

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

Stephen Duffley
Chair
Andrew Papanicolau
Vice-Chair
David Quinn
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 18, 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. Approve Leased Housing Admin Plan Language Revision of Chapter 10, Restrictions on Moves Due to Insufficient Funding
 - b. Approve Leased Housing Admin Plan Language Revision of Chapter 12, Termination of Assistance Due to Insufficient Funding
- 3. Approval of Minutes:** Minutes of the Regular Meeting of July 21, 2026
- 4. Financial Report**
 - a. AMP and 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. 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. Other Business**
- 12. Adjourn**

MEMO

TO: Board of Commissioners

FROM: Shannon Wright, Executive Director

SUBJECT: Revision of Section 8 Administrative Plan, Chapter 10, Restrictions on Moves
Due to Insufficient Funding

DATE: August 18, 2026

=====

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: Housing Choice Voucher Administrative Plan revision of language
in Chapter 10 Insufficient Funding

DATE: August 11, 2026

Manchester Housing and Redevelopment Authority (MHRA) staff is requesting the authorization of the Board of Commissioners at the meeting on Tuesday, August 18, 2026, to authorize amendment of the Housing Choice Voucher Administrative Plan 10-I.C. RESTRICTIONS ON MOVES-Insufficient Funding.

On July 13, 2026, the HUD Shortfall Prevention Team Program Analyst requested MHRA include additional language in the Administration Plan 10-I.C. RESTRICTIONS ON MOVES-Insufficient Funding chapter to include how long the family's request to move will be open for consideration and how MHRA will notify families with open requests when funds become available. The HUD Regional Portfolio Management Specialist also requested that any exceptions MHRA would consider when denying or restricting family requests to move due to insufficient funding be added.

Description:

Under certain circumstances, a family move may be restricted or denied because MHRA has insufficient funds to cover the move. MHRA must establish policies in its Administrative Plan that state how MHRA will address families whose request to move are denied due to insufficient funding. The current Administration Plan states:
"MHRA will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied."



RESOLUTION NO. 5703

AUTHORIZING AND APPROVING REVISION OF RESTRICTIONS ON MOVES-DUE TO INSUFFICIENT FUNDING

WHEREAS, HUD [24 CFR 982.354(e)(1)] and Notice PIH 2016-09 state that MHRA MHRA must establish policies in its Administrative Plan that state how MHRA will address families whose request to move are denied due to insufficient funding
and

WHEREAS, Current policy in the Administration Plan states: “MHRA will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied.”
and

WHEREAS, the HUD Shortfall Prevention Team Program Analyst and HUD Regional Portfolio Management Specialist requested MHRA include additional language in the Administration Plan 10-I.C. RESTRICTIONS ON MOVES-Insufficient Funding chapter to include how long the family’s request to move will be open for consideration, how MHRA will notify families with open requests when funds become available and any exceptions to deny or restrict family requests to move due to insufficient funding.

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 18, 2026, authorize the amendment of the 2025 AND 2026 Housing Choice Voucher Administrative Plan10-I.C. RESTRICTIONS ON MOVES-Insufficient Funding to be amended to comply with [24 CFR 982.354(e)(1)] and Notice PIH 2016-09 the following will be added to the chapter:

MHRA will consider exceptions to this policy for purposes of reasonable accommodation (see Chapter 2) or reasons related to domestic violence, dating violence, sexual assault, stalking, or human trafficking.

MHRA will create a list of families whose moves have been denied due to insufficient funding. MHRA will keep the family’s request open indefinitely, and when funds become available, the families on this list will take precedence over families on the waiting list. MHRA will use the same procedures for notifying families with open requests to move when funds become available as it uses for notifying families on the waiting list (see section 4-III.D).

