



Catherine Naczas
Executive Director

M A N C H E S T E R
HOUSING AND REDEVELOPMENT AUTHORITY

David Quinn
Chair
Stephen Duffley
Vice-Chair
Andrew Papanicolau
Commissioner
Mike Lopez
Commissioner
Thomas Hickman
Commissioner

NOTICE OF REGULAR MEETING
MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY
MANCHESTER, NEW HAMPSHIRE

You are hereby notified that the Commissioners of the Manchester Housing and Redevelopment Authority are called to meet in Regular Session at 12:00 p.m. on Tuesday, April 16, 2024 in the Community Room, Elmwood Gardens Apartments, 83 Trahan Street, Manchester, NH

The following shall be the order of business:

- 1. Roll Call**
- 2. Public Participation** – The Chair will recognize members of the community to address the Board of Commissioners (12:00 – 12:15)
- 3. Consent Agenda:**
 - a. Approving write-off of tenant rents and other charges for August 2023 to April 2024
 - b. Authorizing the Executive Director to execute documents related to the State of New Hampshire's Congregate Housing Services Grant Program
- 4. Approval of Minutes:** Minutes of the Meeting of March 19, 2024
- 5. Financial Report**
 - a. AMP Operations YTD reporting
 - b. Section 8 Operations YTD reporting
- 6. Capital Fund Projects Report**
 - a. Kiosk + Gallen Bldg Modernizations
 - b. Burns Bldg – Electrical Upgrades
 - c. Elmwood Gardens – Waste Piping Upgrades
 - d. O’Malley + Kalivas Bldgs – Door Hdwe Upgrades
- 7. Public Housing Operations**
 - a. Tax Credit Properties Occupancy report
 - b. Public Housing Occupancy update
 - c. Inspection Services update
 - d. Maintenance update



- 8. S-8/HCV Program**
 - a. Utilization Report

- 9. Policy, Compliance and Human Resources**
 - a. Policy, Compliance and Human Resources Update

- 10. Resident Service**
 - a. Congregate Housing Services Program Update
 - b. Program Updates

- 11. Development Report**
 - a. Upland Heights
 - b. Chestnut Street
 - c. Kelley Falls Fence Project

- 12. Executive Director's Report**
 - a. MHRA Historic Exhibit

- 13. Other Business**

- 14. Adjourn**



MEMO

TO: Catherine Naczas, Executive Director
FROM: Mike DiSabato, Housing Operations Director
RE: Write-off of Public Housing Unpaid Tenant Rent and Other Charges
DATE: April 9, 2024

Manchester Housing and Redevelopment Authority periodically writes-off certain expenses related to its tenants which have been determined to be uncollectable such as unpaid rent, the cost to repair tenant damages to an apartment and legal fees engaged in an eviction process. These write-offs are necessary to avoid a negative impact on our PHAS score determined by HUD. Writing off these expenses does not preclude further attempts to recover such expenses from the tenant that incurred them.

Write – offs should be completed on a monthly basis. In order to qualify for an expense to be written off it needs to be in collections for a period of six months, unless the resident passed away or moved to a nursing home, in which we would write off the expense the following month.

For August 11, 2023 to April 8, 2024, a total of \$19,833.68 in such write-offs needs to be approved.


The attached resolution, once approved, authorizes this write-off of these expenses.

MEMO

TO: Board of Commissioners
FROM: Catherine Naczas, Executive Director
SUBJECT: Write-off of Public Housing Unpaid Tenant Rent and Other Charges
DATE: April 9, 2024

I have reviewed the attached and recommend approval.

Thank you.


Catherine Naczas

RESOLUTION NO. _____

**APPROVING AND AUTHORIZING THE WRITE-OFF OF CERTAIN UNPAID
PUBLIC HOUSING TENANT-RELATED EXPENSES**

WHEREAS, Manchester Housing and Redevelopment Authority (MHRA) periodically writes-off certain Public Housing tenant-related expenses; and

WHEREAS, from August 11, 2023 to April 8, 2024 a total of \$19,833.68 in such tenant-related expenses have been written off:

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Manchester Housing and Redevelopment Authority that the write-off of the above noted expenses is hereby authorized.

