

Shannon Wright
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, August 19, 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 amendment of HCV Admin Plan to incorporate EHV preference
 - b. Approving amendment of HCV Admin Plan to incorporate Singles preference
 - c. Approving Public Housing Write-Offs Totaling \$57,156.36
- 3. Approval of Minutes:** Minutes of the Meeting of July 15, 2025
- 4. Financial Report**
 - a. AMP Operations YTD reporting
 - b. Section 8 Operations YTD reporting
- 5. Public Housing Operations**
 - a. Public Housing and Tax Credit properties occupancy report
 - b. Maintenance Update
- 6. S-8/HCV Program**
 - a. Utilization Report
- 7. Resident Services**
 - a. Program Updates
- 8. Development Report**
 - a. Capital Fund 2025 update & Capital Fund Projects
- 9. Executive Director's Report**
 - a. MHRA 26' Budget – Federal Updates
 - b. Human Resources update
- 11. Other Business**
- 12. Adjourn**



MEMO

TO: Board of Commissioners

FROM: Shannon Wright, Executive Director

SUBJECT: Establish Additional Local Preference to Transition Emergency Housing Voucher (EHV) Families to Housing Choice Voucher (HCV) Program.

DATE: August 19, 2025

I have reviewed the attached and recommend approval.

Thank you.



Shannon Wright



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

MEMO

TO: Shannon Wright, Executive Director

FROM: Catherine Brown, Leased Housing Director

SUBJECT: Establish Additional Local Preference to Transition Emergency Housing Voucher (EHV) Families to Housing Choice Voucher (HCV) Program.

DATE: August 19, 2025

Manchester Housing and Redevelopment Authority (MHRA) staff is requesting the authorization of the Board of Commissioners at the meeting on Tuesday, August 19, 2025 to authorize the amendment of the 2025 Housing Choice Voucher Administrative Plan to establish additional local preference to accommodate the transition of Emergency Housing Voucher (EHV) families to Housing Choice Voucher (HCV) program as recommended by HUD.

MHRA currently has twenty-four (24) families receiving rental assistance with EHV vouchers.

EHV funds were originally available for obligation by HUD until September 30, 2030. However, HUD now estimates that the Department will only have sufficient funds to cover all EHV families through most of Calendar Year (CY) 2026.

HUD strongly encourages PHAs to transition EHV families to the HCV program so that EHV families do not lose assistance and potentially face homelessness.

In order to transition EHV families into MHRA's regular HCV program, the family must be selected through the HCV waiting list as required by 24 CFR 982.204(a). MHRA may establish a local preference (24 CFR 982.207(a)(2)). HUD recommends to structure the preference in a way that provides clarity that only current EHV participants are eligible for the preference. MHRA can use a ranking method to weigh an EHV preference above all other existing preferences to expediently transition EHV families.



RESOLUTION NO. _____

**AUTHORIZING AND APPROVING AN ADDITIONAL LOCAL PREFERENCE TO
TRANSITION EMERGENCY HOUSING VOUCHER (EHV) FAMILIES TO THE HOUSING
CHOICE VOUCHER (HCV) PROGRAM**

WHEREAS, On June 20, 2025 HUD published notice PIH 2025-19 estimating that the department will only have sufficient funds to cover all EHV families through most of calendar year (CY) 2026 and strongly encourages PHAs to transition of Emergency Housing Voucher (EHV) families to the Housing Choice Voucher (HCV) program so that EHV families do not lose assistance and potentially face homelessness.; and

WHEREAS, MHRA currently provides twenty-four (24) families rental assistance with EHV vouchers; and

WHEREAS, in order to transition EHV families into MHRA's regular HCV program, the family must be selected through the HCV waiting list as required by 24 CFR 982.204(a).