MEMO

TO: Board of Commissioners

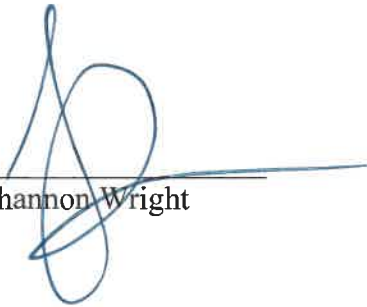
FROM: Shannon Wright, Executive Director

SUBJECT: Revision of Section 8 Administrative Plan, Chapter 12, Termination of Assistance
Due to Insufficient Funding

DATE: August 18, 2026

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: Housing Choice Voucher Administrative Plan revision of language
in Chapter 12 Termination of assistance due to Insufficient Funding

DATE: August 10, 2026

Manchester Housing and Redevelopment Authority (MHRA) staff is requesting the authorization of the Board of Commissioners at the meeting on Tuesday, August 18, 2026, to authorize the amendment of the Housing Choice Voucher Administrative Plan 12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS, Insufficient Funding [24 CFR 982.454], to be amended to comply with 24 CFR 982.54 [26]

On July 13, 2026, the HUD Shortfall Prevention Team Program Analyst requested MHRA include additional language in the Administration Plan adding further description of factors MHRA will consider when determining which HAP contracts to terminate first. It was also suggested that policy concerning resuming assistance for impacted families (which is located elsewhere in the Administrative Plan) be included in this chapter.

Description:

The current MHRA policy states that “Families who have been assisted in the HCV program the longest will be the first to be terminated, excluding families that include elderly or disabled family members. Families comprising the required number of special purpose vouchers, including nonelderly disabled (NED), HUD-Veteran’s Affairs Supportive Housing (HUD-VASH), and family unification program (FUP) will be the last to be terminated.”.



RESOLUTION NO. 5704

AUTHORIZING AND APPROVING REVISION OF TERMINATION DUE TO INSUFFICIENT FUND POLICY

WHEREAS, HUD [24 CFR 982.454] states that MHRA termination policies due to insufficient funding must be included in the Administrative Plan. Such policies must describe how MHRA will determine which HAP contracts will be terminated and

WHEREAS, Current policy in the Administration Plan states: “Families who have been assisted in the HCV program the longest will be the first to be terminated, excluding families that include elderly or disabled family members. Families comprising the required number of special purpose vouchers, including nonelderly disabled (NED), HUD-Veteran’s Affairs Supportive Housing (HUD-VASH), and family unification program (FUP) will be the last to be terminated.”. and

WHEREAS, the HUD Shortfall Prevention Team Program Analyst requested MHRA include additional language with further description of factors MHRA will consider when determining which HAP contracts will terminate first and include policy concerning resuming assistance for impacted families in this chapter.

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 18, 2026, authorize the amendment of the 2025 AND 2026 Housing Choice Voucher Administrative Plan 12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS, Insufficient Funding [24 CFR 982.454], to be amended to comply with 24 CFR 982.54 [26] :

If MHRA must terminate HAP contracts due to insufficient funding, MHRA will do so in accordance with the following criteria and instructions:

Excluded Families

A Family in any of the following categories shall be excluded from any termination of assistance due insufficient funding:

- a) Elderly Family or Disabled Family
- b) Families who are Project Based Voucher participants as long as the PBV HAP contact for the project remains in effect
- c) Participants with special purpose vouchers, including Nonelderly Disabled (NED), Mainstream, Foster Youth to Independence (FYI), HUD-Veteran’s Affairs Supportive Housing (HUD-VASH) and Homeownership Voucher Program

Families who have been assisted in the HCV program the longest will be the first to be terminated. MHRA would terminate families in the following categories first according to the date of the family’s admission to the program, starting with those who have been receiving assistance the longest:

1. Non-elderly, non-disabled single member families.

2. Non-elderly, non-disabled families with no children under the age of 18.
3. Non-elderly, non-disabled families with children under the age of 18.

MHRA will offer a waiting list preference to any family that has been terminated from MHRA's HCV program due to insufficient program funding.

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 21, 2026.**

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

COMMISSIONERS PRESENT

Stephen Duffley	Chair
Andrew Papanicolau	Vice Chair
David Quinn	Commissioner
Mike Lopez	Commissioner

MEMBER OF PUBLIC

Christine Leary	Public Housing Tenant
-----------------	-----------------------

STAFF PRESENT

Shannon Wright	Executive Director
Jennifer Leonard	Human Resources Manager
Susan Repoza	Leased Housing Manager
Mary Ellen Jutras	Development Director
Marie Papineau	Operations Director
Kris Erkkila	Assistant Director of Operations
Regine Pelletier-Tracy	Finance Director

The Chair declared a quorum present.

