



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 for the Regular Meeting at 12:00 p.m. on Tuesday, May 20, 2025, in the 2nd floor conference room, 198 Hanover Street, Manchester, NH

The following shall be the order of business:

- 1. Roll Call**
- 2. Consent Agenda:**
  - a. Approving Fraud Prevention Policy
  - b. Confirming Shannon Romer (Wright) as Secretary of the Board of Commissioners Effective May 21, 2025
- 3. Approval of Minutes:** Minutes of the Meeting of April 15, 2025
- 4. Financial Report**
  - a. AMP Operations YTD reporting
  - b. Section 8 Operations YTD reporting
  - c. Final Audit
- 5. Public Housing Operations**
  - a. Capital Fund update
  - b. Public Housing and Tax Credit properties occupancy report
  - c. Maintenance update
- 6. S-8/HCV Program**
  - a. Utilization Report
- 7. Policy, Compliance and Human Resources**
  - a. Policy, Compliance and Human Resources Update
- 8. Resident Services**
  - a. Program Updates



**9. Development Report**

a. Kelley Falls Exterior Project

**10. Executive Director's Report**

a. Federal Budget

**11. Other Business**

**12. Adjourn**



MEMO TO: Catherine Naczas, Executive Director

FROM: Shannon Wright, Director of HR and Administrative Services

SUBJECT: Fraud Prevention Policy

DATE: April 29<sup>th</sup>, 2025

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The Manchester Housing and Redevelopment Authority has developed a Fraud Prevention Policy as an extension of the current policy outlined in the Employee Handbook. This updated policy was created collaboratively by the Human Resources and Finance departments to clearly define what constitutes fraud, outline how it can occur, detail the investigation process, and establish employee accountability measures.

I respectfully request your approval to submit this policy to the Board of Commissioners for formal adoption at the May 20, 2025 meeting.

Thank you,

Shannon Wright

Human Resources Director



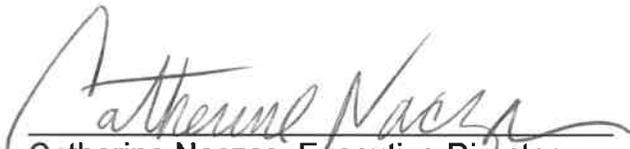
MANCHESTER  
HOUSING AND REDEVELOPMENT AUTHORITY

MEMO

TO: Board of Commissioners  
FROM: Catherine Naczas, Executive Director  
SUBJECT: Fraud Prevention Policy  
DATE: May 20, 2025

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I have reviewed the Fraud Prevention Policy and find the policy achieves the goals of fraud prevention to the extent that any policy can. I respectfully request that the Board of Commissioners approve this policy.

  
Catherine Naczas, Executive Director



# M A N C H E S T E R

## HOUSING AND REDEVELOPMENT AUTHORITY

### **Fraud Prevention Policy**

#### INTRODUCTION & PURPOSE

Fraud, dishonesty, and corruption can have a devastating effect on the Authority because it could result in financial loss, erosion of public trust and confidence, and other long-term repercussions. Any allegations of fraud, dishonesty, or corruption will be taken seriously. All individuals, regardless of position, title, or tenure with the Authority are expected to remain vigilant and report any suspicions of fraud, dishonesty, or corruption to their direct manager and/or Human Resources, or to do so anonymously as set forth below. Employees may also utilize the “Open Communication” provisions of the Employee Handbook to report suspected fraud, dishonesty, or corruption to others within the Authority.

These procedures are intended to promote a culture taking seriously the prevention of fraud, dishonesty, and corruption, as well as awareness and accountability with regard to the same. In addition, these procedures provide guidance to prevent, detect, report, and investigate when fraud, dishonesty, or corruption are suspected and subsequently proven.

This Policy is intended to be read together with any applicable collective bargaining agreement(s). If there are specific conflicts between this Policy and such collective bargaining agreements(s), those agreement(s) will control. Please direct questions about a collective bargaining agreement to the applicable union representative.