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

The MHRA Board of Commissioners at the meeting on Tuesday August 19, 2025 authorize the amendment of the 2025 Housing Choice Voucher Administrative Plan Chapter 4-III.C. SELECTION METHOD, Local Preferences [24 CFR 982.207; HCV p. 4-16] to establish additional local preference to accommodate the transition of Emergency Housing Voucher (EHV) families to Housing Choice Voucher (HCV) program to weigh an EHV preference above all other existing preferences to expediently transition EHV families.as recommended by HUD in notice PIH 2025-19 effective October 1, 2025

MEMO

TO: Board of Commissioners

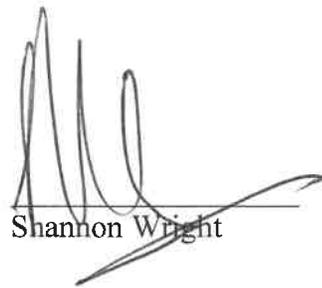
FROM: Shannon Wright, Executive Director

SUBJECT: Establish Additional Waiting List Preference To All Families With Children, Elderly Families and Disabled Families Over Other Singles

DATE: August 19, 2025

I have reviewed the attached and recommend approval.

Thank you.



Shannon Wright



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

MEMO

TO: Shannon Wright, Executive Director

FROM: Catherine Brown, Leased Housing Director

SUBJECT: Establish Additional Waiting List Local Preference to All families With Children, Elderly Families and Disabled families Over Other Singles.

DATE: August 12, 2025

Manchester Housing and Redevelopment Authority (MHRA) staff is requesting the authorization of the Board of Commissioners at the meeting on Tuesday, August 19, 2025 to authorize the amendment of the 2025 Housing Choice Voucher Administrative Plan to establish additional local preference on the Housing Choice Voucher (HCV) wait list to include all families with children, elderly families and disabled families will have an admission preference over “other singles.” “Other Singles” denotes a one-person household in which the individual member is neither elderly, disabled, homeless nor displaced by government action. Such applicants will be placed on the waiting list in accordance with their preferences but cannot be selected for assistance before any elderly, disabled, homeless or displaced one-person family regardless of local preferences.

HUD no longer mandates priority for elderly or disabled over other single persons.

While MHRA’s HCV program has continued to give priority for all families with children, elderly families and disabled families over other singles on the HCV wait list, a preference must be established and included in the Housing Choice Voucher Administrative Plan [CFR 982.207]. This is a long standing practice that needs to be codified in the HCV Admin Plan.



RESOLUTION NO. _____

AUTHORIZING AND APPROVING A LOCAL PREFERENCE TO FAMILIES WITH CHILDREN ELDERLY FAMILIES AND DISABLED FAMILIES OVER OTHER SINGLES.

WHEREAS, HUD no longer mandates a federally directed priority for elderly or disabled over other single persons. The final rule specifies that the responsible entity may adopt a preference for admission of single persons who are elderly, displaced, homeless, or persons with disabilities over other single persons (§§ 5.655(c)(5) and 960.206(b)(5)) and;

WHEREAS, MHRA Housing Choice Voucher (HCV) program continued to give priority for all families with children, elderly families and disabled families over other singles on the HCV wait list. A preference must be established and included in the Housing Choice Voucher Administrative Plan [CFR 982.207]

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

The MHRA Board of Commissioners at the meeting on Tuesday August 19, 2025 authorize the amendment of the 2025 Housing Choice Voucher Administrative Plan Chapter 4-III.C. SELECTION METHOD, Local Preferences [24 CFR 982.207; HCV p. 4-16] to establish additional local preference to All families with children, elderly families and disabled families will have an admission preference over “other singles.” “Other Singles” denotes a one-person household in which the individual member is neither elderly, disabled, homeless nor displaced by government action. Such applicants will be placed on the waiting list in accordance with their preferences but cannot be selected for assistance before any elderly, disabled, homeless or displaced one-person family regardless of local preferences.

MEMO

TO: Board of Commissioners
FROM: Shannon Wright, Executive Director
SUBJECT: Write-off of Public Housing Unpaid Tenant Rent and Other Charges
DATE: August 14, 2025

I have reviewed the attached and recommend approval.