The Chair introduced Item 2: Consent Agenda;

- a. Approve Public Housing Write-Offs totaling \$16, 961.79

Commissioner Lopez inquired regarding MHRA's eviction process; the Operations Director explained the eviction process including applicable timeframes of the eviction process.

Moved for approval by Commissioner Lopez and Vice Chair Papanicolau.

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

AYES

David Quinn

NAYS

Stephen Duffley
Mike Lopez
Andrew Papanicolau

b. Approval of MHRA's Amended Capital Fund Five-Year Action Plan

The Managing Director of Real Estate Development and Special Projects explained that MHRA is currently within a 5-year Capital Fund Plan and that when new project items are created or changed that utilize Capital Fund monies, an amendment is required. She further explained since the original Plan was submitted, work priorities have shifted focus due to continually reviewing capital needs.

Commissioner Lopez asked for further explanation regarding the breakdown costs provided by the Managing Director. She explained that the final total costs are what is listed, she included that there was a Resident Advisory Board meeting held and no comments were received.

Moved for approval by Commissioner Quinn and Vice President Papanicolau.

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau

NAYS

The Chair introduced item 3; Minutes of **June 16th, 2026**. The Chair stated that if there were no omissions or corrections, he would entertain a motion to accept the minutes of **June 16th, 2026**. Upon motion by Vice Chair Andrew Papanicolau and seconded by Commissioner David Quinn, it was voted to approve the minutes of **June 16th, 2026**.

Moved for approval by Vice Chair Andrew Papanicolau second by Chair Duffley.

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

AYES

David Quinn
Stephen Duffley
Mike Lopez
Andrew Papanicolau

NAYS

The Chair introduced Item 4; Financial Report. The Finance Director stated that for the month of June, Public Housing ended the month at \$960, 813 which is \$661, 571 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

June, Section 8 had an income of \$39, 541 due to receiving an additional \$28,000 in admin fees for the closing of the EHV program vouchers.

Vice Chair Papanicolau asked that moving forward the Finance Director add a column to the public housing income SF-425 tracking table to show the percentage ratio for expenses vs income.

The Chair introduced Item 5; Public Housing. The Director of Operations noted the vacancy rate of 98%. She included a few upcoming/ongoing projects to include new roofs and side walk repairs.

The Chair introduced Item 6; S-8/HCV Program. The Section 8 Manager reviewed the attached explanation of MHRA's shortfall status. The Finance Director noted that the last time MHRA was in shortfall was in 2017 for one year and that based on the recent call with HUD, it seems MHRA may be able to quickly move out of shortfall based on the funding shortage being considered low.

Vice Chair Papanicolau asked how MHRA's relationship is with the current Boston HUD. The Executive Director said very good, there has been good communication between MHRA and the Boston HUD team.

The Chair introduced Item 7; Human Resources. The Human Resources Manager stated that MHRA's Employee Appreciation event is coming up in October and that HR is current preparing the details for the event.

The Chair introduced Item 8; Resident Services. The Assistant Director of Operations reviewed the program initiatives (attached in this packet) and provided a positive story of a recent interaction between the Resident Services team and a resident in need.

Commissioner Lopez asked if there is any expense to creating MHRA's resident newsletter, the Assistant Director of Operations said no, it is completed internally.

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 in Process:
 - Roofing for a portion of AMP3 nearing completion
 - Door Access Control/Fob Upgrades at Public Housing properties – Installation starting with O'Malley on Friday.

Commissioner Papanicolau noted that a possible newsletter article would be the reminder that fobs should not be shared with others outside of the unit.

- Windows, storefront doors, and hallway painting at Kelley Falls Buildings 3 and 16 – has started. Building 16 is nearing completion.
- CMF – Beginning exterior renovations. Starting with clearing. Other exterior work will include metal roof coating and bay heating.
- Kalivas pricing storefronts for front and rear entries.