Nothing in this Policy, nor any other written or verbal communication by a manager, are intended to change the at-will relationship or create a contract of employment.

#### PROHIBITION OF FRAUD, DISHONESTY, & CORRUPTION

The Authority upholds a strong policy and culture against fraud, dishonesty, and corruption. The Authority will seek to identify and promptly investigate any suspected fraudulent, dishonest, or corrupt activity against the Authority, or against any other party. The Authority will take appropriate disciplinary and legal actions to include discipline up to and including termination of employment, restitution, and forwarding information to the appropriate authorities for prosecution, any adverse employment action being fair, lawful, consistent with the infraction(s), and for just cause.

***Fraud*** is any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator or a third party achieving a gain. Dishonest or fraudulent activities include, but are not limited to, the following:

Forgery or alteration of documents (checks, bank drafts, time sheets, invoices, agreements, etc.) or bank accounts belonging to the Authority;

Misrepresentation of information on documents;

Misappropriation of funds, property, supplies, or assets;

Theft removal, or destruction of assets;

Improprieties in the handling or reporting of money or financial transactions;

Authorizing or receiving payments for goods not received or services not performed;

Authorizing or receiving payment for hours not worked;

Requesting and/or receiving reimbursement for funds not expended;

Failing to properly account for money, checks, or other forms of payment intended to be paid to the Authority.

Inappropriate use of the Authority's records and disclosing confidential and proprietary information to outside parties or parties unentitled to access such information; and

False claims or bid rigging.

***Corruption*** is defined as the offering, giving, soliciting, or acceptance of an inducement or reward, or a quid pro quo, that may improperly influence the action of a person or entity. Some examples of corruption include:

Bribery;

Conspiracy; and

Extortion.

## PROCEDURES

The Authority has established internal controls, policies, and procedures to deter, prevent, and detect fraud, dishonesty, and corruption.

New employees will be subject a criminal background check and will receive fraud prevention training and will be required to read and sign this Policy. Current employees will be required to read and sign this Policy

Any person who has a reasonable basis to suspect fraud, dishonesty, or corruption has a responsibility to immediately report their suspicion to the employee's direct manager, to Human

Resources, anonymously, or using the “Open Communication” provisions of the Employee Handbook. Failure to report suspected fraud, dishonesty, or corruption in a timely manner may result in disciplinary action up to and including termination. Reports will be handled with the utmost discretion and kept as confidential as possible under the circumstances.

Retaliation and retribution will not be tolerated against any person who, with a reasonable belief or suspicion, reports suspected fraudulent, dishonest, or corrupt activities.

The Authority will not discriminate against any employee in regard to compensation or terms and conditions of employment for making such a report, or for making a subsequent report to a governmental agency, nor will it retaliate against any employee for participating in an investigation, hearing, inquiry, or court action addressing such report.

### INVESTIGATION

All reports of fraud, dishonesty, or corruption will be promptly and thoroughly investigated. Human Resources has the responsibility to ensure that all suspected fraud, dishonesty, or abuse is promptly and properly investigated.

The reporting employee shall refrain from further investigating the incident or confronting the alleged violator unless requested to do so by the Executive Director, Human Resources, the Authority’s legal counsel, and/or law enforcement. This policy is not meant to interfere with employees’ rights under the state’s Whistleblower Protection Act (RSA 275-E) or their free expression rights under RSA 98-E.

### CORRECTIVE ACTION

Depending on the seriousness of the offense and the facts of each case, actions against an employee can range from disciplinary action, up to and including termination, and legal action, either civil or criminal. In cases involving monetary losses, the Authority will pursue recovery of losses.