Thank you.



Shannon Wright

MEMO

TO: Shannon Wright, Executive Director

FROM: Marie Papineau, Housing Operations Director

RE: Write-off of Public Housing Unpaid Tenant Rent and Other Charges

DATE: August 14, 2025

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 April 22, 2025 to June 30, 2025, a total of \$57,156.36 in such write-offs needs to be approved.

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

WRITE OFFS – August 19, 2025:

This is for the April 22, 2025 through June 30, 2025

1) Rent: \$39,481.76

- a. Deceased/Nursing Home: \$0.00
- b. Voluntary/Abandoned Unit: \$5,581.96
- c. Evictions: \$33,899.80

2) Legal Fees: \$1,700

3) Damages: \$15,974.60

- a. Deceased/Nursing Home: \$13,121.41
- b. Voluntary/Abandoned Unit: \$1,412.90
- c. Evicted: \$1,440.29

Total Write Offs: \$57,156.36

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 April 22, 2025 to June 30, 2025 a total of \$57,156.36 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.

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, **July 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
Andrew Papanicolau	Commissioner
Shannon Wright	Executive Director

STAFF PRESENT

Catherine Brown	Leased Housing Director
Mary Ellen Jutras	Development Director
Marie Papineau	Senior Asset Manager
Mike DiSabato	Operations Director
Kris Hall	Resident Services Director
Regine Pelletier-Tracy	Finance Director

The Chair declared a quorum present.

The Chair introduced Item 2, Public Participation;
No members of the public present.

Moved for Approval by Commissioner Lopez and Seconded by Commissioner Duffley.

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: Consent Agenda;

- a. Approving Resident Services Write-Offs Totaling \$1,237.00

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau
Thomas Hickman

NAYS

b. Approving Public Housing Write-Offs Totaling \$43,679.31

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau
Thomas Hickman

NAYS

c. Approving Capital Fund Amendment and 5 YR Capital Fund Award of \$3,510,376.00

Additional Items Included in Amended Capital Plan

- Each category in the budget must be in the Epic System as a Work Item. Focus is on 2024 and 2025, but need to look ahead through 2028. Highly likely there will be another amendment/revision before 2028.
- Work Items were added/deleted – adding needed ones and deleting duplicates or un-needed.
 - Adding Access Control/Fob system updates for each location to replace current, outdated, unsupported Millenium system
 - Call for Aid System Removal
 - Adding Hazmat/Accessibility and Reasonable Accommodations/Appliances for those AMPs that it was not in there.
 - Heating System Upgrades
 - Security Lighting Upgrades (not covered by Safety and Security grant)
 - Laundry Room Upgrades

Commissioner Lopez asked if by doing these revisions have project priorities changed. The Managing Director said no, more general housekeeping of what is in EPIC and continued on to say there is a focus on projects that will promote sustainability.

Moved for Approval by Commissioner Duffley and Seconded by Commissioner Papanicolau.

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

<u>AYES</u> David Quinn Stephen Duffley Mike Lopez Andrew Papanicolau Thomas Hickman	<u>NAYS</u>
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Upon roll call the “Ayes’ and “Nays” were as follows:

<u>AYES</u> David Quinn Stephen Duffley Mike Lopez Andrew Papanicolau Thomas Hickman Thomas Hickman	<u>NAYS</u>
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The Chair introduced item 4; Minutes of **June 17, 2025**. The chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of **June 17, 2025**. Upon motion by Vice Chair Duffley and seconded by Commissioner Lopez, it was voted to approve the minutes of **June 17, 2025**.

