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

New England

JUN - 9 2017

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 submission of the FY 2017 Annual Plan (Plan), is approved. This approval also does not include any documents submitted regarding your FY 2017 Capital Fund as these are reviewed under a separate process. 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 Annual 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 PHA Plan or the information in this letter, please contact Robin A. Gagnon, Revitalization Specialist, at (603) 666-7510, extension 3009.

Sincerely,

Robert P. Cwieka
Deputy Director

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, the City Manager for 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.

Elderly Households are identified in the Consolidated Plan as being in need of housing options and assistance. The Dover PHA targets, among other populations, the elderly for their services.

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	Title
Michael Joyal	City Manager
Signature	Date
	4/13/17

Dover Housing Authority (nh003)
PHA Plan FYB 2017 Submission

nh003v01	HUD-50075
nh003a01	Deconcentration Policy
nh003b01	Progress Report in Meeting Mission and Goals
nh003c01	HUD 50077-st-hcv-hp Certification of Compliance
nh003d01	Resident Advisory Board Comments
nh003e01	HUD 50077-SL Certification by State or Local Officials
nh003f01	DHA Statement on VAWA
nh003g01	Definition of Significant Amendment
nh003h01	PHA Plan Public Hearing

Streamlined Annual PHA Plan *(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

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

PHA Name: Dover Housing Authority **PHA Code**: NH003
PHA Type: ☐ Small ☒ High Performer
PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2017
PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)
Number of Public Housing (PH) Units 458 **Number of Housing Choice Vouchers (HCVs)** 347
Total Combined: 805
PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission

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.

☐ **PHA Consortia**: (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B. Annual Plan Elements

B.1 **Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y	N	
☐	☒	Statement of Housing Needs and Strategy for Addressing Housing Needs.
☒	☐	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
☒	☐	Financial Resources.
☒	☐	Rent Determination.
☐	☒	Homeownership Programs.
☐	☒	Safety and Crime Prevention.
☐	☒	Pet Policy.
☐	☒	Substantial Deviation.
☐	☒	Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.
Sent as an attachment.

(c) If the PHA answered yes for any element, describe the revisions for each element below. The following were revised in the DHA ACOP reviewed and approved by the Board of Commissioners on 6/14/2016.

Policies that Govern Eligibility, Selection and Admissions:

Admissions and Continued Occupancy Policy, Chapter 3, changes made in accordance of HUD requirements or recommendations

- *Removed references to divorce or separation decree*
- *Added phrasing to include family members forced to leave a housing unit due to actual or threatened abuse*
- *Added several references clarifying that an arrest must be substantiated when documenting criminal activity and arrest records alone cannot be used as proof for disqualifying criminal activity*
- *Added several references to VAWA of 2013*
- *PHA Policy is now to include in its "notice of denial" information about the protection against denial provided by VAWA*

Financial Resources:

- *Resident Opportunity & Self-Sufficiency (ROSS) Grant for Senior Services Coordinator was not renewed.*
- *Private funding will be utilized with the RAD Program for and the AMP 1 Public Housing Residential buildings will changed Project-Based Voucher Housing.*

Rent Determination:

- *EID Maximum was changed to 2-year disallowance from 4 years*
- *The 2015 Appropriations Act requires that flat rents must be set at no less than 80 percent of the applicable fair market rent (FMR) or the housing authority must apply for an exception to set a different flat rent*

B.2 **New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y	N	
☐	☒	Hope VI or Choice Neighborhoods.
☐	☒	Mixed Finance Modernization or Development.
☐	☒	Demolition and/or Disposition.
☐	☒	Conversion of Public Housing to Tenant Based Assistance.
☒	☐	Conversion of Public Housing to Project-Based Assistance under RAD.
☐	☒	Project Based Vouchers.
☐	☒	Units with Approved Vacancies for Modernization.
☐	☒	Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

Conversion of Public Housing to Project-Based Assistance under RAD.

- *Provide the projected number of project based units: 184 units*
- *Location for project based units: Mineral Park and Whittier Park*
- *How project basing would be consistent with the PHA Plan:*
  Affordable Housing will still be available to residents who will continue to pay 30% of their income toward rent and they ***maintain the same basic rights*** *as they possess in the public housing program.*
  Participating in the RAD Program allows the Housing Authority reinvest in the public housing stock*. This is critical given the 25.6 billion dollar backlog of public housing capital improvements.*