WRITE OFFS – April 9, 2024:

This is for the August 11, 2023 through April 9, 2024

- 1) Rent: \$11,391.61
 - a. Deceased: \$8,059.65
 - b. Voluntary/Abandoned Unit: \$3,275.96
 - c. Nursing Home: \$6.00
 - d. Evictions: \$50.00

- 2) Legal Fees: \$0

- 3) Damages: \$8,442.07
 - a. Deceased: \$3,410.07
 - b. Voluntary/Abandoned Unit: \$1,282.00
 - c. Nursing Home: \$0
 - d. Evicted: \$3,750.00

Total Write Offs: \$19,833.68



M A N C H E S T E R
HOUSING AND REDEVELOPMENT AUTHORITY

MEMO

TO: Board of Commissioners
FROM: Catherine Naczas, Executive Director
RE: Congregate Housing Services Grant Program (CHSP)
DATE: April 10, 2024

In 1978 the Department of Housing and Urban Development (HUD) first authorized the funding of the CHSP program. The program was a cost sharing program where HUD funded 40% of the cost, participating PHAs secured 50% of the cost and the resident client paid up to 20% as a fee for services. In NH, Laconia Housing Authority, Manchester Housing & Redevelopment Authority and Keene Housing Authority were instrumental in developing legislation whereby the Dept. of Elderly and Adult Services were provided state funding for the 50% CHSP match that was needed for these housing authorities to institute the CHSP program. The CHSP program was instituted to prevent premature institutionalization, allowing seniors and disabled adults the ability to live in their own homes independently with supportive services. The program provided meals and other services which supported activities of daily living. The cost of this program was 1/3 the cost of nursing home care. Unfortunately, in 1995, HUD sunsetted the program, and the state of NH stopped funding the 50% match. MHRA could not find another entity to provide funding and the program ceased.

In June of 2023 the NH Department of Health and Human Services and the Bureau of Elderly and Adult Services contacted MHRA regarding the state's unfunded CHSP program. Apparently, the state kept the program as a line item in the budget. In an effort to resurrect this program the state intended to re-fund the program, directing funding to public housing authorities that had CHSP programs in the past. The program will be solely funded by the state and resident client fees. We have been in discussions with the state regarding program rules and requirements, funding amounts and contractual language. I believe we have reached consensus with the state as to what we could reasonably deliver for services, acceptable contractual language and the cost for these services. We propose to operate the program at the Pariseau or Gallen Building, building(s) with an adequate commercial kitchen, community space and staff office needed to effectively run the program. The state will fund the program through June 2025 with the intent of renewing funding for additional years.

Attached you will find our proposed budget, the state's proposed contract and the Board of Commissioner's Certificate of Authority (authorization for MHRA's executive director to execute the documents) which needs to be signed by the Chair.

I ask that the Board of Commissioners authorize the execution of these documents so that MHRA may begin serving residents with the needed services.

RESOLUTION NO. _____

Authorizing the Executive Director to Execute Documents Related to the NH Congregate Housing Services Grant Program

WHEREAS the Executive Director and Resident Services Director have been approached by the State of New Hampshire to reinstitute the Congregate Housing Services Program (CHSP) at one public housing location and;

WHEREAS the Executive Director and Resident Services Director have negotiated acceptable state funding and contract language pertaining to the CSHP program and;

WHEREAS the Executive Director and Resident Services Director have selected a property which had a successful CSHP Program in the past and has the commercial space necessary for reinstating the program;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Manchester Housing and Redevelopment Authority as follows:

1. That the Executive Director be authorized to execute all documents related to the New Hampshire Congregate Housing Services Grant Program.

