



New England

U.S. Department of Housing and Urban Development

Office of Public Housing
Boston Hub
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street
Boston, Massachusetts 02222-1092

AUG 16 2018

Mr. Allan B. Krans
Executive Director
Dover Housing Authority
62 Whittier Street
Dover, NH 03820

Dear Mr. Krans:

This letter is to inform you that the Dover Housing Authority's (DHA's) submission of the FYB July 1, 2018 Annual PHA Plan (Plan) is approved. This approval does not constitute an endorsement of the strategies and policies outlined in the Plan. This approval also does not include any documents submitted regarding your FY2018 Capital Fund as these were previously approved. In providing assistance to families under programs covered by this Plan, the DHA must comply with the rules, standards, and policies established in its Plan, as provided in 24 CFR Part 903 and other applicable regulations.

Your approved FYB 2018 Annual PHA Plan and all required attachments and documents must be made available for review and inspection at the principal office of the DHA during normal business hours. If you have any questions regarding your Plan or the information in this letter, please contact Robin Gagnon, Portfolio Management Specialist, at (603) 666-7510, extension 3009.

Sincerely,

Robert P. Cwieka
Deputy Director

Dover Housing Authority (nh003)

PHA Plan FYB 2018

HUD-50075-HP Streamlined Annual Plan

Deconcentration Policy

Revised Elements of Plan-changes in ACOP

Progress Report

HUD-50077-ST-HCV-HP Certificate of Compliance

Resident Advisory Board Meetings

HUD-50077-SL Consistency with City Consolidated Plan

VAWA

Significant Amendment Definition

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p> PHA Name: Dover Housing Authority _____ PHA Code: nh003 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2018 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units: 274 Number of Housing Choice Vouchers (HCVs) : 347 Total Combined: 621 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> Availability of Information. The PHA Plan was made available for review at the Administrative Office, 62 Whittier Street, Dover NH. The Public Hearing Notice was published by Seacoast Media, the local newspaper, the Seacoast Media online news and on the official Dover Housing website. Notices were posted in all common areas to inform residents where they could get a copy of the Plan and Elements and about the RAB Meetings to discuss the Plan. The locations were: 279 Central Ave., Central Towers , common room; 58 Union Street, Niles Park Hall; Union Park Laundry room; Edgar Bois Terrace, laundry room; 3 Green St., Waldron Towers, common room; 18 Chapel Street, St. John's Housing, common room; and the lobby of the Administrative Building, 62 Whittier Street. </p>

B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> X If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See Attached.</p>
C.2	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. Attached (as noted above).</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? Comments sent as attachment.</p> <p>Y N X <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Narrative: Attendance at the RAB Meetings was very good. The overall analysis of the meetings was that communication between residents and Management has been greatly improved over the last few years. Prioritizing needs and wants with what is financially feasible has been openly discussed so that the residents feel “heard” and know Management is truly trying to improve the quality of life at the Housing Authority, as well as improving building structures. A great example of this is getting new washers and dryers and other household appliances. After presenting the Plan, most of the discussion from residents was about issues that can be addressed through the operating budget. Several residents commented they are very happy with the improvements in lobbies, with exit doors, new appliances, and they commended the Maintenance staff for jobs well done.</p>
C.4	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See Attached.</p>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Act on Plan.</p> <p>See HUD Form 50075.2 approved by HUD on 08/16/2017</p>

Deconcentration Policy

The Dover Housing Authority endeavors to provide for de-concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. At least forty (40) percent of newly admitted families in any fiscal year shall be families whose annual income is at or below 30% of the area median income. The DHA will skip higher income families on the waiting list to reach extremely low-income families to meet this requirement.

The Dover Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Deconcentration Incentives

The Dover Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

Revised Admissions and Continued Occupancy Policy

Admissions and Continued Occupancy Policy: Chapter 4

Local Preferences [24 CFR 960.206] Summary of change: The local preference shall be extended to a larger population by using the same criteria for all towns in jurisdiction, not just the City of Dover.

If the applicant meets at least one of the following requirements, the Household shall be eligible for a local preference:

- 1.) Applicant is at least 62 years of age or is a person with a disability and lives, works, or is hired to work in Dover, Barrington, Durham, Lee, Madbury, or Rollinsford.
- 2.) The local preference also applies if applicant is at least 62 years of age or is a person with a disability and previously lived in Dover, Barrington, Durham, Lee, Madbury or Rollinsford or currently has immediate family living in above noted towns. Immediate family shall be considered mother, father, sister, brother, son, daughter, grandson, granddaughter, grandmother, grandfather.

The PHA shall use the HUD definition for “person with disability”.