	As stated in the 2016 PHA Plan, according to the Dover Consolidated Plan Housing Market Analysis, approximately 1/3 of renter occupied units are considered substandard (overcrowded and/or lacking complete plumbing facilities). The DHA 184 units to be refurbished through RAD were built in the 1950s. The DHA has sought additional funding to get ahead of deficiencies and avoid disrepair and poor living conditions. As the buildings age, and repairs and upgrades are needed for the structures. Electrical and plumbing systems are costly and the needs are not being fully met through Capital Funds. With outside funding from investors, the Housing Authority can now upgrade the housing and provide safe, decent, and quality housing. There is still a great need to expand the number of affordable units in the Dover area and the Housing Authority will continue to seek opportunities to increase housing available.
B.3	**Progress Report.** Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.
B.4.	**Most Recent Fiscal Year Audit.** (a) Were there any findings in the most recent FY Audit? Y N ☐ ☒ (b) If yes, please describe:
	Other Document and/or Certification Requirements.
C.1	**Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan** **Policies and Programs that the PHA has Revised** ***Admissions and Continued Occupancy Policy****, Chapter 3, changes made in accordance of HUD requirements or recommendations* • *Removed references to divorce or separation decree* • *Added phrasing to include family members forced to leave a housing unit due to actual or threatened abuse* • *Added several references clarifying that an arrest must be substantiated when documenting criminal activity and arrest records alone cannot be used as proof for disqualifying criminal activity* • *Added several references to VAWA of 2013* • *PHA Policy is now to include in its "notice of denial" information about the protection against denial provided by VAWA* ***Financial Resources:*** • *Resident Opportunity & Self-Sufficiency (ROSS) Grant for Senior Services Coordinator was not renewed.* • *Private funding will be utilized with the RAD Program for and the AMP 1 Public Housing Residential buildings will changed Project-Based Voucher Housing.* ***Rent Determination:*** • *EID Maximum was changed to 2-year disallowance from 4 years* • *The 2015 Appropriations Act requires that flat rents must be set at no less than 80 percent of the applicable fair market rent (FMR) or the housing authority must apply for an exception to set a different flat rent* Form 50077-ST-HCV-HP, *Certification of Compliance with PHA Plans and Related Regulations,* must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.2	**Civil Rights Certification.** Form 50077-ST-HCV-HP, *Certification of Compliance with PHA Plans and Related Regulations,* must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	**Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) provide comments to the PHA Plan? Y N ☒ ☐ 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.

C.4	**Certification by State or Local Officials.** Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
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).
D.1	**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. See HUD Form 50075.2 approved *by HUD on 04/13/2016*

Instructions for Preparation of Form HUD-50075-HP
Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). 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. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions**. Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b) Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

☐ **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. (24 CFR §903.7(c)

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d)

☐ **Homeownership Programs**. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

☐ **Safety and Crime Prevention (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. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i)

☐ **Significant Amendment/Modification**. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii)

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

B.2 **New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development. 1)** A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for 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. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, 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. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. 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. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received 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. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 **Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 **Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 **Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 **Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the 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. (24 CFR §903.7(o))

C.3 **Resident Advisory Board (RAB) comments**. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

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 the 5-Year and Annual PHA Plan. 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.

Public reporting burden for this information collection is estimated to average 16.64 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.

nh003a01

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.

nh003b01

Progress Report in Meeting Mission and Goals
as described in 5-Year and Annual PHA Plan FYB 07/2015

Dover Housing Authority Mission Statement - 2015

The Dover Housing Authority is an independent municipal corporation created under state law working cooperatively with the community and public and private partners to provide quality housing opportunities and further to promote and secure supportive services for eligible persons with limited incomes.

Goals and Objectives:
Work cooperatively with public and private partners to increase the availability of quality housing opportunities
Improve quality of life for residents and the community
Promote and secure supportive services for eligible persons with limited incomes
Ensure Equal Opportunity in Housing
Maintain positive relationships with Board of Commissioners and City Officials

PROGRESS REPORT
In Meeting the Mission and Goals
As described in the most recent HUD Approved 5-Year PHA Plan FYB 07/01/2015-07/01/2020 and the RAD Significant Amendment to the 5-year Plan approved FYB 07/01/2016

Work cooperatively with public and private partners to increase the availability of quality housing opportunities:
Monitor and adjust the Section 8 HCV payment standards in an effort to assist as many families as possible in the jurisdiction of their choice.
The Section 8 HCV Officers attend monthly meetings at a Landlord Association to network and encourage Landlords to accept HCV Holders. There are 337 active landlords throughout the community participating in the DHA HCV Program.

Improve quality of life for residents and the community:
RAD program approved, funding secured; 184 family units' plumbing, electrical, kitchens and bathrooms will all be updated
New classroom constructed at the Seymour Osman Community Center (SOCC)
Request for Proposals to install a generator pending for the SOCC
Bed bug inspections conducted a regular basis and pest infestations dealt with in a timely manner.