MINUTES OF THE REGULAR MEETING

OF THE COMMISSIONERS OF THE

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

The Commissioners of the Manchester Housing and Redevelopment Authority met for the Regular Meeting at 83 Trahan Street, in the City of Manchester, New Hampshire on Tuesday, March 19, 2024.

The Chair called the meeting to order, and upon roll call, those present were as follows:

PRESENT

David Quinn	Chair
Stephen Duffley	Vice Chair
Andrew Papanicolau	Commissioner
Thomas Hickman	Commissioner
Catherine Naczas	Executive Director

ABSENT

Mike Lopez	Commissioner
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STAFF PRESENT

Mike DiSabato	Housing Operations Director
Gianni D’Intino	Contracting and Modernization Director
Catherine Brown	Leased Housing Director
Mary Ellen Jutras	Real Estate Development and Special Projects Director
Shannon Wright	HR, Policy & Compliance Manager
Sandy Busato	Resident Services Manager

The Chair declared a quorum present.

The Chair introduced Item 2, Public Participation; There were no members of the public present.

The Chair introduced Item 3, Consent Agenda; There were no items for the consent agenda.

The Chair introduced item 4; Minutes of February 20, 2024. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of February 20, 2024. Upon motion by Vice-Chair Duffley and seconded by Commissioner Papanicolau, it was voted to approve the minutes of February 20, 2024.

Upon roll call the “Ayes’ and “Nays” were as follows:

AYES

David Quinn
Andrew Papanicolau
Stephen Duffley
Thomas Hickman

NAYS

The Chair introduced Item 5; Financial Report. The Finance Director was on vacation but had submitted her report. The Executive Director stated that we are in a strong financial position and that she would comment later in the meeting about the newly passed federal budget.

The Chair introduced Item 6; Capital Fund Projects Report and turned the floor over to the Director of Contracting and Modernization who provided the following project updates:

Kiosk + Gallen Bldg Modernizations

Demolition of the existing storefront is underway. The next phase will include moving a new steel beam into the building which to support the Mezzanine Floor. A sample of the illuminated signage proposed for the new entrance was previewed. The Commissioners conveyed their approval; more to follow on signage.

Gallen Bldg – Partial Roof Surface Upgrade & AC Equipment

Roof upgrades have been completed. The new rooftop unit (AC for Gallen community areas) to be hoisted into place sometime in April.

Burns Bldg – Main Elect Panels/Switchgear/Generator Upgrades

New equipment and materials will be loaded into building shortly with work scheduled to begin in April. The initial phase will include replacement of the main electric panels in the boiler room. This work is the result of existing Federal Pacific Panel (FPE) equipment in Burns which has been deemed un-reliable in circuit breaker safety. All the resident panels have been previously upgraded.

Chairman Quinn asked if MHRA has any compensation recourse available against the FPE manufacturer? The Director of Contracting and Modernization responded that he was unaware of any recourse avenues and the FPE owner has been incarcerated. MHRA has not experienced any losses from the FPE equipment at the Burns Bldg.

Commissioner Papanicolau asked about the boiler replacement project at the Burns Bldg. The Director of Contracting and Modernization stated the mechanical contractor completed the removal and replacement of the three building boilers over the course of two days. All is working well for now.

The Chair then introduced Item 7., Public Housing Operations and turned the floor over to the Housing Operations Director. The director started off with the occupancy report stating Public Housing is at 98.97% with 7 of the 8 Amps reporting at 98% or better. The Assisted Market Rate units are also over

98%, and the Tax Credit units are below 98% but that is due to the small number of units in each building. 1 vacancy in the building puts them in a 97% occupancy. Mary Ellen stated that the 2nd building at Upland Heights will soon be leasing up as she had received the certificate of occupancy from the city. The Public Housing Director continued saying that our inspector has started to conduct annual inspections of units which in turn is generating work orders for the crews. The director stated that we are starting to transition to grounds clean up but can not remove the snow equipment from the leaf truck or dump truck until we get past a couple more weeks since snow is predicted for the upcoming weekend. Commissioner Papanicolau asked how the distribution of the work orders is going, since we talked about it sometime ago. The director stated it is going well, the work orders are distributed to all maintenance employees depending on the task and their job classification. This way they all have a roll or stake in the game and not one person gets all the work.