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

<u>AYES</u> David Quinn Stephen Duffley Mike Lopez Andrew Papanicolau Thomas Hickman	<u>NAYS</u>
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The Chair introduced Item 5; Financial Report. The Finance Director stated that for the month of June, Public Housing ended at \$307,644 for the month. She noted the increase from last month is due the Capital Fund Operation money, booked at the 2025 Grant amount versus the budget that is based at the 2024 Grant amount, since we do not know how much we will receive at the time the budget is done and due to HUD. The capital fund operation amount represents 25% of the total 2025 Capital Fund Grant, which is \$877,594.

Commissioner Lopez asked why Capital Fund money is being used for operations. The Finance Director said it always has been, up to 25% of Capital Fund can be used for operations expenses.

Then she noted that the Section-8 Administrative program ended the month at \$172,209 which is \$135,566 above plan.

The Chair then introduced Item 6; Public Housing Operations. The Housing Operations Director noted that the occupancy rate is at 98%. She also included that the online portal is up and running for tenants to be able to make rent payments online as well as submit work orders. Commissioner Quinn asked how many tenants are currently using the portal; the Operations Director said 74. Commissioner Quinn asked if there is the ability to e-sign in the portal, the Operations Director said yes. Commissioner Papanicolau asked what the goal is for percentage of use. The Operations Director said 20%, hoping to increase by 10 accounts per month. Commissioner Quinn asked how information about the portal is shared. The Operations Director said as tenants come into the office and that there is a training being compiled with the help of Resident Services.

The Chair introduced Item 7; S-8/HCV Program. The S-8/HCV Director stated that as of June 30, 2025 there were 1970 families under lease. This includes 180 veteran families.

There were 17 families that left the program as of the end of June.

33 families have vouchers looking for units to rent.

As of June 30, 2025, approximately \$3,490.00 of rollover funds from Housing Applicant/Landlord Partnership Program is available. We continue to wait to find out if further funding will become available from the City's Community Improvement Program (CIP).

Total claims paid out are as follows:

262 security deposits,

275 landlord incentive fees

59 application fees

45 HQS Unit Repair Fees.

As of July 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 HCV Director said her department is waiting to hear on funding for the Landlord Partnership program. Commissioner Lopez asked what the program was and how much funding MHRA has asked for. The HCV Director said in the past \$500,000 was requested, this year \$300,000 was requested and without more funding the program will not continue.

The Chair introduced Item 8; Resident Services. The Resident Services Director informed the Board that the Congregate Housing Services Program (CHSP) that we began running in April 2024 at the Gallen Highrise no longer has funding effective June 30, 2025. She explained that without continued funding we must discontinue the program and all residents were notified and the last day of service will be July 31, 2025. Residents are being connected with other agencies to assist with replacing the services they are receiving through CHSP.

The new state budget that took effect July 1st had major funding cuts and only \$350,000 was approved for CHSP. The State will be sending out an RFP in August to those capable of operating this program with the understanding that the funding will only cover one program. If we choose to reapply, we would be up against Laconia Housing for the funding. Our previous budget for July 1, 2024 – through June 30, 2025 was for \$395,495.

Commissioner Quinn asked how many participants are affected which the Director responded seven as we stopped taking on new participants because of the item being slotted to be removed from the budget.

Commissioner Papanicolau asked if the item was in the budget now as a line item, and the director responded that it was not at this time.

The director then moved on stating the summer field trips have begun, with our first trip being held last Thursday, July 10th to the McAuliff-Shepard Discovery Center in Concord. Our next trip is to Squam Lakes Natural Science Center on July 30, 2025.

Commissioner Quinn asked how many youths attended this event and the director stated we had 8 youth and two chaperones. Pictures were passed around showing the youth enjoying their day at the McAuliff-Shepard Discover Center.

The Director also informed the Board that this would be her last meeting and that Marie Papineau would be overseeing Resident Services going forward. She then thanked the Board for all that they do.

Commissioner Papanicolau asked when her last day was and she responded it was July 31, 2025.

