

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, April, 21 2026, 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. Approval of Public Housing Write-offs \$72, 204.50
  - b. Approval of Change in Employee Longevity Award Amount
3. **Approval of Minutes:** Minutes of the Regular Meeting of February 17, 2026 (March Meeting Cancelled)
4. **Financial Report**
  - a. AMP and Section 8 Operations YTD reporting
  - b. New HUD Cash Management Procedures
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. **Human Resources**
  - a. HR updates
8. **Resident Services**
  - a. Program Updates
9. **Development Report**
  - a. Capital Fund 2026 update & Capital Fund Projects
10. **Executive Director's Report**
  - a. General Updates
11. **Annual Meeting**
  - a. Election of Officers
12. **Other Business**
13. **Adjourn**

198 Hanover Street, Manchester, New Hampshire 03104-6125  
603 624-2100 FAX 603 624-2103 TDD 1 800-545-1833, ext. 590  
MHRA complies with the Fair Housing Act and provides accommodations to persons with disabilities.  
For language assistance: Please contact us for an explanation or more information.

MEMO

TO: Board of Commissioners  
FROM: Shannon Wright, Executive Director  
SUBJECT: Write-off of Public Housing Unpaid Tenant Rent and Other Charges  
DATE: April 20, 2026

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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: April 21, 2026

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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.

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 January 1, 2025 to October 31, 2025, a total of \$72,204.50 in such write-offs needs to be approved.

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

**PUBLIC HOUSING WRITE OFFS – APRIL 21, 2026**

This is for the January 1, 2025 through October 31, 2025

**1) Rent: \$26,953.26**

- a. Deceased/Nursing Home: \$122.71
- b. Voluntary/Abandoned Unit: \$0.00
- c. Evictions: \$26,830.55

**2) Legal Fees: \$5,950**

**3) Damages: \$39,301.24**

- a. Deceased/Nursing Home: \$638.34
- b. Voluntary/Abandoned Unit: \$716.62
- c. Evicted: \$37,946.28

**Total Write Offs: \$72,204.50**

RESOLUTION NO. 5695

**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 January 1, 2025 to October 31, 2025 a total of \$72,204.50 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.

M E M O

TO: Board of Commissioners  
FROM: Shannon Wright, Executive Director  
RE: Change in Employee Longevity Award Amounts  
DATE: April 20<sup>th</sup>, 2026

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In 2023, MHRA adopted the longevity award schedule for all non-bargaining unit staff that the bargaining unit staff had been historically receiving.

The amounts adopted were .75 cents per hour increase at 5 years of employment and .25 cents per hour increase at every 5-year increment following.

It is in the Authority's best interest to retain tenured staff and historical knowledge, as well to provide compensation that is competitive in today's market. Given this, I recommend that the longevity award amount be raised to \$1.00 per hour for every 5-year increment for all staff.

Respectfully submitted,  
Shannon Wright

**RESOLUTION NO. 5696**

**APPROVING AND AUTHORIZING THE CHANGE IN EMPLOYEE LONGEVITY  
AWARD AMOUNTS**

WHEREAS, Manchester Housing and Redevelopment Authority maintains a compensation structure that includes longevity increases to recognize and reward employee tenure; and

WHEREAS, MHRA III has reviewed its current longevity increase schedule and determined that revisions are necessary to remain competitive and ensure equitable compensation practices;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Manchester Housing and Redevelopment Authority hereby approve the revised employee longevity increase schedule, as presented, to be effective 05/03/2026; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to implement and administer these changes in accordance with applicable policies and procedures.

**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, February 17, 2026**.

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 Papanicolaou	Commissioner
Thomas Hickman	Commissioner
Shannon Wright	Executive Director

STAFF PRESENT

Catherine Brown	Leased Housing Director
Mary Ellen Jutras	Development Director
Marie Papineau	Operations Director
Kris Erkkila	Senior Asset Manager
Regine Pelletier-Tracy	Finance Director

The Chair declared a quorum present.

The Chair introduced Item 2: Public Presentation from Chad Whittaker, Pure Source Consulting.

The Executive Director explained that Chad approached MHRA with the opportunity of pursuing a community solar program that would allow MHRA to receive discounts on its utility usage without needing to make any solar panel installments, construction, etc. There would be no fee to MHRA.

