

**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): 07/2021  
 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) 352 (PBVs) 184  
 Total Combined 810  
 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.

The Public Hearing Notice was published by Seacoast Media, the local newspaper, the Seacoast Media online news, and on the official Dover Housing Authority website.

Notices were posted in all "common areas" to inform residents of the Resident Advisory Board (RAB) Meetings. Notices were also delivered to all residents and HCV participants for the Meetings. The notices informed residents that a copy of the Plan would be available for review on the DHA Website or by calling the office for a hard copy.

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. ACOP Change: Application Process Chapter 4 revised. Admin Plan Changes: Application Process Chapter 4 revised and Special Purpose Vouchers Chapter 19 added. A brief description is under B.1 (c) below.
- 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. DHA Policy is as follows:

**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.

The Dover Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration 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.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

The Application Process has been simplified and applications may be filled out online. Only basic information is needed to apply. At the time a household is near the top of the list, eligibility will be determined. Five FYI Special Vouchers have been awarded to the DHA. An MOU has been established with the DHA, BoSCoC and DCYF to use referrals for the FYI Vouchers.

**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.

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.**

**GOALS and OBJECTIVES approved in 2020-2024 5-YEAR PLAN**

**A. Work cooperatively with public and private partners to increase the availability of quality housing opportunities**

The DHA performed the following toward this goal:

- Updated the Section 8 HCV Landlord list on a regular basis
- Informed Section 8 HC Voucher holders of portability options
- Continued efforts to partner with private entities for affordable housing
- Applied for and was awarded 5 Foster Youth to Independence (FYI) Special Purpose Vouchers
- FSS Program Connected participants ready to purchase a home with NH Housing Finance Authority for the First Time Homeowners Program
- FSS Program partnered with NH Federal Credit Union to help participants with budgeting and getting financially ready to purchase a new home
- Purchased a home at 35 Maple Street in Dover for affordable housing

**B. Improve quality of life for residents and the community**

The DHA performed the following toward this goal:

- Collaborated with the Dover Police Department to provide a Police Liaison at Dover Housing properties
- Received Moving to Work Designation (MTW) to encourage self-sufficiency, housing choices, cost efficiency and allow repositioning of funds to better meet needs of maintaining property and providing opportunities for residents
- Wi-Fi installation was completed for 51 buildings, 49 of which are residential. Free internet is now being provided to 184 families.
- Worked on a regular basis with Dover schools to identify student and family needs and collaborate on meeting the needs. Attended School Board budget meetings in support of DHA families whose children attend the public schools.
- Arranged for on-site flu shots and COVID vaccinations for seniors in collaboration with the City Fire Department and County Officials
- Worked with the Dover Police Department to provide Holiday food baskets to residents
- Delivered hot Thanksgiving meals that were cooked and donated by area restaurants and businesses
- Used Operating and Capital Funds to improve the buildings: hot water heater replaced at Jack Buckley Commons (formerly St. John's) and new air conditioning units installed on third and fourth floors

**C. Promote and secure supportive services for eligible persons with limited incomes**

The DHA performed the following toward this goal:

- Continued to provide support services through the Resident Service Coordinator, Senior Services Coordinator and the Family Self-Sufficiency Program
- Continued to offer youth and family programs through the Seymour Osman Community Center, including educational, social and enrichment programs
- Communicated with residents through newsletters, flyers, mail, and email about community-based services including food, clothing, and financial help
- Referred residents in need to special rental assistance during COVID provided by Community Action Program of Strafford County
- Acquired a property, 48 Whittier Street, demolished the building, employed a site engineer and started to develop a Land Use Agreement. The property owned and managed by the DHA will be home to "Haven on the Falls". The nonprofit agency provides supportive services to survivors of domestic violence and sexual assault.
- Received 5 Foster Youth to Independence (FYI) vouchers and signed an MOU with the Balance of State Continuum of Care (BoSCoC) and the NH Department of Health and Human Services, (NHDHHS) Division for Children, Youth and Families (DCYF) for the Vouchers
- Met with local agencies to seek solutions to low-income community needs: Willand Pond Homeless

- Crisis Committee, Alliance for Community Transportation
- The FSS Coordinators developed a community-wide Program Coordinating Committee (PCC) with over 25 participants from more than 15 local Agencies devoted to defining and providing supportive services for families and households with limited incomes.
- Met with Ms. Madison Lightfoot, Special Assistant for Policy & Projects to Senator Shaheen, to discuss challenges and specific needs including 21<sup>st</sup> Century Grant, evictions/housing crisis, transportation grants for seniors, and broadband access for low-income households

**D. Ensure Equal Opportunity in Housing**

The DHA performed the following toward this goal:

- Fair Housing and Reasonable Accommodations information provided to applicants, residents, and participants.
- All reasonable accommodations requests were reviewed by Housing staff. Accommodations were granted, as appropriate, in a timely manner.
- Developed online application that ensures equal opportunity to apply for housing, regardless of race, color, national origin, religion, sex, familial status and disability, age, marital status or sexual orientation (as required by Federal Fair Housing and NH's anti-discrimination laws). Individuals also given the opportunity to apply in person with or without the help of a staff person at request

**E. Maintain positive relationships with Board of Commissioners and City Officials**

The DHA performed the following toward this goal:

- Board of Commissioners met monthly to review staff reports, statistics, policies, and financials
- The Dover Housing Authority met with City Officials to collaborate on the City Consolidated Plan
- Met with City Planners and officials to explore ways to increase affordable housing in Dover

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**

*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.*

**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.

CFP 5-year Plan 2020-2025 approved by HUD 7/29/2021

**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 \_\_\_ X \_\_\_ Annual PHA Plan for the PHA fiscal year beginning 07/2022 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

Annual PHA Plan for Fiscal Year 2022

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

Timothy Granfield

Title

Board of Commissioners, Chair

Date

**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, J Michael Joyal Jr, the City Manager  
*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 NH  
*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 of Dover Consolidated Plan FFY 20-24 closely mirrors the Goals and Objectives of the Dover Housing Authority. Both Plans identify the need for coordination between public and private services to make best use of existing resources to assist low and very low-income residents. The City's Consolidated Plan reflects our inputs in their housing needs assessments, and identifies the need to increase affordable housing opportunities and related human services. The plan unified the efforts of the City, the Housing Authority, and local partners to provide an integrated solution to homelessness, income-based housing, workforce housing, and transitional housing solutions for populations with overlapping needs. The Dover Housing Authority seeks to expand its portfolio of income-based housing in order to better serve low-income residents; and employs staff who provide services to residents and voucher holders. We presently serve 881 households.

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
<u>J Michael Joyal Jr.</u>	<u>City Manager</u>
Signature	Date