Health, Safety and Security Improvements:
Remove asbestos tile and mastic from units as they have become vacant
Niles Park repaving under contract at this time
Security cameras installed at St. John's Housing and at Administrative office for security for staff, applicants and residents

Unhealthy and unsafe trees removed at Union Court
New intercom systems at both Central and Waldron Towers to let in resident visitors only
Continue to partner with Dover Police to employ a full time Liaison Officer

Heating and Plumbing Improvements:
HVAC upgrades under contract for Edgar Bois Terrace, Head Start Building and Administrative Office
New circulator pump installed at Central Towers
St. John's Housing basement insulated

Building Structure Improvements:
Replacement of entry doors under contract for both Waldron and Central Towers
Balcony doors and windows replaced as units have become vacant in Waldron Towers
Requested Proposals to repair or replace gutters and downspouts at Niles and Union Court
Roofs replaced at the Head Start Building and Administration Office
Drainage problems fixed, new walls put up, and flooring replaced at the Administrative Building

Changing the image of housing:
New Mission Statement approved by the Board: "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."

Fundamental message is same, both housing and services are provided- language rephrased to put the focus on people first
New logo developed showing a house with an open door
Rebranding campaign as "Whittier Falls Housing"

Promote self-sufficiency and asset development of families and individuals.
Service Coordinators and Housing Officers help families seek and utilize services and opportunities to become self-sufficient
Senior Services Coordinator has more than 100 interactions, monthly and connects elderly with resources to aid in continuing independent living
Family Self Sufficiency Program-81 participants (as of 12/31/2016)
38 families save in escrow at this time
5 families are working on home ownership
5 are currently enrolled in educational or job training programs
2 graduations this year

A. **Ensure equal opportunity in housing for all Americans.**
   - Take affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status or disability; provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status or disability
   - Provide accessible housing to persons with all varieties of disabilities
   - Requests for reasonable accommodations responded to in a timely manner

B. Maintain positive relationships with Board of Commissioners and City Officials

- Meet with Board monthly and provide all manifests, financial statements, reports from staff, policies to review and resolutions
- Meet with City Officials for sharing of information about the needs and strategies to meet the needs of the community

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 Annual PHA Plan for the PHA fiscal year beginning 07/2017, 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.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

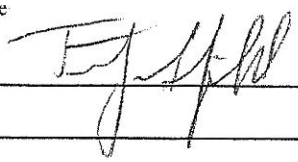
Dover Housing Authority
PHA Name

NH003
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2017

_____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

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	Title
Timothy Granfield	Chair of Board of Commissioners
Signature	Date
	3/27/2017

RESIDENT ADVISORY BOARD (RAB) MEETING: AMP 1
March 8, 2017, 6:00 p.m.
Seymour Osman Community Center, 40 Hampshire Circle, Dover NH

Staff Present: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; John Maloney, Capital Improvements Coordinator; Mark Leno, Director of Family Services; Cynthia Miller, Family Self-Sufficiency Coordinator; Cathryn Conway-Dorr, Senior Resident Services Coordinator; Jim Gagne, Maintenance Supervisor
Residents Present: Doreen Kester, Debbie Harris, Heather Heaphy, Cristy Horne, Gloria Dibble, Lisa Canny, Desiree Frisbee, Linda Hartford, Felicia St. Laurent, Barbara Neslusan, Kelly McCarthy, Rebecca Trowbridge, Joseph Devore, Catherine Beaupre, Carol Richards, James Stephan, Kim Stephen, Kris Longenberger, Brandon Stephen, Shelby Kennedy, Patricia Banley

Allan Krans convened the meeting at 6 p.m. He explained that the meeting would begin with a presentation of the PHA Annual Plan and then he would address concerns about the RAD program.

Kathy Noel presented the Plan to the residents. There were no questions specifically about the overall PHA Plan.

The residents had many questions about RAD. Questions were addressed by the Executive Director about the renovations and relocation plans.

Q: Where will we be when we are moved out of our apartments as they are renovated?
A: There will be a couple buildings chosen to be set up as "hotels".

Q: Who pays for the electricity in our original unit while we are at the hotel?
A: You would continue to pay your electricity but we will pay for costs above 10% your normal bill if needed.

Q: Would we have the same number of bedrooms?
A: The number of bedrooms in your new apartment will depend on your household composition and HUD regulations.

Q: Can we bring our pets to the hotel?
A: Yes, we will arrange for your pets to be in the hotel.

Q: What about those of us with severe pet allergies?
A: That is something we will have to address.

Q: What types of repairs/changes would be made?
A: There will be updated plumbing, wiring, kitchens, bathrooms, asbestos removal.

Q: Would individual units be done or whole buildings at a time?
A: We plan to do whole buildings at a time.

Q: Would our rent go up?
A: Rents will still be set, as they are now, by HUD regulations and increases would be phased in.

Q: Will the hotel have washers and dryers?
A: No, that is not the plan but we can investigate it further.

Q: If the basement storage is being taken away from us, what do we do with all our stuff?
A: We recommend you sort your belongings, especially items stored in your basement, when it is your turn coming up to move. We will be providing dumpsters for unused, unwanted belongings. There will be no charge for the service.