Chad explained the process of the program, that his approach meets HUD procurement requirements and that he works directly on behalf on housing authorities vs. developers. NH legislature passed a "renewable portfolio standard" which mandates utility companies to purchase a specific amount of electricity from renewable energy resources. By enrolling, MHRA will see solar credits added to the Eversource bills, and the value of those credits pay what MHRA would have paid to Eversource. The community solar program is not a rate-based program, meaning that MHRA would not be agreeing to a rate per kWh in an attempt to hedge against rising Eversource rates.

Chair Quinn asked Mr. Whittaker to define which solar developer it would be. Mr. Whittaker stated the solar developer owns the arrays and that there are many in the state.

Commissioner Lopez asked how this type of program compares to what home owners can get. Mr. Whittaker said home owners go to 3<sup>rd</sup> parties for rate discounts and it is based off of kWh.

The Executive Director noted that unlike the solar opportunity that was presented to the Board in 2023, there is no kWh threshold for MHRA to maintain for this discount. Mr. Whittaker confirmed.

Chair Quinn asked if MHRA can engage with multiple developers in this process, Mr. Whittaker said yes. He continued to note that competition is advantageous to MHRA and it is important that the developers can comply with HUD procurement requirements. MHRA can reject all proposals if deemed necessary.

Commissioner Papanicolau asked if MHRA would be required to stay with one supplier, Mr. Whittaker said no. Commissioner Papanicolau asked what if the supplier goes out of business, Mr. Whittaker said MHRA would see no difference in the discount, account would just transfer.

Chair Quinn asked how Pure Source gets paid. Mr. Whittaker said by the developer, not MHRA.

Commissioner Lopez asked what year term for the agreement with the developer Mr. Whittaker recommends. Mr. Whittaker said HUD requires a 5 year but a housing authority can submit a waiver to HUD for longer if there are additional savings to MHRA. Commissioner Lopez asked for clarification on the \$10,000 procurement requirement – this is included in the HUD procurement document; Mr. Whittaker clarified that MHRA would not need to follow that HUD RFP procurement requirement since MHRA would not be paying a fee to Pure Source and therefore would not be meeting that threshold.

Chair Quinn asked if there would be a cancellation requirement. Mr. Whittaker said it is dependent and that would be determined in the RFP process, the average he has seen has been between 90 days to 1 year.

Commissioner Lopez asked if the discount can be mirrored for Section 8 tenants. Mr. Whittaker said yes, it is something that could be included in the RFP.

Chair Quinn asked if Pure Source has worked with any other housing authorities in New Hampshire. Mr. Whittaker said no, not as of yet, but has worked with many in New York, Massachusetts, and Maine. Commissioner Lopez asked how MHRA compares to the other housing authorities Pure Source has worked with. Mr. Whittaker said MHRA is mid-size in utility usage and that Pure Source has worked with authorities of all sizes.

Chair Quinn asked if Pure Source has been rejected by any housing authorities, Mr. Whittaker said no – some RFPs have been unsuccessful but working with Pure Source in general has not been declined.

Chair Quinn asked how long the process is, Mr. Whittaker said he recommends MHRA post the RFP soon and then from there it would be a 45-day window for interested parties to bid and then MHRA would make a selection. The Executive Director noted that based on the most recent kwh data, savings to MHRA would be roughly \$36,178 but that number would fluctuate.

Pure Source, Chad Whittaker's, presentation concluded and Mr. Whittaker exited the Board meeting.

The Chair introduced Item 3: Consent Agenda;

- a. Public Housing Write-Offs totaling \$97, 385.10

Vice Chair Duffley noted that the dollar amount of the write-offs was higher than usual. The Director of Operations said this was because there were some months where write-offs were not done and unfortunately there have been units with very significant damages and tenants with high balances leaving and not paying. Commissioner Papanicolau asked if we recoup that money. The Director of Operations said the unpaid amounts go to Lamont Hanley for collections; Commissioner Papanicolau asked what MHRA gets back, the Director of Finance said Lamont retains 10%.

Vice Chair Duffley motioned to move, Commissioner Hickman second.

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 **December 16, 2025**. The Chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of **December 16, 2025**. Upon motion by Vice Chair Duffley and seconded by Commissioner Lopez, it was voted to approve the minutes of **December 16, 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 Finance Director stated that for the month of January, Public Housing ended the month at \$778,104, which is \$645,107 above plan. She explained

that most of this was due to the Operating Subsidy, Dwelling Rent, and timing of funds received. For the month of January, Section 8 had a deficit of \$17,319. The Finance Director explained that this was due to large, one-time annual expenses and that she expects the budget to return to a surplus.

