

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Manchester Housing and Redevelopment Authority</u> PHA Code: <u>NH-001</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/01/09</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>1,168</u> Number of HCV units: <u>1,813</u>												
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	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 for the next five years: The mission of the Manchester Housing and Redevelopment Authority is to provide and sustain affordable, secure, quality living environments for low income families and individuals; to provide personal and economic enrichment and independence opportunities for residents; to act as a catalyst and community partner in developing new low income affordable housing opportunities; and to engage in community revitalization initiatives to improve neighborhoods, promote economic development, increase employment opportunities and broaden the local tax base.												

5.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>1. Expand the supply of assisted housing by: applying for additional rental vouchers; reducing public housing vacancies; leveraging private or other public funds to create additional housing opportunities. Progress: MHRA has applied for additional vouchers as they became available. MHRA secured 35 VASH vouchers. MHRA is pursuing conversion and construction of units using tax credit and other funding.</p> <p>2. Improve the quality of assisted housing by: improving public housing management; maintaining voucher management; increasing customer satisfaction; renovating or modernizing public housing units. Progress: Conducted resident meetings to assess and ensure customer satisfaction. Achieved a voucher utilization rate of 100%. Completed comprehensive rehabilitation of 50 dwelling units within Benoit Homes Development to include conversion of units to full accessibility for the physically disabled. Completed exterior renovations of 50 dwelling units within the Scattered Sites Developments AMP 004 which included new windows, doors and siding. Converted three units of Scattered Sites AMP 004 to full accessibility for the physically disabled. Replaced boiler systems at six buildings of Elmwood Gardens AMP 001.</p> <p>3. Increase assisted housing choices by: providing voucher mobility counseling; conducting outreach efforts to potential voucher landlords; increasing voucher payment standards; implementing voucher homeowner program. Progress: Voucher mobility counseling conducted during briefings; continual staff outreach to landlords; voucher payment standards increased from 100% to 110%, Voucher homeownership program implemented.</p> <p>4. Provide an improved living environment by: implementing public housing security improvements. Progress: Security lighting installed; on site police presence provided in family public housing developments</p> <p>5. Promote self-sufficiency and asset development of assisted households by: Increasing the number and percentage of employed persons in assisted families; providing or attracting supportive services to improve assistance recipients’ employability; provide or attract supportive services to increase independence for the elderly or families with disabilities. Progress: Continued to provide the Family Self Sufficiency Program for HCV residents; Provide afterschool child care program for children of working parents of assisted housing; Established partnership with Manchester School District and Greater Manchester Family YMCA for provision of educational, developmental preschool for assisted families with children aged 3 & 4, with full day, wrap around daycare for children of working parents. Provided facilities for Manchester School District to operate an Even Start program for residents who are not proficient in English. Continued to provide Congregate Services Programs to help maintain independence of the elderly and persons with disabilities.</p> <p>6. Ensure equal opportunity and affirmatively further fair housing by: Undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability; Undertaking affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability; undertaking affirmative measures to ensure accessible housing to person with all varieties of disabilities regardless of unit size required; employing a Fair Housing Officer and a 504 Compliance Coordinator to work with staff and residents on fair housing issues. Progress: Promoted affirmative measures to ensure access at briefing for HCV participants and encouraged participants to seek suitable housing; Continue to provide reasonable accommodations to families with members who have a disability; continued to employ Fair Housing and 504 Compliance Coordinators.</p> <p>7. Ensure compliance with the Violence Against Women Act by: Amending the HCV Administrative Plan and Admissions and Continued Occupancy Policy; Adopting revised Housing Assistance Payments Contract and revised Tenancy Addendum (HUD-52641-A); Utilizing HUD-approved certification form(s); Notifying tenants and owners and managers of rights and obligations under VAWA. Progress: HCV Administrative Plan and Admissions and Continued Occupancy Policies were revised and revisions were approved by Board of Commissioners; Revised (January 2007) Housing Assistance Payments Contract and Tenancy Addendum are being utilized; HUD-approved certification forms are being utilized; tenants, owners and managers have been notified of rights and obligations under VAWA.</p>
	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Housing Choice Voucher Administrative Plan: Remove Non-Housed Preference; revise requirements for social security numbers in accordance with regulatory changes.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. 198 Hanover Street, Manchester, NH 03104</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Homeownership Program: MHRA offers a Homeownership Program to its Section 8 HCV program participants who qualify. This program was implemented in 2003 and since that time, 24 families have participated. A full description of the program is included in MHRA’s HCV Administrative Plan.</p> <p>Project Based Vouchers: 362 vouchers have been approved for participation in the program and of these, 272 are now under contract in the following projects: Piscataquog Apartments, Market/Amherst/Spruce Streets, Straw Mansion, Mary Gale Apartments, Inc., Old Wellington Rd. Apartments, Family Mill, Brown School Apartments, Family Willows, Karatzas Avenue Phase I & II.</p>