The Chair introduced Item 9., Development/Capital Fund and IT Updates. The Managing Director of Real Estate Development and Special Projects proceeded to update the Commissioners:

Capital Fund and Other Updates

- Central Office Parking Lot – Has been completed except for striping and some landscaping
 - Emergency Lighting:
 - Kelley Falls in process – 15 of 17 buildings will be done, several are completed.
 - Kalivas completed.
 - O'Malley pole lights remain. Maybe completed this week.
 - At Elmwood Gardens, seven roofs, trim work, and power-washing has been completed. Plan to work on an additional seven buildings with leaks.

- Burns Laundry Upgrade-Card reader in, painting in process, machine install Wednesday.
- Playground equipment dismantled at AMP4, moving equipment to Elmwood Gardens.
- Put out a request for bids for three roofs at Kelley Falls. Received July 2nd:
 - Eagle Rivet Roofing Service Corporation = \$318,500.00
 - Triumph Roofing Inc. = \$322,000.00
 - RidgeRunner Construction = \$336,000.00
 - Peter Desalvo Contracting = \$345,000.00
 - Derry Roofing LLC = \$375,000.00
- The insurance restoration at Pariseau Apartments is completed.
- Boiler room flooding at Elmwood affecting 2 boilers and DHW system. There is a temporary HW solution in place. Exploring replacements and other placement options.
- Kelley Falls Exterior Improvements Buildings 11 & 17 (funded in part by Capital Fund).
 - Windows arrived last week and installation began yesterday on the first unit.
 - Masonry work is also in process.
 - Meetings continue weekly with the contractor and architect.
 - A late August completion is expected.

Commissioner Papanicolau asked MHRA had experience with the high bidder for the Kelley Falls roofs. Director Jutras responded that although MHRA has not worked with the company before, the company's project manager has worked with another company on MHRA roofs.

Information Technology Updates

- Director Jutras took over IT recently.
- Working with Intern and the IT Coordinator on the following:
 - Asset Inventory at all locations (Central Office, Gallen, CMF, all AMPs and Tax Credits)
 - Recovery of unused, unwanted, or nonworking equipment which is being checked and redeployed as needed. Have not purchased any equipment in the last month.
 - Also researching the most effective methods for disposing of old/unusable equipment.
 - As he is visiting offices, here and at all locations, he is leaving a document that he wrote (and we made only two edits) detailing some security issues (the importance of restarting your computer each night and locking it, etc.)
 - Updating laptops and PCs for Windows 11, Sofos security software, and scanner drivers. Saving us \$125/hour versus Computech.
 - IT Coordinator has been ensuring that the Intern is learning what he wants as well. He has lots of questions for her.
- IT Ticketing System is working well to track items.

The discussion went beyond the scope of the update, all questions from the Commissioners were responded to by Director Jutras.

The Chair introduced Item 10; Executive Director's Report

The Chair introduced Item 11; Other Business. The Chair called for an executive session to discuss personnel matters.

The Chair introduced Item 12; 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,
Shannon Wright, Secretary/Executive Director