The Chair introduced Item 8; S-8/HCV Program and turned the floor over to the S-8/HCV Director. The director reported that as of March 1, 2024, there were 2,045 families under lease. This includes 161 veteran families. There were 16 families that left the program as of the end of February. Twenty two families have vouchers and are looking for units to rent. Most of these vouchers are being in-housed in Project Based Units. The Housing Applicant/Landlord Partnership Program is doing very well. As of the end of February the total amount spent to date was \$555,447.00 out of the total \$800,000.00 allotted by the city.

Total claims paid out are as follows:

163 security deposits,

176 landlord incentive fees

43 application fees

48 HQS Unit Repair Fees.

The Chair introduced Item 9; Policy, Compliance and Human Resources and turned the floor over to the Director of Policy, Compliance and Human Resources. The Director thanked the Board for approving the Pregnancy Workers Fairness Act language to be included in the Employee Handbook. She also stated that the Annual Plan, which will be presented to the Board in June, is in process.

The Chair introduced Item 10; Resident Services and turned the floor over to the Resident Services Manager, Sandy Busato, as the Director was not feeling well. Resident Services staff held two field trips in conjunction with the winter school vacation week. The first was a trip to SNHU, on February 17th, with 15 teens for a campus tour, meeting with admissions and student representatives, lunch in the dining hall, followed by a men's basketball game against Pace University. The second was a trip to the See Science Center with 12 youth, grades 3 – 8. Prior to this trip lunch of chicken tenders and fries were provided by the Hope Program. Resident Services Coordinators host informative and educational events at MHRA properties monthly. The February theme was Healthy Heart, and the average number of participants was between 7 and 11.

We have been working with the state of NH Contracting Unit on a possible contract to start up a Congregate Housing Services Program at one of the high-rises. Kathy Naczas spoke and shared detailed information about this wonderful program. We hope to have a state contract for the Board to approve next month. We are pleased to announce that we have filled the Upland Heights Resident Services Coordinator bilingual position. The new staff member, who is fluent in both English and Spanish, will be joining us on 4/1/24. This addition to our team will greatly enhance our ability to serve our diverse community.

The Chair introduced Item 11., Development Report and turned the floor over to the Managing Director of Real Estate Development and Special Projects for an update on the various projects. At Upland Heights, 580 Kimball Street, also known as Building 1, is up and running and was fully leased before the end of February. 590 Kimball Street (Building 2) received its Certificate of Occupancy and door fob system – but are working closely with the contractor. Leasing may begin late this week or early next week.

At 157 Chestnut Street, insulation is complete, drywall has begun. The rest of the month will be installation of doors and frames, prepping, priming, and painting, and flooring installation. Beginning this week, we will be meeting weekly until completion. Completion has been extended from March 26 to April 12.

Since the last meeting, clearing for the new Kelley Falls fence has been completed. We are currently in the process of stumping, grading, and installing a guard rail. Met with the fence contractor on Thursday with the company doing the grading. Once committed to the fence contractor, installation is up to six to eight weeks out. Once completed, this should mitigate most issues, but will also allow for other possibilities for use of that portion of the property.

We continue to research different aspects of the building and the project for the Kelley Falls Renovation Pilot. We had a conference call with the architect last week and are meeting in person with him this week to discuss some changes to the project. We still hope to begin construction in late Spring.