### EMPLOYEE ACKNOWLEDGEMENT:

By signing below, I acknowledge that I have received and read the Fraud Prevention Policy. Furthermore, I understand that I should consult the Human Resource department if I have questions.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_



MANCHESTER  
HOUSING AND REDEVELOPMENT AUTHORITY

MEMO

TO: Board of Commissioners

FROM: Catherine Naczas, Executive Director

SUBJECT: Confirming Shannon Romer(Wright) as Secretary of the Board of Commissioners

DATE: May 20, 2025

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As you know, the Executive Director of the Manchester Housing and Redevelopment Authority (MHRA) serves as the secretary of the MHRA Board of Commissioners. We are transferring many signing obligations to Shannon Romer (Wright) during the months of May and June. Therefore, I respectfully request the Board of Commissioners confirm her as Secretary of the MHRA Board of Commissioners effective May 21, 2025 so that I may assist/counsel her through her signing duties.



Catherine Naczas, Executive Director

**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 198 Hanover Street, in the City of Manchester, New Hampshire on Tuesday, April 15, 2025.

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

PRESENT

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

STAFF PRESENT

Catherine Brown	Leased Housing Director
Mary Ellen Jutras	Development Director
Shannon Wright	Human Resources Director
Marie Papineau	Senior Asset Manager
Mike DiSabato	Operations Director
Kris Hall	Resident Services Director

The Chair declared a quorum present.

The Chair introduced Item 2, Consent Agenda;

a. Authorizing and approving a Supportive Service program write off of \$1,287.25. Kris Hall explained that the residents had passed away. Upon motion by Commissioner Lopez and seconded by Vice Chair Duffley, all were in favor.

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

AYES

David Quinn  
Stephen Duffley  
Mike Lopez  
Andrew Papanicolau  
Thomas Hickman

NAYS

b. Authorizing and approving a Public Housing write off of \$93, 691.46. Write offs were mainly due to the eviction moratorium ending with tenants not paying rent and culminating in eviction. The Operations Director updated the board on the conversation that was had during the last set of write-offs in December 2024 where the question was if the write-offs (then \$48,000.00) were consistent with past years. At that meeting, the director explained that December's amount was higher than normal and then explained that this is all residual effects from Covid, and the eviction moratorium which was not lifted in New Hampshire until June 2023. Once the moratorium was lifted, Legal Aid was camped out at the courts requiring landlords to go through mediation for rent payments and enter into repayment agreements to prevent more homelessness in the city. This continued until spring of 2024. At the December meeting the director stated that we would see an increase in the write-off amounts as we proceed forward with the eviction process for residents who are not paying on the repayment agreements, as well as rent. The director stated since last month's meeting to today's meeting, we already have 14 residents who have gone through the courts for eviction, at a cost of \$13,000.00 and that is just for the legal fees. In today's write-offs there is one resident who was served an eviction, and he left his unit owing over \$23,000.00. That's just rent, never mind if there is damage. Basically, we will see high amounts of write-offs as we proceed with evictions for nonpayment of rent.

Upon motion by Vice Chair Duffley and seconded by Commissioner Papanicolau, all were in favor.

Upon roll call the "Ayes" and "Nays" were as follows:

AYES

David Quinn  
Stephen Duffley  
Mike Lopez  
Andrew Papanicolau  
Thomas Hickman

NAYS

The Chair introduced item 3; Minutes of March 18, 2025. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of March 18, 2025. Upon motion by Vice Chair Duffley and seconded by Commissioner Lopez, it was voted to approve the minutes of March 18, 2025.

Upon roll call the "Ayes" and "Nays" were as follows:

AYES

David Quinn  
Stephen Duffley  
Mike Lopez  
Andrew Papanicolau  
Thomas Hickman

NAYS

The Chair introduced Item 4; Financial Report. The Executive Director provided the finance report as the Finance Director was on vacation. The Executive Director reported that at month end PH ended at \$68,004 YTD as of March 2025 which is \$47,997 less than anticipated/planned.