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

July 2025

Program	Account Description	2025		July 2025		July 2025		2024		July 2024		July 2024	
		Annual Budget	Y-T-D Actual	Y-T-D Budget	Y-T-D Actual	Y-T-D Budget	Y-T-D Actual	Annual Budget	Y-T-D Budget	Y-T-D Actual	Y-T-D Budget	Y-T-D Actual	YTD Difference
Total AMPS	Dwelling Rent	6,112,119	5,002,894	5,093,432	5,002,894	5,002,894	(90,538)	5,917,476	4,931,230	5,083,809	152,579		
	Subsidy	5,280,805	3,877,134	4,400,671	3,877,134	3,877,134	(523,537)	5,379,074	4,482,562	4,415,120	(67,442)		
	Other Grant (KF)		-	-	-	-	-						
	All Other Income	1,002,340	1,164,373	969,198	1,164,373	1,164,373	195,175	910,471	758,726	880,208	121,482		
	Total Income	12,395,263	10,044,401	10,463,301	10,044,401	10,044,401	(418,900)	12,207,021	10,172,518	10,379,137	206,620		
	Admin & Maint & Benefits	4,905,722	3,712,539	4,088,102	3,712,539	3,712,539	(375,563)	4,703,860	3,919,883	3,718,045	(201,839)		
	Tenant Services	170,350	111,447	141,958	111,447	111,447	(30,511)	182,350	151,958	74,003	(77,956)		
	Utilities	2,157,400	2,078,697	1,797,833	2,078,697	2,078,697	280,864	2,110,200	1,758,500	1,819,845	61,345		
	Maintenance	1,918,025	1,630,810	1,598,354	1,630,810	1,630,810	32,456	1,982,812	1,652,343	1,307,883	(344,460)		
	All Other Expenses	3,006,763	2,324,688	2,505,636	2,324,688	2,324,688	(180,947)	2,669,028	2,224,190	2,247,156	22,966		
	Extraordinary Maint.	5,000	2,556	4,167	2,556	2,556	(1,611)	18,000	15,000	4,299	(10,701)		
	Total Expenses	12,163,260	9,860,738	10,136,050	9,860,738	9,860,738	(275,312)	11,666,260	9,721,875	9,171,230	(550,645)		
	Net Income/(Loss)	232,004	183,663	327,251	183,663	183,663	(143,688)	540,771	450,643	1,207,907	757,264		

*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
Jul-25**

<u>Account Description</u>	2025		Jul-25		2024		Jul-24		Y-T-D <u>Difference</u>
	<u>Annual</u>	<u>Budget</u>	<u>Y-T-D</u>	<u>Actual</u>	<u>Annual</u>	<u>Budget</u>	<u>Y-T-D</u>	<u>Actual</u>	
Fees Earned	2,255,000	1,879,167	1,824,560	1,824,560	2,250,000	1,875,000	1,876,585	1,876,585	1,585
Other Income	18,500	15,417	93,863	93,863	15,261	12,718	106,713	106,713	93,996
Total Income	2,273,500	1,894,583	1,918,423	1,918,423	2,265,261	1,887,718	1,983,298	1,983,298	95,581
Salaries & Benefits	1,393,578	1,161,315	1,118,735	1,118,735	1,330,673	1,108,894	1,040,397	1,040,397	(68,497)
All Other Expenses	751,065	625,888	523,928	523,928	709,943	591,619	605,941	605,941	14,322
Fees Paid to other housing	80,000	66,667	77,290	77,290	57,212	47,677	65,877	65,877	18,200
Total Expenses	2,224,643	1,853,869	1,719,953	1,719,953	2,097,828	1,748,190	1,712,215	1,712,215	(35,975)
Net Income/(Loss)	48,857	40,714	198,470	198,470	167,433	139,528	271,083	271,083	131,556

* 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	98.00%
Gallen Apartments	95	93	2	98.00%
O'Malley Apartments	100	100	0	100.00%
Kalivas Apartments	100	98	2	98.00%
Pariseau Apartments	100	96	4	96.00%
Burns Apartments	121	120	1	99.00%
Elmwood Gardens	200	195	5	97.00%
Scattered Sites	321	318	3	99.00%
<u>TOTAL PUBLIC HOUSING UNITS</u>	1169	1150	19	98.00%
<u>Assisted Market Rate Property</u>				
Tarrytown Road Apts	102	100	2	98.00%
West Baker St	2	2	0	100.00%
Cedar/Chestnut	3	3	0	100.00%
<u>TOTAL ASSISTED MKT RATE UNITS</u>	107	105	2	98.00%
<u>Tax Credit Properties</u>				
Marygale Apartments	37	37	0	100.00%
Browns School Apts	34	34	0	100.00%
Laurette Sweeney Apts	61	59	2	96.00%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	46	2	95.00%
<u>TOTAL TAX CREDIT UNITS</u>	200	196	4	98.00%
<u>Total Number of People Served</u>	2,449			
<u>Total Number of Veterans Housed</u>	86			

Board Meeting

Section 8

August 19, 2025

As of July 31, 2025 there were 1968 families under lease. This includes 182 veteran families.