Q: Can we have access earlier to the dumpsters rather than waiting until it is our turn to move?
A: Yes, we will arrange that.

Q: Will there be wheel chair accessible units in the hotels?
A: We will work that into the plan and new ramps will be built for the renovated units.

Q: What will be the plan to address bed bug issues?
A: Each unit and all belongings will be inspected before packing and moving. The hotels will be inspected regularly and new units will be inspected before you move in.

Allan Krans thanked the residents for coming and told them as we are able to finalize more details, we will keep them informed. The meeting adjourned at 7:30 p.m.

RESIDENT ADVISORY BOARD (RAB) MEETING: AMPs 2 and 3
March 17, 2017, 1:00 p.m. Central Towers, 279 Central Ave., Dover NH

Staff Present: Kathy Noel, Administrative Assistant
Residents Present: Sheila Neatback, Wilma Fournier, Bob Files, Pat Files, Nancy Kennedy, Claire Caswell, Carol Cavanaugh, Joseph Baron, Pricilla Gavel

Kathy Noel convened the meeting at 1 p.m. She explained the purpose of the meeting is to talk about the PHA Plan as drafted, to hear their comments and concerns and to relay them back to Management and the Board of Commissioners.

Residents of Central Towers were the only attendees and all questions were concerning that building. Answers that were not readily available by Ms. Noel, were relayed to and answered by Management. A copy of the summary was mailed to all attendees.

Q: Why does Waldron Towers have comfortable upholstered furniture in their common rooms and we can't?
A: The furniture at Central Towers was replaced with new furniture that is less likely to transfer bed bugs. The furniture has not been replaced in all common areas yet, but it will be. We are doing everything we can to prevent infestations.

Q: Can we have someone come back and work on our new intercom system? It makes bad screeching noises when you turn the volume up. The office knows it is a problem and it was supposed to be fixed.
A: Another work order was put in after the meeting. The contractor may have to come back to address the issue. Please call the office for a work order if you are experiencing an issue. It is difficult to know if it is one, many, or all residents having the same problem.

Q: Can the downstairs carpets be replaced?
A: It is in the budget to replace the 1st floor carpets at Central Towers.

Q: When will we get new washers?
A: Management is looking into getting prepaid card-operated machines vs. the coin machines in the buildings. Please call for work orders as needed if the machines are not working properly.

Q: When will the dropped ceilings be replaced at Central Towers?
A: Doing the ceilings at Central Towers is in this year's budget. The lights and exit signs on the first floor are in the 5-year plan.

Q: Why does wheelchair ramp go to the road instead of alongside the side of the building to the parking lot?
A: If the ramp was placed alongside the building snow and ice from the roof could be a safety hazard.

Q: Can we have the back cement stairs replaced?
A: That would be an operating budget item. A work order was put in after the meeting but it may have to wait for warm, dry weather.

Kathy Noel thanked the residents for attending and adjourned the meeting at 1:30 p.m.

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, the City Manager for 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.

Elderly Households are identified in the Consolidated Plan as being in need of housing options and assistance. The Dover PHA targets, among other populations, the elderly for their services.

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	Title
Michael Joyal	City Manager
Signature	Date
	4/13/17

nh003f01

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

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.

nh003g01

Significant Amendment Definition

The Housing Authority will consider the following to be significant amendments or modification:

- 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, 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. The PHA Plan template issued pursuant to the Interim Rule does not include a space for the required definitions. Therefore, PHAs choosing to do so must submit their definition as an attachment to the PHA Plan.

- 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;
    - Changes to the financing structure for each approved RAD conversion.

nh003h01

Public Hearing
Notice published in *Seacoast Media*, February 1, 2017

"The Dover Housing Authority will hold a Public Hearing at the administrative office, 62 Whittier Street on Monday, March 20 at 12:00 p.m. on the 2017 Capital Fund Annual Statement and the FYB 2017 PHA Annual Plan. Documents will be available for review at the Dover Housing Authority administrative office during normal business hours: 8 a.m. to 4 p.m. Monday through Friday, Wednesday 8 a.m. to 6 p.m. The public is invited to submit written comments on the Plans on or before the date of the hearing. All comments will be considered by the Board of Commissioners. Any questions regarding the Capital Fund Annual Statement or PHA Annual Plan may be directed to Allan Krans, Executive Director at 603-742-5804."

Public Hearing
Monday, March 20 at 12:00 p.m.

Minutes:

Timothy Granfield convened the meeting at 62 Whittier Street, Dover NH at 12:00 p.m.

Present: Timothy Granfield, Chair of the DHA Board of Commissioners; Wendy Tenney, Financial Director; Kathy Noel, Administrative Assistant

No members of the public attended.

Meeting adjourned at 12:15