Commissioner Lopez inquired on the Section 8 budget vs vouchers leased. The Finance Director explained that MHRA is currently unable to lease all available vouchers due to funding, over-leasing would lead to risk of shortfall.

The Chair introduced Item 5; Public Housing. The Director of Operations stated the current vacancy rate is 97%. This is due to the significant impact of ongoing snow fall which removes maintenance staff from units. Commissioner Lopez asked how many vacancies from December have carried over into February, the Director of Operations said 3. Commissioner Lopez asked if contractors are still being used, the Director of Operations said yes, the contractors have flipped about 12-15 units thus far.

The Chair introduced Item 6; S-8/HCV Program. The Section 8 Director reviewed the programs stats (attached in this packet).

The Chair introduced Item 7; Human Resources. The Executive Director informed the Board that the HR team is working on administering fraud training to all staff to mirror the Fraud Prevention policy that MHRA introduced last year.

The Chair introduced Item 8; Resident Services. The Assistant Director of Operations reviewed the programs initiatives (attached in this packet). Chair Quinn asked who is working on the resident newsletter. The Assistant Director of Operations said Felicia Mills, Asset Supervisor – Occupancy, and that it will be sent quarterly to residents. Commissioner Lopez asked if veteran specific messages can be sent. The Managing Director of Real Estate Development noted that messages sent via the applicant software does not necessarily go to all tenants, only those who opt-in.

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

### **Capital Fund and Other Updates**

- Current Projects:
  - It is winter - mostly frozen pipes, boiler replacements, and flooding
    - Exigent boiler replacement ongoing. Five boilers left to replace at AMP 4.
  - Elmwood Shed Replacement/Boiler Move Pilot update:
    - Last week set-back with flooding of 25,000 gallons of sewage in pilot building basement.
    - Electrical and Mechanical Permits have been obtained
    - Anticipate connecting in the near future
    - To be completed by mid-March

Commissioner Papanicolau asked about the cost of the pilot building at the December meeting. As promised, the budget for the building is as follows:

- Building       \$ 23,035       (Miller Building delivered)
- Site Work       \$ 18,865       Includes demo/shed removal, sitework, pad/slab, etc.
- Mechanical     \$ 70,000       Piping and conduits, boilers, tie-ins, walls, building move

- Electrical       \$ 4,200
  - TOTAL         \$116,100       Estimated total for 39 individual sites: \$4,527,900
- Kelley Falls Exterior Improvements Buildings 11 & 17 (funded in part by Capital Fund)
    - Working installation of final items (third floor window trim, ACM panels, and final exterior doors/glass). All other items (awnings, storefront doors, etc.) are complete.
    - Punch list has been initiated and all vendors are working on. Meeting next week to review.
    - Recent issue is several apartments with too much moisture. MHRA is reviewing all interior causes (heating system, kitchen/bath fans, cooking, etc.), contractor is ready to assist.
- Planned Near-term Future Projects:
    - Roofing Contract for Elmwood Gardens 7 more roofs – RFP response due Friday
    - Roofing Contract for AMP 16 (Scattered sites) and CMF – RFP due Friday
    - Windows at Kelley Falls Buildings 3 and 16 – committed. Looking at storefront doors and hallway painting.
    - Boilers at Gallen (condensate) – waiting for second quote
    - Fob upgrades at other properties – committed, starts first week of March
    - Call for Aid Removal (HUD inspects and expects it to work if it is there. Not required to be there) – in process of obtaining quotes
    - CMF Upgrades –
      - Starting with new storefront
      - Heating system in garage bays
      - Roof (included in AMP16 RFP)
- Other
    - Energy Audit in process for:
      - West Baker Veterans Family Housing
      - Kelley Falls Buildings 3 and 16
      - Hope to do a High-rise next (possibly Burns) and AMP 4 Scattered Sites
    - Tarrytown Parking Lot repaving, striping, and lighting/electric repair
    - Grants applying for:
      - Manchester CIP for windows at W. Baker Veterans Family Housing
      - Congressional Funding thru Shaheen’s office and possibly Pappas’ office
        - Discussed Kelley Falls windows
        - Burns windows/sliders
        - Elmwood Gardens Boiler Project
        - 120’s Foundations (AMP 4 – oldest properties – Cedar, Central, Merrimack, Spruce streets)
    - In near future – RFP for Physical Needs Assessment

The Chair introduced Item 10; Executive Director's Report. The Executive Director informed the Board that MHRA's 2025 Annual Plan has been approved and that she is beginning the 2026 Plan. The

Executive Director also mentioned HUD's Federal Budget which provides significant additional funding to nearly all HUD programs minus Public Housing and Capital Fund. Commissioner Papanicolau asked when the HUD budget begins, the Executive Director said January. The Executive Director noted that due to the continued decrease in Public Housing funding, MHRA will be putting out an RFP to possibly partner with an asset repositioning consultant to explore other options for its Public Housing portfolio.