There were 11 families that left the program as of the end of July.

23 families have vouchers looking for units to rent.

As of July 31, 2025, approximately \$2,240.00 of rollover funds from Housing Applicant/Landlord Partnership Program are available. We continue to wait to find out if any further funding will become available from the city for this program.

Total claims paid out are as follows:

262 security deposits,

283 landlord incentive fees

66 application fees

45 HQS Unit Repair Fees.

As of August 6, 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

VASH Incentive Program 2024-2025

Program Data as of

8/6/2025

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

HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM				
Jul-25				
SECURITY DEPOSIT CLAIMS	Month Totals	Y-T-D CLAIMS PAID OUT (Totals after adding from column B)	NUMBER OF SECURITY DEPOSITS PAID (This month only)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
From Original Funding (500K)	\$ -	\$ 216,722.94	0	262
From Roll Over Funding (500k) *	\$ -	\$ 19,314.55		
From New Funding (300K) *	\$ -	\$ 168,632.51		
From Roll Over Funding (300K) *	\$ -	\$ -		
LANDLORD INCENTIVE FEES	Month Totals	Y-T-D CLAIMS PAID OUT (Totals after adding from column B)	NUMBER OF INCENTIVE PAYMENTS PAID (This month only)	PROGRAM TOTAL NUMBER OF TIMES FEES HAVE BEEN PAID
From Original Funding (500K)	\$ -	\$ 159,000.00	0	283
From Roll Over Funding *	\$ -	\$ 9,500.00		
From New Funding (300K) *	\$ -	\$ 104,000.00		
From Roll Over Funding (300K) *	\$ -	\$ -		
APPLICATION FEES	Month Totals	Y-T-D CLAIMS PAID OUT (Totals after adding from column B)	NUMBER OF APPLICATION FEES (This month only)	PROGRAM TOTAL NUMBER OF TIMES APPLICATION FEES HAVE BEEN PAID
From Original Funding (500K)	\$ -	\$ 2,048.20	0	66
From Roll Over Funding *	\$ -	\$ 75.00		
From New Funding (300K) *	\$ -	\$ 970.00		
From Roll Over Funding (300K) *	\$ -	\$ -		
HQS UNIT REPAIR FEES	Month Totals	Y-T-D CLAIMS PAID OUT (Totals after adding from column B)	NUMBER OF HQS UNIT REPAIR FEES PAID (This month only)	PROGRAM TOTAL NUMBER OF TIMES HQS UNIT REPAIR FEES HAVE BEEN PAID
From Original Funding (500K)	\$ -	\$ 72,216.86	0	45
From Roll Over Funding *	\$ -	\$ -		
From New Funding (300K) *	\$ -	\$ 10,814.07		
From Roll Over Funding (300K) *	\$ -	\$ 61.00		
CIP #811222 Funds Paid out (500K)	\$ -			
CIP #811222 Roll Over Funding Paid Out to Project	\$ -			
CIP #811222 Admin Fees Collected From Grant	\$ -			
CIP #811222 Admin Fees Collected From Rollover Funding	\$ -			
CIP #811222 Total Admin Fees Collected YTD	\$ 50,012.00		stop collecting admin from roll over once total reaches 60,000.00	
CIP #811222 Total Project Expenditure YTD	\$ 449,988.00		Funds paid out directly to LL's	
CIP #811222 Total Project Expenditure YTD (not including roll over, including admin fees)	\$ 500,000.00			
CIP #811222 Roll Over Funding Available	\$ 5,034.71			
CIP #811222 Funding Remaining	\$ -			
CIP #611224 New Funding Paid Out (300K)	\$ -		not applicable until (11/2023)	
CIP #611224 Roll Over Funding Paid Out to Project	\$ -			
CIP #611224 Admin Fees Collected From Grant	\$ -			
CIP #611224 Admin Fees Collected From Rollover Funding	\$ 1,250.00			
CIP #611224 Total Admin Fees Collected YTD	\$ 23,940.00		stop collecting admin from roll over once total reaches 30,000.00	
CIP #611224 Total Project Expenditure YTD	\$ 284,416.58		Funds paid out directly to LL's	
CIP #611224 Total Project Expenditure YTD (not including roll over, including admin fees)	\$ 308,356.58			
CIP #611224 Roll Over Funding Available	\$ (2,794.26)			
CIP #611224 Funding Remaining	\$ -			
Total of Funding Paid w/o Roll Over YTD (not including Admin Fees collected)	\$ 734,404.58		Funds paid out directly to LL's	
Total Funding Paid with Roll Over YTD (not including Admin Fees collected)	\$ 763,355.13		Funds paid out directly to LL's	
Total Funding Available (Including Available Roll Over)	\$ 2,240.45			