8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The City of Manchester's Consolidated Plan indicates that there are 6,645 extremely-low income households and 5,961 low-income renter households in Manchester, which represents 37% of all renter households in the City. 67% of extremely low-income and 43% of low income renter households have cost burdens exceeding 30% of income, and 58% of low-income and 23% of low-income households have a rent burden in excess of 50% of income. Manchester's elderly population is estimated at 15% of total, with 11% living below the poverty level. 21% of frail elderly (frail elderly are most in need of services) aged 65-74 are living below poverty and 16% of frail elderly over the age of 74 are living below poverty. The Consolidated Plan does not provide income estimates for households with persons with disabilities, but the 2000 Census indicated that there were 2,449 individuals over the age of 16 with self-care mobility disabilities and a total of 9,147 non-institutionalized persons over the age of 16 with physical disabilities living in Manchester. Minority households account for 9.1% of the total number of rental households. 83.9% of Hispanic/Latin households are renters. Minority households which are considered extremely low-income comprise 25.7%, and low-income households comprise 13.6%, of the total minority households. Over 70% of minority renter households in the City have incomes below 80% of median, compared to a citywide 59% for renter households.</p> <p>On MHRA's waiting list, there are 7,436 extremely low income households, 1,326 very low income households and 110 low income households. Of these, 5,510 are families with children, 3,362 are elderly families, and 258 are families with disabilities. There are 2,301 (69%) on MHRA's public housing waiting list that are white, non-hispanic/latino and 1,031 are white-hispanic/latino, hispanic/latino, black, American Indian, asian, or pacific islander. On MHRA's Section 8 Housing Choice Voucher waiting list, 3,814 are white, non-hispanic/latino and 1,603 are white-hispanic/latino, hispanic/latino, black, American Indian, asian or pacific islander.</p> <p>According to the City's analysis, extremely-low, very-low and low-income renters experience great difficulty in securing affordable housing. It has been noted that within the City, a persistent problem continues to be that both large and small families are doubled-up because of the high cost of housing. The City's analysis shows that extremely -low income households, regardless of the size of length of time in the City, continue to expend the greatest proportion of their income for housing costs.</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>MHRA is committed to efficient use of existing resources to continue to address the housing needs of families on its waiting list. MHRA has, and will continue to, utilize every one of its allotted Housing Choice Vouchers and well as expending all HCV allocated money. Additionally, with a vacancy rate of less than 3%, MHRA will continue to maximize occupancy in its Public Housing units for families, the elderly and persons with disabilities. MHRA will continue to leverage private/public partnership resources to develop additional affordable housing opportunities in the City of Manchester.</p>