Looping back to the presentation by Chad Whittaker, Pure Source, Chair Quinn recommended MHRA proceed with signing the Agreement to utilize Pure Source's services and have the RFP process started.

The Chair introduced Item 11; Other Business. No other business.

The Chair introduced Item 12; Adjournment. There being further business, Commissioner Lopez moved to adjourn, Vice Chair Duffley second. All were in favor.

Respectfully submitted,  
Shannon Wright, Secretary/Executive Director

**MHRA - Financial Reporting  
Income & Expense Report**

**Public Housing**

**March 2026**

Program	Account Description	2026		Mar 2026		2025		Mar 2025		YTD	Difference
		Annual Budget	Y-T-D Budget	Y-T-D Actual	Actual	Annual Budget	Y-T-D Budget	Y-T-D Actual			
<b>Total AMPS</b>	Dwelling Rent	5,992,543	2,996,271	3,171,836	175,565	6,112,119	3,056,060	2,545,730	(510,330)		
	Subsidy	4,101,894	2,050,947	2,524,492	473,545	5,280,805	2,640,403	2,013,339	(627,064)		
	All Other Income	1,152,519	576,259	614,497	38,238	1,002,340	501,170	411,757	(89,413)		
	<b>Total Income</b>	<b>11,246,955</b>	<b>5,623,477</b>	<b>6,310,825</b>	<b>687,348</b>	<b>12,395,264</b>	<b>6,197,632</b>	<b>4,970,826</b>	<b>(1,226,806)</b>		
	Admin & Maint & Benefits	3,687,790	1,843,895	1,771,501	(72,394)	4,905,722	2,452,861	1,895,613	(557,248)		
	Tenant Services	169,250	84,625	38,332	(46,293)	170,350	85,175	41,048	(44,127)		
	Utilities	2,591,300	1,295,650	1,475,108	179,458	2,157,400	1,078,700	1,063,459	(15,241)		
	Maintenance	1,733,682	866,841	865,936	(904)	1,918,025	959,013	742,398	(216,615)		
	All Other Expenses	2,659,143	1,329,572	1,322,951	(6,621)	3,006,763	1,503,382	1,164,003	(339,379)		
	Extraordinary Maint.	6,800	3,400	2,664	(736)	5,000	2,500	1,020	(1,480)		
	<b>Total Expenses</b>	<b>10,847,965</b>	<b>5,423,982</b>	<b>5,476,492</b>	<b>52,510</b>	<b>12,163,260</b>	<b>6,081,630</b>	<b>4,907,541</b>	<b>(1,174,089)</b>		
	<b>Net Income/(Loss)</b>	<b>398,990</b>	<b>199,495</b>	<b>834,333</b>	<b>634,838</b>	<b>232,004</b>	<b>116,002</b>	<b>63,285</b>	<b>(52,717)</b>		

**SF-425 Tracking  
Calendar Year 2026**

	Program Income Cash Basis	Operating Subsidy Income	Total Expense	Cummulative Remaining Operating Subsidy
Jan-26	549,277.00	366,305.00	870,114.46	45,467.54
Feb-26	499,372.00	366,305.00	1,027,989.80	(116,845.26)
Mar-26	546,929.00	366,305.00	847,433.36	(51,044.62)
Apr-26				
May-26				
Jun-26				
Jul-26				
Aug-26				
Sep-26				
Oct-26				
Nov-26				
Dec-26				

