developments, the Authority shall make reasonable determinations of "locations" based on the specific way they are scattered including any groupings that may be reasonably consistent with the purpose of these requirements.
- b. If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of his/her inability to move to the Authority's satisfaction, refusal of the offer shall not count as one of the number of allowable refusals permitted the applicant before placing his/her name at the bottom of the eligible applicant list.
- c. If an applicant presents to the satisfaction of the Authority clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, sex, or national origin, such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before placing his/her name on the bottom of the eligible applicant list.
- d. Deconcentration (adopted June 18, 1999; Resolution No. 99-1737)
In consideration of the NHA's Development Income Analysis for NH 2-1, Maynard Homes, where no income level of the development, as prescribed in the Census Tract data, is more than 40 percent of the households in the Census Tract, no deconcentration plan is required.

VI THE HOME PROGRAM

I PRE-ADMISSION PROCESS

A. Nondiscrimination

The HOME Program does not discriminate, segregate or restrict access to programs because of race, color, national origin, religion (creed), sex, age, or handicap. The NHA, in administering the HOME Program, is bound by nondiscrimination requirements of Federal, State and local law and, in particular, the requirements of the following:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs receiving Federal financial assistance;
2. Title VIII of the Civil Rights Act of 1968, which prohibits discrimination based on race, color, religion, national origin, or sex in the sale, rental, or advertising of housing;
3. The Age Discrimination Act of 1975, which prohibits discrimination based on age in programs receiving Federal financial assistance; and
4. Executive Order 11063, which requires HUD to take whatever action is necessary to prohibit discrimination based on race, color, national origin, religion (creed), or sex in housing receiving Federal financial assistance; and
5. Section 504 of the Rehabilitation Act of 1974, which prohibits discrimination based on handicap in programs receiving Federal financial assistance.

B. Filing an Application

Anyone may file an application for admission for an apartment in the HOME Program. The application must be completed in its entirety, signed by either the head of household or spouse and returned to the NHA office within 30 days. At that time, an appointment for an interview will be scheduled. The NHA pamphlet issued with each application form briefly outlines the application process, eligibility and other pertinent information. During the interview, the NHA will request members of the household to sign forms for verifying the information on the application.

C. Eligibility for Admission and Continued Occupancy

The HOME Program: Eligibility is to be determined by the family's annual income. The annual income for the HOME Program is as defined under the Section 8 Housing Assistance Program 24 CFR Part 813. HOME assisted units shall be occupied by households whose annual income is no more than 50 percent of the median income for very low income units and no more than 60 percent of the median area income for low income units.

1. The NHA Public Housing Coordinator shall notify the applicant by mail to update his/her application for the HOME Program.
2. The Public Housing Coordinator will do the financial and eligibility exam for the HOME Program. The NHA will then proceed with the leasing process of the rental unit if the applicant is eligible for the HOME Program.
3. An applicant who is not interested in the HOME Program may remain on the waiting list for a public housing unit if he/she is eligible to do so.
4. Applicant shall be notified in writing of either his/her acceptance or rejection, and the grounds for any rejection shall be in writing.

5. Resident's annual income shall be updated annually.
6. Residents shall go through an HQS inspection on an annual basis.
7. Residents of the HOME Program may transfer to an NHA public housing unit for financial hardships only and at the discretion of the NHA.
8. Residents who no longer qualify under the HOME Program income guidelines may remain eligible as long as they continue to live in the same unit.

II LEASING PROCESS

A. Apartment Selection

A resident who was relocated from an NHA administered HOME Program apartment and is still income eligible will be able to move back to his/her apartment complex. The apartment may not be the same unit he/she was in originally.

1. An applicant shall be offered units as they become available and depending on his/her income will be offered an appropriate unit. All offers are based on the NHA waiting list.

B. Rents

The HOME Program rents may be adjusted by HUD from time to time. The City of Nashua will provide the updated rent limits as they are received so the rents may be adjusted accordingly.

A resident shall be given a 60-day written notice of any anticipated increase in rent before the expiration of his/her lease.