- HAI Equity Dividend work is starting next week or is in process:
 - Repairs/upgrades to fire pump at Gallen;
 - Replacement of 3 obsolete boilers at AMP 4
 - 448 smoke/CO detectors for bedrooms across portfolio - ongoing
 - 42 water sensor alarms for all basements at Elmwood Gardens in process of pricing
- Other:
 - Mary Gale concrete work on front walkway
 - Energy Audit with RBG - next projects to be evaluated:
 - Burns – because of window/door project
 - Pariseau – possible new heating systems with AC
 - AMP 4 Scattered Sites – 190 units in 27 Buildings
 - RFP for PNA – in process
 - Plan to do 10 more outbuildings at Elmwood Gardens
 - Insurance restoration of 14 Falls Avenue unit – total fire loss – waiting on insurance company response on claim price (\$25,000 deductible – estimated cost is approximately \$185,000.)
 - Insurance claim for flooding at 790 South Porter 115, 215, 315 (\$2,500 deductible – estimated cost of \$8,500 – ceilings and walls)

In addition, Director Jutras shared that MHRA has been notified of the approval of CIP funds for window replacement at 75 W. Baker Street. Commissioner Lopez enquired about the ability for veterans to view the memorial at 75 W. Baker Street for Memorial Day and Veterans Day. MHRA staff will look into this.

The Chair introduced Item 10; Executive Director's Report. The Executive Director informed the Board that the federal government is unlikely to reach a budget on time and that instead a continued resolution through at least December is expected. The Executive Director continued on to announce the upcoming resource fair that will be held at the new Mark Stebbins Community Center on August 8th and that she has been working with the CEO of the Boys and Girls Club regarding plans for replacing the current Kelley Falls playground.

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

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

July 26

Program	Account Description	2026		July 2026		2025		July 2025		YTD Difference
		Annual Budget	Y-T-D Budget	Y-T-D Actual	YTD Variance	Annual Budget	Y-T-D Budget	Y-T-D Actual		
Total AMPS	Dwelling Rent	5,992,543	4,993,786	5,360,506	366,720	6,112,119	5,093,433	5,002,894	(90,539)	
	Subsidy	4,101,894	3,418,245	3,914,270	496,025	5,280,805	4,400,671	3,877,134	(523,537)	
	All Other Income	1,152,519	960,432	1,031,489	71,057	1,002,340	835,283	1,164,373	329,090	
	Total Income	11,246,955	9,372,462	10,306,264	933,802	12,395,264	10,329,387	10,044,401	(284,986)	
	Admin & Maint & Benefits	3,687,790	3,073,158	2,965,632	(107,526)	4,905,722	4,088,102	3,712,539	(375,563)	
	Tenant Services	169,250	141,042	75,420	(65,622)	170,350	141,958	111,447	(30,511)	
	Utilities	2,591,300	2,159,417	2,301,236	141,819	2,157,400	1,797,833	2,078,697	280,864	
	Maintenance	1,733,682	1,444,735	1,566,107	121,372	1,918,025	1,598,354	1,630,810	32,456	
	All Other Expenses	2,659,143	2,215,953	2,290,774	74,822	3,006,763	2,505,636	2,324,688	(180,948)	
	Extraordinary Maint.	6,800	5,667	5,037	(630)	5,000	4,167	2,556	(1,611)	
	Total Expenses	10,847,965	9,039,971	9,204,207	164,236	12,163,260	10,136,050	9,860,737	(275,313)	
Net Income/(Loss)		398,990	332,492	1,102,057	769,566	232,004	193,337	183,664	(9,673)	

SF-425 Tracking
Calendar Year 2026

	Program Income Cash Basis	Operating Subsidy Income	Total Expense	Cummulative Remaining Operating Subsidy	Expense to Income ratio
Jan-26	549,277.25	366,305.00	809,030.08	106,552.17	
Feb-26	499,872.53	366,305.00	971,013.40	(104,835.87)	
Mar-26	547,328.63	366,305.00	797,881.45	115,752.18	
Apr-26	542,932.03	366,305.00	1,019,803.94	(110,566.91)	
May-26	537,689.06	353,675.00	1,060,280.34	(168,916.28)	
Jun-26	563,367.29	315,175.00	794,746.61	83,795.68	
Jul-26	546,933.74	354,623.00	763,010.14	138,546.60	
Aug-26					
Sep-26					
Oct-26					
Nov-26					
Dec-26					
Net YTD	3,787,400.53	2,488,693.00	6,215,765.96	60,327.57	99.04%