Section 8 programs ended the month at \$114,777, which was \$90,348 more than plan. We have received a draft audit which shows that for the 7th year in a row Manchester Housing and Redevelopment Authority had no findings. The Finance Director was working with the auditors on some entry changes. Once those are done, we should receive a final audit report.

The Chair then introduced Item 5., Capital Fund Projects Update and Public Housing Operations. The Director of Operations provided the Capital Fund update stating that there was no movement on construction projects since our March meeting and this was due to the weather. Since the last meeting we have had nothing but rainy conditions with some morning snow thrown into the mix and low temperatures. The director did give a recap of the projects that were going to start as soon as the warmer weather arrives. He continued by saying we are moving forward with the central office upgrades such as a new roof on the main building along with painting of wood surfaces such as the eaves and gables. At the central office we will also be repairing and painting foundation walls, the perimeter cement walls along with installing a 5-foot aluminum fencing on top of the wall to prevent sitting on it or cutting through the property. The repair and painting of the cement walls also included refurbishing the monument out front which will be a lighter color along with new reflective lettering (same set up as existing) and will be luminated with bar lighting from below. The Elmwood Gardens waste pipe replacement has moved forward despite the weather. The contractor has completed 3 of the last 12 buildings. In a couple of months, we will begin the roofing upgrades at Elmwood Gardens and there are 7 buildings in line for this project. There being no further discussion, the Operations Director turned the floor over to the Senior Asset Manager who provided a Public Housing operations update. The Senior Asset Manager spoke regarding Public Housing Operations. She stated that the occupancy rate has been brought back to 98% with a lot of hard work from the maintenance department and the intake department. The nice weather is starting, and we have staff preparing to work on landscaping needs. Inspections are continuing and going well.

Commissioner Lopez asked, with all the evictions and resulting vacancies, what does that do to our income? The Executive Director stated that we are probably seeing a 3% impact on income due to evictions and vacancies. She continues to watch what is happening in Washington DC regarding the federal budget as well. She and the HR Director met with the New Hampshire Executive Directors on Monday and heard from the legislative representative that there is talk about only funding public housing at 87% or even zeroing out public housing and Section 8, then block granting funds to each state. For this reason, we are talking about various strategies so we are positioned for whatever might happen. The President's budget is expected in May sometime. That budget then goes to the House of Representatives. Speaker Johnson has said that he hopes the House will have a draft budget to the Senate in early July. The Executive Director will keep an eye on what is happening and report more as information is available.

The Chair introduced Item 6; S-8/HCV Program and turned the floor over to the S-8/HCV Director. The Director stated that as of March 31, 2025 there were 1977 families under lease. This includes 177 veteran families. There were 10 families that left the program as of the end of March and 32 families have vouchers looking for units to rent.

As of March 31, 2025, approximately \$1766.00 of rollover funds from Housing Applicant/Landlord Partnership Program is available. We are hoping to hear back soon from City's Community Improvement Program (CIP) concerning our request for additional funding.

Total claims paid out are as follows:

262 security deposits,

275 landlord incentive fees

59 application fees

45 HQS Unit Repair Fees.

As of April 7, 2025 the total amount spent to date of the Additional Administrative (AF) Fees for the HUD-VASH program allotted by HUD is \$6974.00 out of the total \$47,250.00 allotted.

Total claims paid out are as follows:

1 utility deposit

5 utility arrears payments

3 landlord incentive fees

1 application fee

2 security deposit

The Chair introduced Item 7; Human Resources and Administrative Service and turned the floor over to the Human Resources and Administrative Services Director. The Director stated that she is working on the Annual Plan and will have it ready for the public comment hearing and the Commissioners for the June meeting. She also continues to train for her new role as the Executive Director!