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. MHRA continues to meet the mission and goals set forth in the 5-year plan as evidenced by progress described in Section 5.2 above.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Per HUD regulations, the Authority must provide its definition of a substantial deviation and significant amendment or modification to the Comprehensive Agency Plan (CAP). Under HUD regulations, any item falling under this category requires an interim change to the CAP; smaller or less significant changes may wait until the next CAP submission. It is the Authority’s intent to update the CAP in the event of any discretionary substantial deviation, significant amendment and/or modification. Any change to the CAP that fundamentally alters the mission, goals and/or policies of the Authority would fall under this category. All proposed changes will be reviewed on a case by case basis.</p> <p>The following are examples of possible substantial deviations, significant amendments and/or modifications (“change”) to the CAP. This is not an inclusive list:</p> <ul style="list-style-type: none"> ~ Substantial reduction or discontinuance of the provision of Public Housing or the Housing Choice Voucher Program. For Public Housing, “substantial reduction” shall be a minimum of two- percent (25) of all units <u>OR</u> if an entire site or development of a smaller size is removed for any reason (deconcentration, modernization, disposition, etc.) in one fiscal year. For the Housing Choice Voucher Program., “substantial reduction” shall be a minimum of ten- percent (168) of all vouchers. ~ Change to rent policies, admissions policies or organization of the waiting lists. ~ Addition or removal of a secondary housing program such as Section 5(h) or Section 8y homeownership programs. ~ Addition or removal of primary support services such as the Congregate Services Program. ~ Ten percent (10%) or more adjustment in funding amount, funding source and/or use not mandated by Federal, State, Local or other regulations or requirements. ~ Conversion or elimination of any Public Housing units under voluntary conversion, disposition or demolition guidelines. ~ Fundamental change to mission or strategic goals such as no longer providing affordable housing. <p>Per HUD regulations, any significant amendment or substantial deviation/modification (“change”) to a CAP is subject to the same requirements as the original CAP including time frames. In these situations the Authority must:</p> <ul style="list-style-type: none"> ~ Consult with the Resident Advisory Board; and ~ Ensure consistency with the City of Manchester’s Consolidated Plan; and ~ Provide for a review of the change(s) by the public during a 45-day review period; and ~ Convene the Board of Commissioners to adopt the change(s) during a meeting that is open to the public; and ~ Submit the change to and receive approval from HUD in accordance with HUD’s plan review procedures prior to implementation of the change(s).
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements – There were no challenged elements.</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

VIOLENCE AGAINST WOMEN ACT (VAWA) STATEMENT 2009

In accordance with the Violence Against Women and Department of Justice Reauthorization Act of 2005, MHRA has incorporated the provisions of VAWA in its Section 8 Housing Choice Voucher Administrative Plan and its Admissions and Continued Occupancy Policy. MHRA also provides detailed information on VAWA to all applicants for, and residents of, Authority Section 8 HCV and public housing.

To further the objectives of VAWA, MHRA provides or offers the following activities, services or programs, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault or stalking:

- MHRA has established partnerships with two local service providers – Families in Transition (FIT) and The Way Home – to provide victims with counseling, transitional and permanent housing and financial assistance with security deposits for rental housing.

MHRA provides or offers the following activities, services, or programs that help child or adult victims of domestic violence, dating violence, sexual assault, or stalking to obtain or maintain housing:

- For resident victims of domestic violence, dating violence, sexual assault or stalking, MHRA provides referrals to the YWCA Crisis Center at 72 Concord Street, Manchester and to New Hampshire Legal Assistance. MHRA encourages victims to report crimes to the Manchester Police Department. MHRA contracts with the Manchester Police Department for Community Policing Services above baseline and encourages residents to communicate with the assigned officers for assistance with violence issues.

MHRA provides or offers the following activities, services, or programs to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families:

- MHRA has established a partnership with the Manchester Police Department to provide on-site presence of MPD officers in MHRA's two largest families public housing developments. These officers are available to MHRA residents and personnel full-time. Staff involves the community policing officers at any indication of domestic violence. Referrals are also made to the YWCA for obtaining restraining orders and receiving counseling.

To assure that tenants are notified of their rights under VAWA, MHRA has instituted the following procedures:

- MHRA has included VAWA information for residents in its initial leasing, annual and interim recertification packets. MHRA has notified all landlords and property managers of VAWA requirements and ensures that all landlords are using the revised Tenancy Addendum.