MHRA - Financial Reporting

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

Account Description	2026		Jul-26		Jul-26		2025		Jul-25		Jul-25	
	Annual		Y-T-D		Y-T-D		Annual		Y-T-D		Y-T-D	
	Budget		Budget	Actual	Difference		Budget		Budget	Actual	Difference	
Fees Earned	2,185,666		1,821,388	1,794,035	(27,353)		2,255,000		1,879,167	1,824,560	(54,607)	
Other Income	22,100		18,417	91,534	73,117		18,500		15,417	93,863	78,446	
Total Income	2,207,766		1,839,805	1,885,569	45,764		2,273,500		1,894,583	1,918,423	23,840	
Salaries & Benefits	1,309,891		1,091,576	1,184,133	92,557		1,393,578		1,161,315	1,118,735	(42,580)	
All Other Expenses	662,678		552,232	554,008	1,776		751,065		625,888	523,928	(101,960)	
Fees Paid to other housing	94,000		78,333	96,588	18,255		80,000		66,667	77,290	10,623	
Total Expenses	2,066,569		1,722,141	1,834,729	112,588		2,224,643		1,853,869	1,719,953	(133,916)	
Net Income/(Loss)	141,197		117,664	50,840	(66,825)		48,857		40,714	198,470	157,756	

* 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.

In June 2026, we are receiving an additional \$28,000 in Admin Fees for closing the EHV program to the HCV, which will help this bottom line. The admin fees for the Mainstream Program is also going under the HCV program going forward, therefore will increase the income.

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	131	1	99.00%
Gallen Apartments	93	93	2	98.00%
O'Malley Apartments	100	97	3	97.00%
Kalivas Apartments	100	97	3	97.00%
Pariseau Apartments	100	99	1	99.00%
Burns Apartments	121	119	2	98.00%
Elmwood Gardens	200	196	4	98.00%
Scattered Sites	321	311	10	97.00%
<u>TOTAL PUBLIC HOUSING UNITS</u>	1169	1143	26	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>	<u>Total No. Units</u>	<u>Occupied</u>	<u>Vacant</u>	<u>% Occupied</u>
Marygale Apartments	37	35	2	95.00%
Browns School Apts	34	31	1	91.00%
Laurette Sweeney Apts	61	61	0	100.00%
South Main/Log St. Apts	20	19	1	95.00%
Upland Heights	48	48	0	100.00%
<u>TOTAL TAX CREDIT UNITS</u>	200	194	4	97.00%

Total Number of People Served

2,450

Total Number of Veterans Housed

92

As of July 31, 2026 there were 1938 families under lease. This includes 190 veteran families.

There were 13 families that left the program as of the end of July 2026.

25 families have vouchers looking for units to rent.

Housing Applicant/Landlord Partnership Program

As of August 5, 2026, \$7,758.00 has been paid out of the recently approved \$75,000.00 funding for the Housing Applicant/Landlord Partnership Program.

Total claims paid out are as follows:

3 landlord incentive fees

1 application fee

3 security deposits

HUD- VASH Incentive Program

On July 23, 2026, HUD awarded MHRA an additional \$20,014.00 of additional Administrative Fees (AF) for the HUD-VASH Incentive program. This additional funding enables MHRA to add further assistance with security deposits and a full year of rental insurance if required by lease to the VASH Incentive program. These funds will be added to the balance of the original \$47,250.00 awarded in August 2024.

As of August 6, 2026, funding still available for the HUD-VASH Incentive program allotted by HUD is \$58,076.00 out of the total \$67,264.00 allotted.