Jun-25
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 1970
TOTAL HCV HOUSEHOLD MEMBERS 3954

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
8	1	11	17	49 Manchester Street #21	MANCHESTER, NH 03104
				45 Myrtle Street # 2E	MANCHESTER, NH 03104
				118 Beech Street # 6	MANCHESTER, NH 03103
				370 Amherst Street # 2	MANCHESTER, NH 03104
				370 Amherst Street # 7	MANCHESTER, NH 03102
				163 S Beech Street # 404	MANCHESTER, NH 03103
				163 S Beech Street #302	MANCHESTER, NH 03103
				163 S Beech Street # 203	MANCHESTER, NH 03103
				163 S Beech Street # 103	MANCHESTER, NH 03103
				600 Maple Street # 110	MANCHESTER, NH 03104
				9 Dearborn Street # 2	MANCHESTER, NH 03103
				11 Dakota Drive	HUDSON, NH 03105

TOTAL NUMBER OF
VETERANS HOUSED
180

Jul-25
Month to Month Comparison

TOTAL VOUCHERS UTILIZED 1968
TOTAL HCV HOUSEHOLD MEMBERS 3956

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
9	2	10	11	49 Manchester Street #15	MANCHESTER, NH 03104
				109 Eastern Ave # 305	MANCHESTER, NH 03104
				246 Central Street #4R	MANCHESTER, NH 03103
				415 Cartier Street	MANCHESTER, NH 03102
				238 Auburn Street # 1	MANCHESTER, NH 03103
				196 Laurel Street # 2F	MANCHESTER, NH 03103
				210 Notre Dame Ave # 2	MANCHESTER, NH 03102
				1095 Bodwell Road # 2	MANCHESTER, NH 03109
				163 S Beech Street # 103	MANCHESTER, NH 03103
				134 Pine Street	NASHUA, NH 03060

TOTAL NUMBER OF
VETERANS HOUSED
182

Board Meeting

Resident Services

August 19, 2025

The Stem Activity Centers are all set up at both Elmwood Gardens and Kelley Falls. The items in the centers include, Lego, magnetic blocks and Magna Tiles. This project was funded by a grant Kawanis in the amount of \$ 2,380.00 from the Kiwanis. The kids have been excited to use them.

It been a pretty busy summer for our youth, on July 30, 2025, twenty youth went to the Squam Lake Nature Center on a trip that was funded by a grant from the Rotary in the amount of \$ 1,000. The center provided walking trails, animal enclosures and an up-close animal encounter presentation with a skunk and snake.

Eight youth also went to the Seacoast Science Center on August 6, 2025 thanks to funding from the Sweeney Post. The Sweeney Post funding will also cover our last field trip of the summer to Lego Discovery Center in Somerville Massachusetts, on August 20th.

Resident Services has come under the Housing Operations department and we are working to understand how best to streamline services and create more connection for PH and LIHTC staff with Resident Services to provide the best possible supports for residents in need.