Admissions and Continued Occupancy Policy: Chapter 13

Over-Income Families [24 CFR 960.261 and FR 11/26/04, p. 68786] Summary of change: PHA may make units available for applicants who are income-eligible by terminating a lease if a household income exceeds the applicable income limit for 180 or more consecutive days.

PHA Policy

The PHA may terminate the lease if the family experiences an increase in household income that results in the family’s total annual household income exceeding the applicable income limit for 180 or more consecutive days.

Public Hearing 10/06/2017

HUD Approval 2/27/2018

Board Approval 2/27/2018

Progress Report in Meeting the Mission and Goals from
2017 PHA Plan and Amended 5-Year PHA Plan FYB 07/2015

Mission Statement: The Dover Housing Authority, an independent municipal corporation, opens doors to opportunities. We are driven to collaborate with public and private community partners to provide supportive services and quality housing for people with limited incomes.

- A. Work cooperatively with public and private partners to increase the availability of quality housing opportunities: The City of Dover only has one homeless shelter. Homeless individuals and families are often sent to shelters in surrounding cities. In the past, being located in a shelter outside Dover would put applicants at a disadvantage since DHA had a "Local Preference". In response to the growing shortage of housing, the HCV Program has removed the Dover preference and uses only the time and date to prioritize applications. This will open opportunities for the homeless and for people who have found employment in surrounding cities, but have low income.
- B. Improve quality of life for residents and the community: Kitchen appliances are being upgraded in all locations. Gardens have been established in several locations for residents to grow their own fresh produce and flowers. New laundry machines have been installed at Central Towers and Waldron Towers.

Building Structure Improvements: Entry doors of Central and Waldron Towers have been replaced. The downspouts, and gutters at Niles have been repaired and/or replaced. The steeple at St. John's Housing has been contracted and will be repaired in this fiscal year.

Heating and Plumbing Improvements: Central Towers and Edgar Bois Terrace HVAC systems have been upgraded.

Aesthetic Improvements to improve the quality of housing: New flooring has been installed in the lobbies of Central Towers and Waldron Towers. St. John's Housing is also being contracted to replace the lobby flooring.

- C. Promote and secure supportive services for eligible persons with limited incomes: The Family Self-Sufficiency Program ranked 33rd nationwide and serves as a great resource for families and individuals to gain personal and financial independence. The coordinator sets up workshops on budgeting, credit repair, homeownership, taxes, resume writing, and much more. The Resident Services Coordinator keeps in contact with residents on the latest news in the neighborhood and the community and helps out as a mediator in resident grievances.
- D. Ensure Equal Opportunity in Housing: The Dover Housing Authority remains committed to undertaking affirmative measures to provide a suitable living environment to all, regardless of race, color, religion, national origin, sex, sexual orientation, familial or marital status, physical or mental disability, and age. All requests for reasonable accommodations are responded to in a timely manner.
- E. Maintain positive relationships with Board of Commissioners and City Officials: The Board of Commissioners meet monthly. They are provided with check manifests, financials statements, reports from staff, and policies for review and revisions as needed. The Housing Authority meets with City Officials for sharing of information about the needs and strategies of the community. The City appoints the Commissioners to the DHA Board.

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 07/2018, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

Resident Advisory Board Meetings

Staff in attendance: Allan Krans, Executive Director; John Maloney, Capital Improvements Coordinator; Myra Maurice, Housing Officer; Kathy Noel, Administrative Assistant.

At each meeting, the PHA Plan and Capital Fund projects were presented. The Executive Director answered questions and listened to resident concerns. The Housing Officer took notes on work orders to put in.

Central Towers – 3/22/2018 11:00 am -- 30 residents in attendance

Q: Can landscaping be done to the large hill in back of the building? **A:** The bamboo that covers the hill is a challenge we have not found a viable solution for. We can keep cutting it down to keep it from being too much of an eyesore. The positive side is the bamboo acts as a hill stabilizer.

Q: The lobby has been painted and decorated; what about the other floors? **A:** Other floors will be done at some point but management chose to do the entrances and lobbies first since that's where the most traffic is.

Some less costly requests were made such as replacing window blinds and getting a few refurbished computers to use in the common room. A few everyday maintenance issues were also discussed. Residents commended the Maintenance staff and said they are very happy with the new washers and dryers.

Meeting adjourned 11:45 am

Waldron Towers – 3/22/2018 1:00 pm -- 16 residents in attendance

Q: Can we have a roof installed over the top floor balconies? It gets too hot in the summer; in winter, the snow collects.

A: That is something we have not thought about but could look into a solution.

Q: It is cold in some of the apartments. Can you do something about that? **A:** We can evaluate the issue and see what can be done.