Commissioner Papanicolaou asked two questions, one related to 157 Chestnut Street's proforma and cash flow, which was discussed and one about the cost per square foot at Upland Heights. The Executive Director and the Director of Real Estate Development and Special Projects responded that it was capped just under the maximum allowed for the New Hampshire Housing Finance Authority financing.

The Chair introduced Item 12; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director reported on the newly passed federal budget as it pertained to the Public Housing, Section 8, Capital Fund and Family Self Sufficiency Programs. Both Public Housing operating fund and current Section 8 voucher renewals received a COLA of 7%. Unfortunately, the Capital Fund was not increased at all, and the Section 8 Administrative Fees were reduced by 0.3%. The Family Self Sufficiency program did receive an actual increase of 12.8%. The Executive Director felt that we would remain in a strong financial position as we always budget conservatively, using the previous years income since the federal budget has been consistently not passed in a timely manner.

The Chair introduced Item 13; Other Business. The Executive Director had two announcements. First that the MHRA Historical Exhibit will be opening at the Historic Museum during the first week in April.

The Executive Director will confirm date and location of the exhibit and share the information with the Commissioners and staff. Hopefully, many will try to attend. The Executive Director also said that HUD Boston staff would be visiting to introduce MHRA staff to two new HUD staff (A new engineer and new finance person) on April 2nd.

The Chair introduced Item 14; Adjournment.

Upon motion by Commissioner Papanicolau and second by Commissioner Duffley, it was unanimously voted to adjourn.

Respectfully submitted,
Catherine Naczas, Executive Director

**MHRA - Financial
Income & Expense
Public Housing
March 2024**

Program	Account Description	2024		Mar 2024		Mar 2024		2023		Mar 2023		Mar 2023	
		Annual Budget	Y-T-D Budget	Y-T-D Actual	YTD Variance	Annual Budget	Y-T-D Budget	Y-T-D Actual	YTD Difference				
Total AMPS	Dwelling Rent	5,917,476	2,958,738	3,035,436	76,698	5,662,500	2,831,250	2,885,927	54,677				
	Subsidy	5,379,074	2,689,537	2,548,404	(141,133)	4,413,498	2,206,749	2,249,458	42,709				
	All Other Income	910,471	455,235	483,426	28,191	934,347	467,174	469,873	2,700				
	Total Income	12,207,020	6,103,510	6,067,266	(36,244)	11,010,345	5,505,173	5,605,258	100,086				
	Admin & Maint & Benefits	4,703,860	2,351,930	2,242,849	(109,081)	4,229,949	2,114,975	2,052,186	(62,789)				
	Tenant Services	182,350	91,175	37,563	(53,612)	164,600	82,300	35,042	(47,258)				
	Utilities	2,110,200	1,055,100	1,161,334	106,234	2,026,300	1,013,150	1,091,548	78,398				
	Maintenance	1,982,812	991,406	668,689	(322,717)	1,788,824	894,412	857,340	(37,072)				
	All Other Expenses	2,669,028	1,334,514	1,333,857	(657)	2,541,100	1,270,550	1,196,653	(73,897)				
	Extraordinary Maint.	18,000	9,000	-	(9,000)	75,000	37,500	28,187	(9,313)				
	Total Expenses	11,666,250	5,833,125	5,444,292	(388,833)	10,825,773	5,412,887	5,260,956	(151,931)				
	Net Income/(Loss)	540,771	270,385	622,974	352,589	184,572	92,286	344,302	252,016				

* Salaries & Benefits are under budget due a couple positions being vacant
And also the fact that the Health insurance increased is as of 01/01/2023