The Chair introduced Item 8; Resident Services and turned the floor over to the Resident Services Director. The Resident Services Director informed the Board that the Family Services staff will be working with the homework club participants at both Elmwood Gardens and Kelley Falls for an Earth Day poster contest. The posters will be geared toward Earth Day and helping your environment. Once completed, photos will be uploaded to the intranet so staff can vote on the winners. She also stated that twice a month homeless outreach staff are going onsite to 1269 café, providing applicant resources and referrals and so far, this outreach seemed to be going well. Commissioner Quinn then asked the Resident Services Director to speak about a proposal for funding of summer activities that was submitted to the Sweeney Post. The Director stated that the proposal requested funding for three field trips over the summer along with some funding for on-site activities in the amount of \$ 3,513. Commissioner Quinn then stated that the Sweeney Post approved the grant request. The Director then thanked him for the support.

Commissioner Lopez, then asked if other requests for grant funding had been made to other veteran organizations. The Director stated that she did submit requests a couple of years ago and some funding was received but she did not like to ask the same organizations repeatedly for funding. He then stated that there were lots of agencies that receive funding through charitable gaming and suggested outreaching to some of those agencies. Commissioner Papanicolau then suggested she contact Seca Adam Bernard who is connected with Revo Charitable Gaming.

The Chair introduced Item 9., Development Report and turned the floor over to the Managing Director of Real Estate Development and Special Projects for a project update on the Kelley Falls Exterior Improvements Project. Work has started on Building 11 (496-506 Kimball Street). The first steps are to remove the false mansard roof and secure any open windows. Next major item will be window replacement, which has a six-week order lead time. Other items that may be addressed in the meantime are demo at Building 17 (569-579 Kimball Street) and other exterior improvements.

Further questions about Kelley Falls history and conversation in the meeting from the Commissioners opened discussion regarding the possibility of redeveloping the third-floor units into much-needed affordable housing. The Executive Director and the Managing Director reviewed the prior research done and options discussed – all of which were not viable at the time that MHRA was looking into development at Kelley Falls originally.

The Chair introduced Item 10; Executive Director's Report and turned the floor over to the Executive Director. The Executive Director stated that she was sharing HUD Secretary Turner's letter on providing subsidy or leasing to illegal immigrants. The Section 8 and Public Housing Directors stated that there were a handful of legal non-citizens being housed and that in housing these families we followed the regulations. The Executive Director also reported on the City's meeting regarding the new 5-year Consolidated Plan and the discussion around homelessness. For the first time agencies were stating that the issue revolved around mental health, addiction and affordability of housing units.

The Chair introduced Item 11; Other Business. The Chair called for an executive session to discuss and execute the new Executive Director's contract.

Commissioner Lopez motioned to adjourn the executive session. Vice chair Duffley seconded the motion. All were in favor.

The Chair introduced Item 13; Adjournment. There being no further business, Commissioner Lopez made a motion to adjourn, Vice Chair Duffley seconded the motion. All were in favor.