Q: Can a webcam type camera be used in the lobby so residents can view the lobby from our tvs? It would help security since we could see the person who wants to be buzzed in. **A:** When someone "buzzes" your apartment, you should be able to talk to them. If your intercom is not working properly we can put a work order in.

Q: Redecorating the lobby has been done. When will the other floors be done? **A:** The other floors will be scheduled when the budget allows but we wanted to tackle the floor that gets the most traffic first.

Meeting adjourned 1:45 pm

St. John's Housing – 3/23/2018 11:00 am -- 6 residents in attendance

Q: The windows are very drafty, can we get replacements? **A:** Since St. John's was a converted church, the windows are special shapes and sizes. Custom replacement windows will be very costly but we will look into solutions.

Q: There may be a leak someplace, I can hear dripping on the ceiling of the 3rd floor. Could it possibly be the roof leaking and trickling down? **A:** When we have the contractor here to repair the steeple, we can get a good look at the roof with the lift equipment. It could be a plumbing leak so we can look into that also.

Q: There is a slant in the walkway out front. Can that be remedied? **A:** After the meeting, let's go out and look at it. It may be something we can fix within the operating budget. Other questions and comments were small requests. For example, they asked about getting a sign for visitor parking and possibly having Maintenance bring trash to the trash pick-up area for residents who live in the far buildings.

Meeting adjourned at 11:30 am

Niles Hall Community Center – 3/23/2018 1:00 pm -- 15 residents in attendance

Q: Rains and melting ice cause a problem at the entryways to the laundry rooms and rubbish areas. **A:** Gutters and downspout over those areas may help with that.

Q: The light behind the building does not work even after the bulb was replaced (except for one day). Can we get that fixed?

A: Now that we are aware, we can call the City again to come for that.

Q: The old air vents were left in place. Do they have any purpose? Smells carry from one unit to another. **A:** The vents can be probably just be capped to help with that issue.

Q: Some of our stoves do not have stove hoods. Can we get one?

A: Let's find out who needs them and take care of that with the operating budget.

Further discussion took place about work orders and snow removal.

Meeting adjourned 2:05 pm

**Certification by State or Local
 Official of PHA Plans Consistency
 with the Consolidated Plan or
 State Consolidated Plan
 (All PHAs)**

U. S Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Michael Joyal, City Manager of Dover, New Hampshire
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Dover Housing Authority

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of Impediments (AI) to Fair Housing Choice of the

City Of Dover New Hampshire

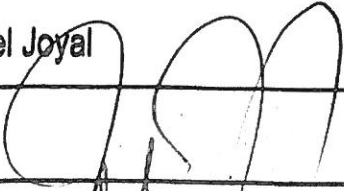
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

The City Consolidated Plan (2015-2019) identifies Elderly Households as exhibiting the highest rate of housing burden. The DHA provides 184 designated Elderly Housing Units to ease that financial burden and to provide safe and decent places to live. Thirty four percent of all households in Dover are very low income and cannot afford market rents. The DHA helps to provides affordable, quality housing to 805 families and individuals through a combination of public housing units and housing vouchers.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Michael Joyal	Title City Manager
Signature 	Date 3/27/16

DHA Statement on the Violence against Women Act (VAWA) and Department of Justice Reauthorization Acts of 2005 and 2013

Pursuant to the enactment of Public Law 109-162, the Dover Housing Authority has incorporated the provisions of VAWA in all programs administered by HUD including but not limited to:

- Public housing;
- Section 8 Housing Choice Voucher program;
- Low-Income Housing Tax Credit (LIHTC);
- Section 202 housing for the elderly;

To further the objectives outlined in the VAWA, the Dover Housing Authority will offer services or programs either directly or in partnership with appropriate service providers. As such, VAWA protects anyone who:

1. Is a victim of actual or threatened domestic violence, dating violence, sexual assault or stalking, or an “affiliated individual” of the victim (spouse, parent, brother, sister, or child of that victim; or an individual to whom that victim stands in loco parentis; or an individual, tenant or lawful occupant living in the victim’s household) AND
2. Is living in, or seeking admission to, any of the covered housing programs.

Detailed information on VAWA is provided to all HUD program applicants and participants, including landlords and property owners.

Significant Amendment Definition

The Housing Authority considers the following to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Additions of new activities not included in the current Public Housing Drug Elimination Program Plan (PHDEP);
- Any change with regard to demolition or disposition, designation or homeownership programs or conversion activities. An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

As part of the Rental Assistance Demonstration (RAD) program, the Dover Housing Authority has redefined the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- Changes to the Capital Fund Budget produced as a result of each approved RAD conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- Changes to the financing structure for each approved RAD conversion.