**MHRA - Financial Reporting
Income & Expense Report
S-8 Administrative Income & Expense
March 2024**

<u>Account Description</u>	2024		Mar-24		2023		Mar-23		Y-T-D Difference
	Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Difference	Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Difference	
Fees Earned	2,250,000	1,125,000	1,148,593	23,593	2,050,000	1,025,000	1,176,182	151,182	
Other Income	15,261	7,631	60,393	52,763	15,261	7,631	6,075	(1,556)	
Total Income	2,265,261	1,132,631	1,208,986	76,356	2,065,261	1,032,631	1,182,257	149,627	
Salaries & Benefits	1,330,673	665,337	606,043	(59,293)	1,170,038	585,019	569,969	(15,050)	
All Other Expenses	709,943	354,972	365,865	10,893	660,222	330,111	294,076	(36,035)	
Fees Paid to other housing	57,212	28,606	38,980	10,374	57,212	28,606	34,388	5,782	
COVID-19 Expenses	0	0	0	-	0	0	0	0	
Total Expenses	2,097,828	1,048,914	1,010,888	(38,026)	1,887,472	943,736	898,433	(45,303)	
Net Income/(Loss)	167,433	83,717	198,098	114,382	177,789	88,895	283,824	194,930	

* The Fees earned is estimated at the time of budget preparation and is based on vouchers administered. This amount could differ monthly depending on how many vouchers are leased.

Monthly Property Occupancy Report

Total No.

Units

Public Housing Property

Occupied

Vacant

% Occupied

Kelley Falls	132	131	1	99.24%
Gallen Apartments	95	93	2	97.89%
O'Malley Apartments	100	98	2	98.00%
Kalivas Apartments	100	99	1	99.00%
Pariseau Apartments	100	100	0	100.00%
Burns Apartments	121	120	1	99.17%
Elmwood Gardens	200	199	1	99.50%
Scattered Sites	321	317	4	98.75%
<u>TOTAL PUBLIC HOUSING UNITS</u>	1169	1157	12	98.97%
<u>Assisted Market Rate Property</u>				
Tarrytown Road Apts	102	100	2	98.04%
West Baker St	2	2	0	100.00%
<u>TOTAL ASSISTED MKT RATE UNITS</u>	104	102	2	98.08%

<u>Tax Credit Properties</u>	<u>Total No. Units</u>	<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
Marygale Apartments	37	35	2	94.59%
Browns School Apts	34	33	1	97.06%
Laurette Sweeney Apts	61	60	1	98.36%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	44	4	91.67%
<u>TOTAL TAX CREDIT UNITS</u>	200	192	8	96.00%

Total Number of People Served 2,464

Total Number of Veterans Housed 59

Feb-24
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2045
TOTAL HCV HOUSEHOLD MEMBERS 4167

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
14	0	26	16	435 Amory Street # 206	MANCHESTER, NH 03102
				209 Massachusetts Street # 1	MANCHESTER, NH 03103
				18 Carter Street # 1	MANCHESTER, NH 03102
				309 Cedar Street # 2	MANCHESTER, NH 03103
2	0	1	161	580 Kimball Street # 301	MANCHESTER, NH 03102
				580 Kimball Street # 303	MANCHESTER, NH 03102
				580 Kimball Street # 304	MANCHESTER, NH 03102
				580 Kimball Street # 305	MANCHESTER, NH 03102
				580 Kimball Street # 302	MANCHESTER, NH 03102
				580 Kimball Street # 306	MANCHESTER, NH 03102
				580 Kimball Street # 307	MANCHESTER, NH 03102
				580 Kimball Street # 101	MANCHESTER, NH 03102
				580 Kimball Street # 308	MANCHESTER, NH 03102
				580 Kimball Street # 203	MANCHESTER, NH 03102
				580 Kimball Street # 204	MANCHESTER, NH 03102
				580 Kimball Street # 106	MANCHESTER, NH 03102
				580 Kimball Street # 107	MANCHESTER, NH 03102
				580 Kimball Street # 205	MANCHESTER, NH 03102
				580 Kimball Street # 206	MANCHESTER, NH 03102
				580 Kimball Street # 104	MANCHESTER, NH 03102
				580 Kimball Street # 207	MANCHESTER, NH 03102
				580 Kimball Street # 105	MANCHESTER, NH 03102
				580 Kimball Street # 201	MANCHESTER, NH 03102
				580 Kimball Street # 202	MANCHESTER, NH 03102
				580 Kimball Street # 108	MANCHESTER, NH 03102
				580 Kimball Street # 102	MANCHESTER, NH 03102
				580 Kimball Street #	MANCHESTER, NH 03102
				580 Kimball Street #	MANCHESTER, NH 03102