Total claims paid out (\$9188.00) are as follows:

1 holding fee

1 utility deposit

5 utility arrears payments

3 landlord incentive fees

1 landlord retention payment

2 application fees

3 security deposits

Jun-26
Month to Month Comparison

1949

Category	Count
TOTAL VOUCHERS UTILIZED	10
TOTAL HCV HOUSEHOLD MEMBERS	10

3848

[illegible]

Jul-26
Month to Month Comparison

1942

Category	Count
TOTAL VOUCHERS UTILIZED	10
TOTAL HCV HOUSEHOLD MEMBERS	10

3833

VOUCHERS ISSUED	VOUCHERS EXPIRED	VOUCHERS LEASED	END OF PARTICIPATION	ADDRESS OF NEW UNITS UNDER LEASE	PORT OUTS/CITY LEASED UP
10	0	9	13	64 Merrimack Street #11	MANCHESTER, NH 03101
				310 Amherst Street #3	MANCHESTER, NH 03104
				453 Maple Street #1	MANCHESTER, NH 03102
				390 Manchester Street #3rd	MANCHESTER, NH 03104
				5 Clifford Ave #8	MANCHESTER, NH 03103
				600 Maple St #109	MANCHESTER, NH 03102
				790 S Porter St #218	MANCHESTER, NH 03103
				233 Tarrytown Rd #9	MANCHESTER, NH 03104
				138 Old Suncook Road	Concord, NH 03301

VASH Incentive Program 2024-2026		
Program Data as of		8/6/2026
Initial Administrative Fees Awarded		\$47,250.00
Second Funding - Awarded on 7/23/2026		\$20,014.00
Type of Fee	NUMBER OF PARTICIPANTS RECEIVING PAYMENTS	Y-T-D CLAIMS PAID OUT
Holding Fees	1	\$500.00
Utility Deposit Assistance	1	\$203.28
Utility Arrears	5	\$1,806.09
Owner Incentive Payments	3	\$2,000.00
Owner Retention Payments	1	\$389.00
Application fees	2	\$145.00
Broker fees	0	\$0.00
Refundable Application Deposit Assistance	0	\$0.00
Security Deposit (Exceptions Only)	3	\$4,145.00
Total Project Expenditure		\$9,188.37
Funding Available		\$58,075.63
Total Number of Participants Served (HoH)		11
Total Pending		0

HOUSING APPLICANT/LANDLORD PARTNERSHIP PROGRAM				
Jul-26				
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 50,000.00	
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	\$ 6,876.88			
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	\$ -			
CIP #611224 Total Admin Fees Collected YTD	\$ 30,000.00		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)	\$ 314,416.58			
CIP #611224 Roll Over Funding Available	\$ 601.77			
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)	\$ 763,365.13		Funds paid out directly to LL's	
Total Funding Available (including	\$ 7,478.65			

Resident Services Update

BOC Meeting – August 18, 2026

Resident Support

The Resident Services Coordination (RSC) team assisted **62 residents** this month with accessing essential services, including Commodity Foods, Fuel Assistance, SNAP and Medicaid applications, medical appointment coordination, clothing, job searches and transportation.

Children's Programming

Programming remains strong, with **92 contacts at Kelley Falls and Elmwood Gardens**. Summer activities are in full swing. July 9th kicked off the bookmobile visits to Elmwood and Kelley Falls, kids get one free book per visit and got to participate in a sensory bin activity. On July 16 53 children from both family sites went to Wallis Sands.

HOPE-Funded Activities

HOPE and Manchester Community Music school finalized plans for music lessons at Elmwood during the upcoming school year. I will be meeting with HOPE next week to discuss other activities and opportunities they are interested in providing during the upcoming school year.

TEFAP Food Program

TEFAP distributions resume this week and HRA is scheduled to receive approx. 3500 pounds of food to supplement our kitchens and to provide directly to families who report a need.

Communications & Outreach.

Our fully staffed resident services team is holding movie days, as a way to beat the heat. We have strengthened relationships with the Salvation Army and been able to help residents access clothing and household items they need. We are prepping for the annual backpack distribution and will celebrate the end of summer with Kona Ice truck visits for the family sites and ice cream truck visits for elderly/disabled sites.