MHRA - Financial Reporting

Income & Expense Report  
S-8 Administrative Income & Expense  
Mar-26

Account Description	2026		Mar-26		2025		Mar-25		Y-T-D	
	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	Annual Budget	Y-T-D Actual
Fees Earned	2,185,666	1,092,833	1,020,812	(72,021)	2,255,000	1,127,500	1,098,661	(28,839)	2,255,000	1,098,661
Other Income	22,100	11,050	47,481	36,431	18,500	9,250	46,504	37,254	18,500	46,504
<b>Total Income</b>	<b>2,207,766</b>	<b>1,103,883</b>	<b>1,068,293</b>	<b>(35,590)</b>	<b>2,273,500</b>	<b>1,136,750</b>	<b>1,145,165</b>	<b>8,415</b>	<b>2,273,500</b>	<b>1,145,165</b>
Salaries & Benefits	1,309,891	654,946	681,027	26,082	1,393,578	696,789	661,211	(35,578)	1,393,578	661,211
All Other Expenses	662,678	331,339	344,749	13,410	751,065	375,533	323,795	(51,738)	751,065	323,795
Fees Paid to other housing	94,000	47,000	55,455	8,455	80,000	40,000	45,382	5,382	80,000	45,382
<b>Total Expenses</b>	<b>2,066,569</b>	<b>1,033,285</b>	<b>1,081,231</b>	<b>47,946</b>	<b>2,224,643</b>	<b>1,112,322</b>	<b>1,030,388</b>	<b>(81,934)</b>	<b>2,224,643</b>	<b>1,030,388</b>
<b>Net Income/(Loss)</b>	<b>141,197</b>	<b>70,599</b>	<b>(12,938)</b>	<b>(83,536)</b>	<b>48,857</b>	<b>24,429</b>	<b>114,777</b>	<b>90,349</b>	<b>48,857</b>	<b>114,777</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.

There were 3 large one time expenses in the last 3 months that took place, making the bottom line negative but it should start turning around in the next few months.

\* \$14,1475 PHA Web

\* \$ 6,206 Audit

\* \$ 7,400 Software to calculate rent reasonableness

## 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	132	0	100.00%
Gallen Apartments	95	93	2	98.00%
O'Malley Apartments	100	98	2	98.00%
Kalivas Apartments	100	98	2	98.00%
Pariseau Apartments	100	95	5	95.00%
Burns Apartments	121	118	3	98.00%
Elmwood Gardens	200	198	2	99.00%
Scattered Sites	321	317	4	99.00%
<b>TOTAL PUBLIC HOUSING UNITS</b>	<b>1169</b>	<b>1149</b>	<b>20</b>	<b>98.00%</b>
<b>Assisted Market Rate Property</b>				
Tarrytown Road Apts	102	102	0	100.00%
West Baker St	2	2	0	100.00%
Cedar/Chestnut	3	3	0	100.00%
<b>TOTAL ASSISTED MKT RATE UNITS</b>	<b>107</b>	<b>107</b>	<b>0</b>	<b>100.00%</b>
<b>Tax Credit Properties</b>				
Marygate Apartments	37	36	1	97.00%
Browns School Apts	34	32	2	94.00%
Laurette Swenney Apts	61	59	2	97.00%
South Main/Log St. Apts	20	20	0	100.00%
Upland Heights	48	47	1	98.00%
<b>TOTAL TAX CREDIT UNITS</b>	<b>200</b>	<b>194</b>	<b>6</b>	<b>97.00%</b>
<b>Total Number of People Served</b>				
				2,465
<b>Total Number of Veterans Housed</b>				94

## SECTION 8 BOARD REPORT 4/21/2026

As of March 31, 2026 there were 1962 families under lease. This includes 189 veteran families.

There were 10 families that left the program as of the end of March 2026.

17 families have vouchers looking for units to rent.

As of April 6, 2026 the total amount spent to date of the Additional Administrative (AF) Fees for the HUD-VASH program allotted by HUD remained \$8799.00 out of the total \$47,250.00 allotted. There were no new claims paid out in February or March.

Total claims paid out are as follows:

1 utility deposit

1 holding fee

5 utility arrears payments

3 landlord incentive fees

2 application fees

3 security deposits

HUD announced in January the availability of another \$10 million in funding for additional HUD-VASH administrative fees.

HUD encouraged PHAs to use these funds to take on new HUD-VASH administrative activities to help eligible families obtain and maintain housing.

The only eligible expenses not included in the last application was assistance with renters' insurance if required by the lease. The Leased Housing Coordinator requested an application be submitted to HUD for these additional funds and if approved we will be able to assist HUD VASH families with a full year of rental insurance if required by lease and funds for renewal upon availability.

Because of the persistence and hard work of our Executive Director, the Mayor agreed to add a line item to the City's Community Improvement Program (CIP) fund in the amount of \$75,000 for the MHRA Housing Applicant/Landlord Partnership Program. We are awaiting word if the Board of Mayor and Aldermen approved the funding request.