Respectfully submitted,  
Catherine Naczas, Secretary/Executive Director

**MHRA - Financial**  
**Income & Expense**  
**Public Housing**  
**April 2025**

Program	Account Description	2025		Apr 2025		Apr 2025		2024		Apr 2024		Apr 2024	
		Annual Budget	Y-T-D Budget	Y-T-D Actual	YTD Variance	Annual Budget	Y-T-D Budget	Y-T-D Actual	YTD Difference	Annual Budget	Y-T-D Budget	Y-T-D Actual	YTD Difference
<b>Total AMPS</b>	Dwelling Rent	6,112,119	3,565,403	3,457,912	(107,491)	5,917,476	3,451,861	3,549,257	97,396	5,379,074	3,137,793	2,979,927	(157,866)
	Subsidy	5,280,805	3,080,470	2,770,407	(310,063)								
	Other Grant (KF)												
	All Other Income	1,002,340	584,698	622,837	38,139	910,471	531,108	590,926	59,818				
	<b>Total Income</b>	<b>12,395,263</b>	<b>7,230,570</b>	<b>6,851,156</b>	<b>(379,414)</b>	<b>12,207,021</b>	<b>7,120,762</b>	<b>7,120,110</b>	<b>(652)</b>				
	Admin & Maint & Benefits	4,905,722	2,861,671	2,587,525	(274,146)	4,703,860	2,743,918	2,648,139	(95,779)				
	Tenant Services	170,350	99,371	75,729	(23,641)	182,350	106,371	70,900	(35,471)				
	Utilities	2,157,400	1,258,483	1,504,232	245,749	2,110,200	1,230,950	1,335,933	104,983				
	Maintenance	1,918,025	1,118,848	1,055,446	(63,402)	1,982,812	1,156,640	884,513	(272,127)				
	All Other Expenses	3,006,763	1,753,945	1,597,924	(156,021)	2,669,028	1,556,933	1,587,733	30,800				
	Extraordinary Maint.	5,000	2,917	1,224	(1,693)	18,000	10,500	3,760	(6,740)				
	<b>Total Expenses</b>	<b>12,163,260</b>	<b>7,095,235</b>	<b>6,822,080</b>	<b>(273,154)</b>	<b>11,666,250</b>	<b>6,805,313</b>	<b>6,530,978</b>	<b>(274,335)</b>				
	<b>Net Income/(Loss)</b>	<b>232,004</b>	<b>135,335</b>	<b>29,075</b>	<b>(106,260)</b>	<b>540,771</b>	<b>315,450</b>	<b>589,132</b>	<b>273,682</b>				

\*Operating Subsidy is below plan. We never know how much we will be receiving until mid year the following year after budget season.

\* Salaries & Benefits are under budget due to the change in Health insurance plan.

**MHRA - Financial Reporting**

**Income & Expense Report  
S-8 Administrative Income & Expense  
Apr-25**

<u>Account Description</u>	2025		Apr-25		2024		Apr-24		Y-T-D	
	Annual Budget	1,315,417	Y-T-D Budget	Y-T-D Actual	Annual Budget	Annual Actual	Y-T-D Budget	Y-T-D Actual	Y-T-D Difference	Y-T-D Difference
Fees Earned	2,255,000	1,282,065	1,282,065	1,282,065	2,250,000	2,250,000	1,312,500	1,320,918	8,418	8,418
Other Income	18,500	10,792	56,181	56,181	15,261	15,261	8,902	72,078	63,176	63,176
<b>Total Income</b>	<b>2,273,500</b>	<b>1,326,208</b>	<b>1,338,246</b>	<b>1,338,246</b>	<b>2,265,261</b>	<b>2,265,261</b>	<b>1,321,402</b>	<b>1,392,996</b>	<b>71,594</b>	<b>71,594</b>
Salaries & Benefits	1,393,578	812,921	763,499	763,499	1,330,673	1,330,673	776,226	712,761	(63,465)	(63,465)
All Other Expenses	751,065	438,121	373,466	373,466	709,943	709,943	414,133	425,076	10,943	10,943
Fees Paid to other housing	80,000	46,667	53,202	53,202	57,212	57,212	33,374	45,477	12,103	12,103
<b>Total Expenses</b>	<b>2,224,643</b>	<b>1,297,708</b>	<b>1,190,167</b>	<b>1,190,167</b>	<b>2,097,828</b>	<b>2,097,828</b>	<b>1,223,733</b>	<b>1,183,314</b>	<b>(40,419)</b>	<b>(40,419)</b>
<b>Net Income/(Loss)</b>	<b>48,857</b>	<b>28,500</b>	<b>148,079</b>	<b>148,079</b>	<b>167,433</b>	<b>167,433</b>	<b>97,669</b>	<b>209,682</b>	<b>112,013</b>	<b>112,013</b>

\* 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 and the proration we will receive from HUD.