Mar-24
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 2047
TOTAL HCV HOUSEHOLD MEMBERS 4198

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
14	1	17	16	580 Kimball Street # 103	MANCHESTER, NH 03102
				580 Kimball Street # 208	MANCHESTER, NH 03102
				590 Kimball Street # 301	MANCHESTER, NH 03102
				590 Kimball Street # 203	MANCHESTER, NH 03102
				590 Kimball Street # 107	MANCHESTER, NH 03102
				590 Kimball Street # 201	MANCHESTER, NH 03102
				590 Kimball Street # 104	MANCHESTER, NH 03102
				590 Kimball Street # 307	MANCHESTER, NH 03102
				590 Kimball Street # 303	MANCHESTER, NH 03102
				590 Kimball Street # 304	MANCHESTER, NH 03102
				590 Kimball Street # 103	MANCHESTER, NH 03102
				590 Kimball Street # 205	MANCHESTER, NH 03102
				590 Kimball Street # 206	MANCHESTER, NH 03102
				590 Kimball Street # 204	MANCHESTER, NH 03102
				590 Kimball Street # 207	MANCHESTER, NH 03102
				377 Rammon Street	MANCHESTER, NH 03101
				49 Manchester Street	MANCHESTER, NH 03101

HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM

Mar-24

SECURITY DEPOSIT CLAIMS	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED INCENTIVE PAYMENTS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	12	\$ 216,722.94	100	175
From Roll Over Funding	\$ -	\$ 216,722.94		
From New Funding (300K)	\$ 21,317.00	\$ 238,039.94		
LANDLORD INCENTIVE FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED INCENTIVE PAYMENTS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
\$ -	12	\$ 159,000.00	109	188
From Roll Over Funding	\$ -	\$ 159,000.00		
From New Funding (300K)	\$ 12,000.00	\$ 171,000.00		
APPLICATION FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED APPLICATION FEES (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES APPLICATION FEES HAVE BEEN PAID
\$ -	0	\$ 2,048.20	32	43
From Roll Over Funding	\$ -	\$ 2,048.20		
From New Funding (300K)	\$ -	\$ 2,048.20		
HQS UNIT REPAIR FEES	NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)	Y-T-D CLAIMS PAID OUT	Y-T-D NUMBER OF INDIVIDUAL LANDLORDS WHO RECEIVED HQS REPAIR FUNDS (not duplicated)	PROGRAM TOTAL NUMBER OF TIMES HQS UNIT REPAIR FEES HAVE BEEN PAID
\$ -	0	\$ 72,216.86	23	48
From Roll Over Funding	\$ -	\$ 72,216.86		
From New Funding (300K)	\$ -	\$ 72,216.86		
CIP #811222 Funds Paid out YTD		\$ 449,988.00		
CIP# 811222 Roll Over Funding Paid Out YTD		\$ 7,439.55		
CIP# 811222 Admin Fees YTD		\$ 50,012.00		
CIP#811222 Total Project Expenditure YTD		\$ 500,000.00		
CIP#811222 Roll Over Funding Available		\$ 5,593.78		
CIP#611224 New Funding Paid Out (300K)		\$ 81,324.08		
CIP# 611224 Admin Fees YTD		\$ 3,750.00		
Total of Funding Paid w/o Roll Over YTD		\$ 585,074.08		
Total Funding Paid with Roll Over YTD		\$ 588,763.63		
Total Funding Available (Including Available Roll Over)		\$ 220,519.70		