C. Grounds for NHA Denial or Termination of Assistance

The HOME Program: The NHA has the right and obligation to evict any resident for nonpayment of rent, serious or repeated violations of the terms and conditions of the lease, for violation of applicable Federal, State, or local law or other good cause. A 30-day written notice terminating residency shall be given to the resident specifying the grounds for the action taken. Residents will have an opportunity for an informal hearing to appeal any termination decision.

III DEFINITIONS

The HOME Program:

HOME Assisted Units: All units in a development that have been used to determine the level of HOME assistance and that will meet the income targeting and rent level restrictions required. The total HOME assisted units is the sum of the HOME very low-income units and the HOME low-income units.

HOME Very Low-income Units: Home assisted units that are either occupied by or reserved for households with an annual income that is no more than 50 percent of the Median Area Income, adjusted by household size as determined by HUD.

HOME Low-income Units: HOME assisted units that are either occupied by or reserved for households with an annual income that is no more than 60 percent of the Median Area Income, adjusted by household size as adjusted by HUD.

Tenant Selection and Assignment Plan
for the HOME Program

Each applicant shall be assigned his/her appropriate place on a community-wide basis in sequence based upon the date and time his/her application is received, established by the Authority's regulations, which are consistent with the objectives of Title VI of the Civil Rights Act of 1964 and the HUD regulations and requirements for the HOME Program pursuant thereto. The plan, in accordance with the Authority's Admission Policy, for selection of applicants in the HOME Program and assignment of dwelling units to assure equal opportunity and nondiscrimination on grounds of race, color, religion sex, age, handicap, disability or national origin as follows:

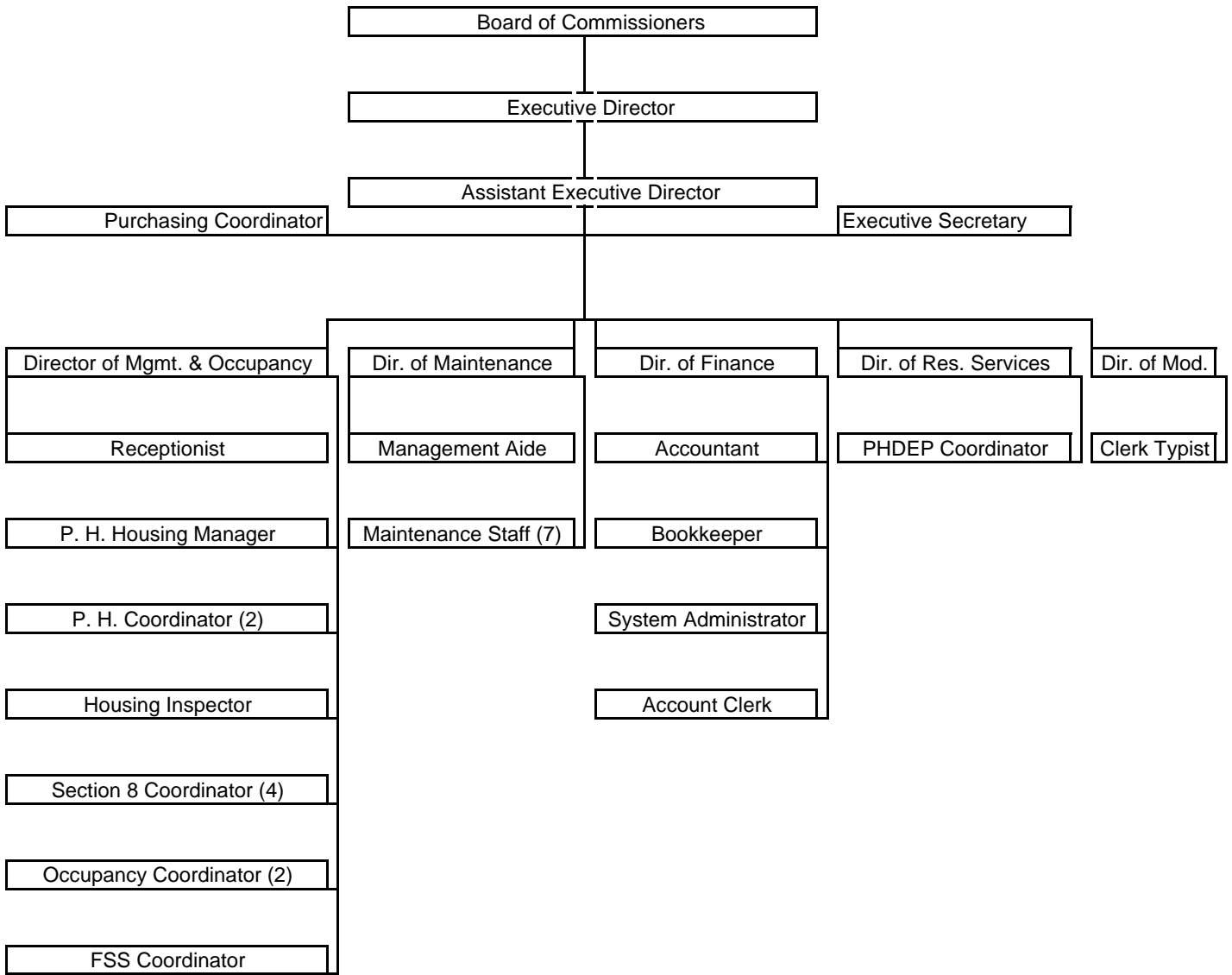
- a. If there is a suitable vacant unit in more than one location in the HOME Program apartments administered by the NHA, the applicant shall be offered the unit at the location that appears to best suits the families needs. If the applicant rejects the first vacancy offered, he/she shall be offered another suitable unit. If the applicant rejects two such offers, he/she shall be placed on the bottom of the eligible applicant list. The Authority shall make all such offers in sequence, and there must be a rejection of a prior offer before the applicant may be offered another location. "Location" means any low-rent housing site, including the HOME Program, as established in a Development Program, except that when sites are adjacent or within a block of each other, such sites collectively shall be considered one location. In scattered site developments, the Authority shall make reasonable determinations of "locations" based on the specific way they are scattered including any groupings that may be reasonably consistent with the purpose of these requirements.
- b. If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of his/her inability to move to the Authority's satisfaction, refusal of the offer shall not count as one of the number of allowable refusals permitted the applicant before placing his/her name at the bottom of the eligible applicant list.
- c. If an applicant presents to the satisfaction of the Authority clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, sex, or national origin, such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before placing his/her name on the bottom of the eligible applicant list.
- d. If an applicant is unable to accept a unit involved in the HOME Program due to the financial constraints it would place on the applicant, the applicant may remain at the top of the list for the next appropriate public housing unit.

HOME Program Sites

Park View Apartments of Nashua

- ◆ 25-27 Amherst Street
- ◆ 31 Greeley Street
- ◆ 14 Merrimack Street

Nashua Housing Authority's Organizational Chart



Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 151,746

B. Eligibility type (Indicate with an “x”) N1 _____ N2 _____ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Nashua Housing Authority has designed a Drug Elimination Program that empowers residents, with the active support of the public and private sector, to assist in the fight against drugs and drug-related crime. The increased security component enables the Nashua Housing Authority to provide development-wide police patrols to promote safety and security. Prevention, intervention and educational programs are conducted cooperatively through the local Boys & Girls Club, Nashua Youth Council, and Police Athletic League. PHDEP funding will be used to target at-risk youth and families and will incorporate programs that empower them to make healthy choices.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Bronstein, Maynard Homes, Ledge Street Homes	178	545
Arel Manor, Temple Street, Sullivan Terrace North,		
Sullivan Terrace South, Major Drive elderly	409	453