## Monthly Property Occupancy Report

<u>Public Housing Property</u>	<u>Total No. Units</u>	<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
Kelley Falls	132	130	2	99.00%
Gallen Apartments	95	91	4	96.00%
O'Malley Apartments	100	99	2	99.00%
Kalivas Apartments	100	99	1	99.00%
Pariseau Apartments	100	98	2	98.00%
Burns Apartments	121	118	3	98.00%
Elmwood Gardens	200	196	5	98.00%
Scattered Sites	321	315	7	98.00%
<b><u>TOTAL PUBLIC HOUSING UNITS</u></b>	<b>1169</b>	<b>1146</b>	<b>26</b>	<b>98.00%</b>
<b><u>Assisted Market Rate Property</u></b>				
Tarrytown Road Apts	102	100	2	98.00%
West Baker St	2	2	0	100.00%
Cedar/Chestnut	3	3	0	100.00%
<b><u>TOTAL ASSISTED MKT RATE UNITS</u></b>	<b>107</b>	<b>105</b>	<b>2</b>	<b>98.00%</b>
<b><u>Tax Credit Properties</u></b>				
Marygate Apartments	37	37	0	100.00%
Browns School Apts	34	34	0	100.00%
Laurette Sweeney Apts	61	61	0	100.00%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	48	0	100.00%
<b><u>TOTAL TAX CREDIT UNITS</u></b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>100.00%</b>
<b><u>Total Number of People Served</u></b>	<b>2,466</b>			
<b><u>Total Number of Veterans Housed</u></b>	<b>81</b>			

Mar-25  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 1977  
TOTAL HCV HOUSEHOLD MEMBERS 3994

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
13	1	10	10	49 Manchester Street #8	MANCHESTER, NH 03104
				435 Amory Street #002	MANCHESTER, NH 03102
				495 Old Wellington Rd #312	MANCHESTER, NH 03104
				226 Karatzas Ave #201	MANCHESTER, NH 03104
5	0	1	177	790 South Porter Street #115	MANCHESTER NH 03103
				750 South Porter Street #202	MANCHESTER NH 03103
				750 S. Porter Street #201	MANCHESTER NH 03103
				233 Tarrytown Rd #29	MANCHESTER NH 03103
				102 Mechanic Street #1	MANCHESTER NH 03101
				90 Notre Dame Avenue #3	MANCHESTER NH 03102
				551 Montgomery Street #3	MANCHESTER NH 03102

Apr-25  
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 1987  
TOTAL HCV HOUSEHOLD MEMBERS 3989

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
13	1	14	13	49 Manchester Street #12	MANCHESTER, NH 03104
				330 Lowell Street # 1R	MANCHESTER, NH 03104
				122 Market Street # 4A	MANCHESTER, NH 03101
				600 Maple Street # 304	MANCHESTER, NH 03104
4	0	1	176	11 Log Street # 217	MANCHESTER NH 03102
				289 Barlett Street # 1	MANCHESTER NH 03102
				394 Second Street # 302	MANCHESTER NH 03102
				303 Sheep Davis Road	CONCORD NH 03301
				600 Maple Street # 003	MANCHESTER NH 03104
				23 Main Street # 4	GOFFSTOWN NH 03045
				260 Central Street # 3	MANCHESTER NH 03103
				42 Welch Ave # 2	MANCHESTER NH 03104
				625 Chestnut Street # 25	MANCHESTER NH 03104
				430 Wilson Street	MANCHESTER NH 03103