Feb-26

Month to Month Comparison

1958

3931

VOUCHERS ISSUED 5  
 VOUCHERS EXPIRED 0  
 TOTAL VOUCHERS UTILIZED 5

VOUCHERS ISSUED TO VETERANS 0  
 VOUCHERS EXPIRED FOR VETERANS 0  
 TOTAL HCV HOUSEHOLD MEMBERS 10

END OF PARTICIPATION 7  
 TOTAL NUMBER OF VETERANS HOUSED 190

PORT OUTS/CITY LEASED UP

ADDRESS OF NEW UNITS UNDER LEASE  
 163 South Beech #304 MANCHESTER, NH 03103  
 600 Maple Street #107 MANCHESTER, NH 03102  
 233 Tarrytown Road #26 MANCHESTER, NH 03104  
 233 Tarrytown Road #14 MANCHESTER, NH 03104  
 16 Marshall Street #302 NASHUA, NH 03060  
 39 Winter Street TILTON, NH 03276  
 664 Columbus Ave # 109 ROCHESTER, NH 03801  
 604 Beech Street #2 MANCHESTER, NH 03103  
 225 Spruce Street #1A MANCHESTER, NH 03103  
 580 Kimball Street #104 MANCHESTER, NH 03102

Mar-26

Month to Month Comparison

1962

3920

VOUCHERS ISSUED 15  
 VOUCHERS EXPIRED 2  
 TOTAL VOUCHERS UTILIZED 17

VOUCHERS ISSUED TO VETERANS 2  
 VOUCHERS EXPIRED FOR VETERANS 0  
 TOTAL HCV HOUSEHOLD MEMBERS 12

END OF PARTICIPATION 10  
 TOTAL NUMBER OF VETERANS HOUSED 189

PORT OUTS/CITY LEASED UP

ADDRESS OF NEW UNITS UNDER LEASE  
 106 Market St #301 MANCHESTER, NH 03101  
 122 Market St #2C MANCHESTER, NH 03101  
 122 Market St #2E MANCHESTER, NH 03101  
 163 S Beech St #205 MANCHESTER, NH 03103  
 163 S Beech St #204 MANCHESTER, NH 03103  
 163 S Beech St #305 MANCHESTER, NH 03103  
 69 Eastern Ave #103 MANCHESTER, NH 03104  
 235 Agnes St #103 MANCHESTER, NH 03102  
 226 Karabas Ave #103 MANCHESTER, NH 03104  
 750 S Porter St #301 MANCHESTER, NH 03103  
 580 Kimball Street #208 MANCHESTER, NH 03102  
 31 Andrew Street #16 MANCHESTER, NH 03104

**VASH Incentive Program 2024-2026****Program Data as of****4/6/2026**

<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>1</b>	<b>\$500.00</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>2</b>	<b>\$145.00</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>3</b>	<b>\$4,145.00</b>
<b>Total Project Expenditure</b>		<b>\$8,799.37</b>
<b>Funding Available</b>		<b>\$38,450.63</b>
<b>Total Number of Participants Served (HoH)</b>		<b>10</b>
<b>Total Pending</b>		<b>0</b>

## Resident Services Update

BOC meeting 4/21/2026

- **Resident Support:**

This month, the RSC team assisted **45 residents** with connections to a wide range of social service agencies. Support included Commodity Foods, Fuel Assistance, SNAP and Medicaid applications, coordinating with medical providers for appointment scheduling and transportation, and completing their annual recertifications for MHRA.

- **Children's Programming:**

Children's programs had **34 participants at Kelley Falls** and **98 at Elmwood Gardens**. Both locations are now benefiting from weekly volunteer support from **St. Anselm College**, providing homework help and mentoring one afternoon per week.

- **Music Program at Elmwood Gardens:**

As we are nearing the end of the music program for the year, the kids have begun writing a song to be performed for everyone in May at the final session.

- **TEFAP Food Program:**

The TEFAP program continues to significantly support our SSP kitchens. In April, we received **over 2200 pounds of food** to supplement purchased items. We are receiving fresh fruit from the program and are now making that available to high rise residents.

- **Collaboration:**

This month we worked closely with Manchester Mental Health, the VA, Manchester Police Department and other City services. MHRA and its residents benefit from support that comes from multiple directions at once, our resident's needs are more quickly identified and assistance is readily available to resolve issues and help tenants remain stable and housed.