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$250,000	NH36DEP0020195	0	GE	N/A
FY 1996	\$250,000	NH36DEP0020196	0	GE	N/A
FY 1997	\$198,600	NH36DEP0020197	0	-	N/A
FY1998	\$198,600	NH36DEP0020198	\$134,918	-	9/30/00
FY 1999	\$145,640	NH36DEP0020199	\$145,640	-	9/30/01

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Nashua Housing Authority received a HUD Technical Assistance Program Grant in 1998. We indicated in our proposal that we sought to improve our capability to conduct program evaluations of current anti-drug and crime activities. It was at the completion of the evaluation that we gained specific insight into where our deficits were in delivering and assessing PHDEP programs. A strength currently in place at the NHA is our monthly PHDEP meetings that take place with cooperating agencies. It is at these meetings that attendance rosters for all PHDEP programs are collected and reports on monthly activities are read. Pre-and post test results are required for all PHDEP programming to evaluate the effectiveness of programs. Program information is distributed regularly to all NHA families, and staff from the NHA and cooperating agencies actively recruit within the developments. Detailed reports of programming and assessment efforts, along with attendance sheets signed by participant are required for all PHDEP funded activities. We will continue to maintain these procedures and observe PHDEP programming at individual agencies.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY '01 - '02 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$ 48,345
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$ 90,449
9170 - Drug Intervention	\$ 12,952
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$151,746

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$48,345		
Goal(s)	To continue efforts to eliminate drugs and drug-related crime in and around public housing and maintain current prevention efforts. To increase dialogue between public housing residents and the Nashua Police Department.						
Objectives	In NHA's 1999 resident survey, 15% of respondents answered they did not feel crime and vandalism had decreased on NHA properties. It is the intention of the Nashua Police Department and the NHA to see this percentage decrease. The Nashua Police Department will work to maintain and exceed the current security levels in all public housing developments in Nashua.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Security Patrols			10/1/01	9/30/02	\$54,618	\$55,415	#'s of calls for service
2.							Overtime detail reports
3.							Monthly activity reports

9160 - Drug Prevention					Total PHDEP Funding: \$90,449		
Goal(s)	<ol style="list-style-type: none"> To coordinate and promote the prevention, intervention and drug elimination efforts to NHA residents. The Drug Free Public Housing Coordinator will focus of resident awareness, while providing information and resources on PHDEP programming. To provide children with positive interaction with police officers, promote family involvement, and build friendship and trust among officers and families through PAL Field Days on NHA properties. To maintain the leadership roles of NHA youth in the PAL Positive Peer Pressure Program (P-5) through positive activities, active participation in community events, and positions of leadership on the Executive Board and Civic Committee. To increase youth awareness of family and peer attitudes toward drugs and how those attitudes influence how choices are made. To provide and promote a structured and safe summer recreational program, at no charge, for NHA children, ages 6 - 15, on NHA properties. To encourage residents to apply for employment in the Summer Recreation Program as Park Instructors and Counselors In Training. 						
Objectives	<ol style="list-style-type: none"> To increase the level of family involvement in all aspects of the PHDEP through recruitment and referrals. To maintain NHA's current relationship with the Nashua Police Department and focus on improving levels of safety for residents through the coordination of added security details and weekly communication efforts. PAL will maintain adult team advisors and will strive to recruit adults who are committed to the P-5 Program. PAL will maintain its current schedule of offering Field Days to NHA children once per week during the summer months on NHA properties and work to gain more parental involvement. To continue to work to reduce and ultimately eliminate substance abuse among members ages 8 - 18 by teaching youth to recognize and resist pressure to use drugs. To hire six (6) residents ages 14 - 15 as Counselors In Training to provide job skills training and mentoring through the Nashua Youth Council. To hire and train an additional two (2) residents as Park Instructors in the Summer Recreation Program. 						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Drug-Free Public Housing	N/A	All P.H. residents	10/1/01	9/30/02	\$38,265	\$ 32,429	Surveys, attendance
2. Police Athletic League	N/A	P.H. Youth	10/1/01	9/30/02	\$ 4,500	\$ 74,984	Attendance/Surveys
3. Boys & Girls Club	N/A	P.H. Families	10/1/01	9/30/02	\$ 4,360	\$101,280	Pre/Post tests
4. Summer Recreation Program	N/A	P.H. Youth	5/1/02	8/30/02	\$43,324	\$ 18,706	Attendance/Surveys