**VASH Incentive Program 2024-2025****Program Data as of****5/6/2025**

<b>Type of Fee</b>	<b>NUMBER OF PARTICIPANTS RECEIVING PAYMENTS</b>	<b>Y-T-D CLAIMS PAID OUT</b>
<b>Holding Fees</b>	<b>0</b>	<b>\$0.00</b>
<b>Utility Deposit Assistance</b>	<b>1</b>	<b>\$203.28</b>
<b>Utility Arrears</b>	<b>5</b>	<b>\$1,806.09</b>
<b>Owner Incentive Payments</b>	<b>3</b>	<b>\$2,000.00</b>
<b>Owner Retention Payments</b>	<b>0</b>	<b>\$0.00</b>
<b>Application fees</b>	<b>1</b>	<b>\$70.00</b>
<b>Broker fees</b>	<b>0</b>	<b>\$0.00</b>
<b>Refundable Application Deposit Assistance</b>	<b>0</b>	<b>\$0.00</b>
<b>Security Deposit (Exceptions Only)</b>	<b>2</b>	<b>\$2,895.00</b>
<b>Total Project Expenditure</b>		<b>\$6,974.37</b>
<b>Funding Available</b>		<b>\$40,275.63</b>
<b>Total Number of Participants Served (HoH)</b>		<b>8</b>
<b>Total Pending</b>		<b>0</b>

<b>HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM</b>			
<b>Apr-25</b>			
<b>SECURITY DEPOSIT CLAIMS</b>	<b>NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)</b>	<b>Y-T-D CLAIMS PAID OUT</b>	<b>PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID</b>
\$ -	0	\$ 230,522.45	262
From Roll Over Funding	\$ -	\$ 230,522.45	
From New Funding (300K)	\$ -	\$ 230,522.45	
<b>LANDLORD INCENTIVE FEES</b>	<b>NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)</b>	<b>Y-T-D CLAIMS PAID OUT</b>	<b>PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID</b>
\$ -	0	\$ 165,000.00	275
From Roll Over Funding	\$ -	\$ 165,000.00	
From New Funding (300K)	\$ -	\$ 165,000.00	
<b>APPLICATION FEES</b>	<b>NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)</b>	<b>Y-T-D CLAIMS PAID OUT</b>	<b>PROGRAM TOTAL NUMBER OF TIMES APPLICATION FEES</b>
\$ -	0	\$ 2,173.20	59
From Roll Over Funding	\$ -	\$ 2,173.20	
From New Funding (300K)	\$ -	\$ 2,173.20	
<b>HQS UNIT REPAIR FEES</b>	<b>NUMBER OF LANDLORDS RECEIVING PAYMENTS (This month only)</b>	<b>Y-T-D CLAIMS PAID OUT</b>	<b>PROGRAM TOTAL NUMBER OF TIMES HQS UNIT REPAIR FEES HAVE</b>
\$ -	0	\$ 75,216.86	45
From Roll Over Funding	\$ -	\$ 75,216.86	
From New Funding (300K)	\$ -	\$ 75,216.86	
<b>CIP #811222 Funds Paid out YTD (500K)</b>		<b>\$ 449,988.00</b>	
<b>CIP# 811222 Roll Over Funding Paid Out YTD</b>		<b>\$ 28,889.55</b>	
<b>CIP# 811222 Admin Fees Collected YTD</b>		<b>\$ 50,012.00</b>	
<b>CIP#811222 Total Project Expenditure YTD</b>		<b>\$ 500,000.00</b>	
<b>CIP#811222 Roll Over Funding Available</b>		<b>\$ 3,112.13</b>	
<b>CIP#611224 New Funding Paid Out (300K)</b>		<b>\$ 284,416.58</b>	
<b>CIP# 811222 Roll Over Funding Paid Out YTD</b>		<b>\$ -</b>	
<b>CIP# 611224 Admin Fees Collected YTD</b>		<b>\$ 20,000.00</b>	
<b>CIP#611224 Total Project Expenditure YTD</b>		<b>\$ 303,166.58</b>	<b>includes funding from rollover</b>
<b>CIP#811222 Roll Over Funding Available</b>		<b>\$ (846.08)</b>	
<b>Total of Funding Paid w/o Roll Over YTD (not including Admin Fees collected)</b>		<b>\$ 734,404.58</b>	
<b>Total Funding Paid with Roll Over YTD (not including Admin Fees collected)</b>		<b>\$ 763,294.13</b>	
<b>Total Funding Available (Including Available Roll Over)</b>		<b>\$ 2,266.05</b>	

Deductions from Roll Over for admin fees have decreased the available roll over.