

MINUTES

Regular Meeting
Dover Housing Authority
May 28, 2024, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 28, 2024, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:00 p.m.

Roll Call

Timothy Granfield, Chair
Patricia Silberblatt, Commissioner
Laurie Young, Commissioner

Absent: Mark Moeller, Vice Chair

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Wendy Tenney, Finance Director; Chris Leigh, Maintenance Supervisor/Capital Funds; Chris Allen, Maintenance Supervisor/Capital Funds; Cathryn Conway-Dorr, Senior Service Coordinator; Kathy Noel, Administrative Assistant

Public Comment: None

Minutes

Patricia Silberblatt moved to bring before the Board the Regular Meeting Minutes and Nonpublic Session Minutes of April 23, 2024, and Laurie Young seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Manifests and Correspondence

The check manifests were presented. Patricia Silberblatt moved, and Laurie Young seconded to approve the manifests for: Payroll, Public Housing, 1623 Settlement, Section 8 HCV, Addison Place/Whittier Falls Inc., and Covered Bridge Manor.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Reports: Patricia Silberblatt motioned to bring the reports to the table, seconded by Laurie Young.

Ryan Crosby presented the Executive Director Report to the Board for April-May.

Kathy Noel presented the Moving to Work Report. The following reports were also reviewed: DHA Liaison Report, Housing Statistics, Family Self-sufficiency, and Resident Services.

The following Financial Reports were presented by Wendy Tenney and discussed with the Board:

- DHA Budget Comparative – 02/29/2024
- DHA Budget Comparative – 03/31/2024
- Addison Place Budget Comparative – 3/31/2024
- 1623 SDLP Budget Comparative – 03/31/2024
- Statement of Cash Flow Report – 03/31/2024
- Operating Budget FYE 6/30/2025 (DRAFT)

Policy Reviews:

The following Policies were presented:

- Community Space Rental Policy-changes recommended
- Internal Controls Policy-changes recommended
- Tenant Selection Policies-changes recommended
- Wading Pool Policy-changes recommended
- Family Composition Changes Policy-NEW (1623/Addison)
- Check Signing Policy-no changes

On a roll call vote to approve the Reports:

Aye

Timothy Granfield

Laurie Young

Patricia Silberblatt

Nay

None

Old Business: There was no Old Business brought before the Board.

New Business:

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young.

RESOLUTION NO. 2024-05-28-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Community Space Policy** is hereby approved

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield

Laurie Young

Patricia Silberblatt

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young.

RESOLUTION NO. 2024-05-28-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the updates to the **Internal Controls Policy** is hereby approved

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young.

RESOLUTION NO. 2024-05-28-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the updates to the **Tenant Selection Policy** in the Administrative Plan (Admin Plan) and the Admissions and Continued Occupancy Plan (ACOP) are hereby approved as stated,

Admin Plan

- Rent Burden Preference - Families who pay greater than 40% of their income towards rent and utilities.
- Date & Time

ACOP

- Local preference description to include: The use of a local preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.
- Rent Burden Preference - Families who pay greater than 40% of their income towards rent and utilities.
- Date & Time

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young.

RESOLUTION NO. 2024-05-28-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the updates to the Tenant-Owned **Wading Pool Policy** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded

by Laurie Young.

RESOLUTION NO. 2024-05-28-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **Family Composition Changes Policy** is hereby adopted,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young.

RESOLUTION NO. 2024-05-28-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Granite State Managers Annual Conference being held on November 4-5, 2024 at Church Landing in Meredith, NH.

BE IT FURTHER RESOLVED, all expenses related to this training are hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Laurie Young

Nay

None

Patricia Silberblatt

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young.

RESOLUTION NO. 2024-05-28-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$14,698.10 from TD Bank, Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED the funds withdrawn will be distributed to FSS program participants who successfully completed the requirements of their Contract of Participation.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young.

RESOLUTION NO. 2024-05-28-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$65.87** from TD Bank Account No. 7764010119, which is the Housing Choice

Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by program participants who did not fulfill their contract obligations under the FSS Program and will be transferred to the Housing Choice Voucher operating account.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young.

See next page.

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RESOLUTION NO 2024-05-28-09

2024 Capital Fund

OMB Approval No. 2577-0303
(exp. 10/31/2026)

Capital Fund Program
(CFP) Amendment
to Consolidated Annual Contributions Contract
Terms and Conditions (HUD-53012)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0303. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Whereas, (Public Housing Authority) Dover Housing Authority NH003 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into an Annual Contributions Contract
ACC(s) Number(s) (On File) dated (On File)

Whereas, in accordance with Public Law No. 118-42,

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. When HUD provides additional amounts, it will notify the PHA and those amended grants will be subject to these terms and conditions.

\$ \$732,884.00 for Fiscal Year 2024 to be referred to under the Capital Fund Grant Number NH01P00350124
PHA Tax Identification Number (TIN): On File UEI Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number On File

Now Therefore, the ACC is amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA projects. This CFP Amendment is a part of the ACC.

2. The PHA must carry out all capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(a)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(a) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in accordance with section 9(a)(2) of the Act.

3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.

4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization schedule will be made directly to a designated trustee within 3 days of the due date.

5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(a)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(a)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).

(mark one): Yes ☐ No ☒

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must have a recorded and effective Declaration(s) of Trust on all properly funded with Capital Fund grants (all types) or HUD will exercise all available remedies including recapture of grant funds.

13. Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:

1. Gross mismanagement of a Federal contract or grant;
2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

14. This grant may be subject to the requirements of the Build America Buy, America Act (BABA) which was enacted on November 15, 2021, as part of the Infrastructure Investment and Jobs Act (Public Law 117-58), unless waived by the Department: refer to HUD's BABA webpage for further information (https://www.hud.gov/program_offices/general_counsel/build_america_buy_america)

The parties have executed this CFP Amendment, and it will be effective on the date HUD signs below.

U.S. Dept of HUD By <u>/s/</u> Date: <u>5/6/2024</u> <u>Marianne Nazzaro</u> Title: Deputy Assistant Secretary Office Public Housing Invest.	PHA (Executive Director or authorized agent) By _____ Date: <u>5/28/24</u> Title _____
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Previous versions obsolete

form HUD-53012 OMB Approval No. 2577-0303 (exp. 10/31/2026)

(71)

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young.

RESOLUTION NO. 2024-05-28-10

WHEREAS Camp Quinebarge is an independent Camp accredited by the American Camp Association and licensed by the state of New Hampshire,

WHEREAS, Tuition during the summer of 2024 cost is \$1500 per session per camper, with up to six sessions authorized, total tuition not to exceed \$10,000 for the summer

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Director of Family Services is hereby authorized to use the Laughton Scholarship to pay the summer camp tuition for children for a total of up to \$10,000.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

Miscellaneous: The Whittier Falls Newsletter was reviewed by the Board.

Patricia Silberblatt made a motion to recess the Regular Meeting to have a Nonpublic Meeting regarding a Personnel Matter. The motion was seconded by Laurie Young. This is in accordance with RSA 91-A:3II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

On a roll call vote to recess the Regular Meeting.

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt

Nay

None

The regular meeting recessed at 1:01 p.m.

The regular meeting resumed at 1:15 p.m.

Adjournment: At 1:16 p.m. Patricia Silberblatt moved to adjourn the Regular Meeting, seconded by Laurie Young. All agreed.

Chair _____ Date _____

Secretary _____ Date _____