9170 - Drug Intervention					Total PHDEP Funding: \$ 6,846		
Goal(s)	<ol style="list-style-type: none"> To teach parents how to build their child's self-esteem, better understand their children, help them develop responsibility, and make decisions as a family. To increase youth skills in serving as leaders of their communities, making healthy decisions, setting goals, managing anger, and resolving conflicts. To provide individual and group counseling to public housing residents. 						
Objectives	<ol style="list-style-type: none"> To maintain and build relationships with the Hispanic community through the parenting program in order to assist them with parenting skills and speaking comfortably to their children about difficult topics such as drug use. To provide weekly support to the Summer Recreation Program and CIT's, offer training, outreach and follow up to all youth participating in the program. To empower parents and children to make healthy choices in their lives through support groups and counseling. 						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount)	Performance Indicators

	Served					/Source)	
1. Nashua Youth Council	N/A	P.H. Families	10/1/01	9/30/02	\$ 12,952	\$19, 085	Pre/Post Tests, attendance
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	*\$ 24,000	Activity 1	\$ 48,345
9160	Activities 1, 2, 3, 4	*\$ 16,000	Activities 1-4	\$ 90,449
9170	Activity 1	*\$ 6,000	Activity 1	\$ 12,952
TOTAL		*\$ 46,000		\$151,746

**The Nashua Housing Authority will operate a 24-month grant with activity beginning in the second year of the grant term. NHA's current PHDEP grant, (#NH36DEP0020199), will be active until 9/30/01, whereas at that time the NHA will begin programming in grant #NH36DEP0020100.

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the "PHA Certifications of Compliance with the PHA Plan and Related Regulations."

Extract from Minutes of Meeting

EXTRACT FROM THE MINUTES OF A REGULAR MEETING OF THE
BOARD

OF COMMISSIONERS OF THE NASHUA HOUSING AUTHORITY HELD
ON

THE 21st DAY OF JULY 2000.

The Chairperson of the Board of Commissioners met in a regular meeting at the Nashua Housing Authority, 101 Major Drive, in the City of Nashua, New Hampshire, 03060-4783, at the place, hour, and date duly established for the holding of such meeting.

The Chairperson called the meeting to order on a roll call, and the following answered present:

William C. Marcoux
Kris Durmer
Selma R. Pastor

and the following were absent:

Rebecca Mullis
Thomas Monahan

The Chairperson declared a quorum present.



The following resolution was introduced by the **Chairperson**, read in full, and considered:

RESOLUTION NO. 00-1773

**RESOLUTION BY THE NASHUA HOUSING AUTHORITY APPROVING
PHA CERTIFICATIONS OF COMPLIANCE WITH THE PHA PLANS AND
RELATED REGULATIONS BOARD RESOLUTION TO ACCOMPANY THE PHA PLAN**

William Marcoux moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Kris Durmer, and upon roll call, the "AYES" and "NAYS" were as follows:

AYES

NAYS

William C. Marcoux
Kris Durmer
Selma R. Pastor

The **Chairperson** thereupon declared said motion carried and said resolution adopted.



There being no further business to come before the meeting upon motion duly made and seconded, the meeting adjourned.

Certificate of Recording Officer

I, Lisa A. Boulter, the duly appointed, qualified acting Secretary of the Nashua Housing Authority, 101 Major Drive, Nashua, NH 03060-4783, do hereby certify that the attached extract from the minutes of the regular meeting of the Board of Commissioners held on Friday, July 21, 2000 is a true and correct copy of the original minutes of such meeting on file and of record in so far as they relate to the matters set forth in the attached extract, and I do further certify that each Resolution appearing in such extract is a true and correct copy of a Resolution adopted at such meeting and on file and of record.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of said Agency this 21st day of July 2000.

(SEAL)