

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** East Providence Housing Authority

**PHA Number:** RI007

**PHA Fiscal Year Beginning:** 10/2000

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan  
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents**

Page #

**Annual Plan**

- i. Executive Summary
- ii. Table of Contents
  - 1. Housing Needs
  - 2. Financial Resources
  - 3. Policies on Eligibility, Selection and Admissions
  - 4. Rent Determination Policies
  - 5. Operations and Management Policies
  - 6. Grievance Procedures
  - 7. Capital Improvement Needs
  - 8. Demolition and Disposition
  - 9. Designation of Housing
  - 10. Conversions of Public Housing
  - 11. Homeownership
  - 12. Community Service Programs
  - 13. Crime and Safety
  - 14. Pets (Inactive for January 1 PHAs)
  - 15. Civil Rights Certifications (included with PHA Plan Certifications)
  - 16. Audit
  - 17. Asset Management

18. Other Information

**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for De-concentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	other approved proposal for development of public housing	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1769	5	5	3	4	2	2
Income >30% but <=50% of AMI	1414	5	5	3	4	2	2
Income >50% but <80% of AMI	1549	3	5	3	4	2	2
Elderly	2137	5	5	3	5	2	2
Families with Disabilities	N/A	5	5	4	5	4	2
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1990
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## **B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	508		11
Extremely low income <=30% AMI	290	57	
Very low income (>30% but <=50% AMI)	142	28	
Low income (>50% but <80% AMI)	76	15	
Families with children	370	73	
Elderly families	66	13	
Families with Disabilities	72	14	
Black	131	26	
White	363	71	
American Indian or Alaskan Native	12	2	
Asian or Pacific Islander	2	1	
Hispanic	57	11	
Non-Hispanic	451	89	

Characteristics by

<b>Housing Needs of Families on the Waiting List</b>			
Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 32 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>
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### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	90		66
Extremely low income <=30% AMI	47	52	
Very low income (>30% but <=50% AMI)	33	37	
Low income (>50% but <80% AMI)	10	11	
Families with children	17	12	
Elderly families	39	43	
Families with Disabilities	34	38	
Black	11	12	
White	74	82	
American Indian or Alaska Native	5	6	
Asian or Pacific Islander	0	0	
Hispanic	1	1	
Non-Hispanic	89	99	

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	74	82	
2 BR	16	18	
3 BR	0	0	
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 74			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	41,275.00	
b) Public Housing Capital Fund	733,723.00	
c) HOPE VI Revitalization	0.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
d) HOPE VI Demolition	0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,060,035.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants	0.00	
h) Community Development Block Grant	0.00	
i) HOME	0.00	
Other Federal Grants (list below)	0.00	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
COMP GRANT PRG 1999	712,352.00	MODERNIZATION
<b>3. Public Housing Dwelling Rental Income</b>	1,268,890.00	COVER OPERATING COSTS
<b>4. Other income (list below)</b>		
Excess Utilities	20,430.00	" "
<b>Non-Dwelling Rents</b>	54,000.00	" "
<b>Interest</b>	62,010.00	" "
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	3,952,715.00	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

## 10.0 Tenant Selection and Assignment Plan

### 10.1 Preferences

The EAST PROVIDENCE HOUSING AUTHORITY will select families based on the following preferences within each bedroom size category:

1. Applicants with an adult family member enrolled in a employment training program, currently working twenty (20) hours a week, or attending school on a full-time basis. This preference is also extended equally to all elderly families and all families whose head or spouse is receiving income based on their inability to work.
2. One preference point for families who live or work in East Providence (for at least six months prior to application.
3. One point for victims of documented domestic violence.
4. One point for veterans of the United States.
5. All other applicants.

Preferences are equally ranked and the EAST PROVIDENCE HOUSING AUTHORITY

Will utilize a random selection within each bedroom size category.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be

offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

## 10.2 Assignment of Bedroom Sizes

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the EAST PROVIDENCE HOUSING AUTHORITY will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex **will** share a bedroom.

- B. Children of the opposite sex, both under the age of five (5) will share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster – adults and/or foster - children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The EAST PROVIDENCE HOUSING AUTHORITY will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 5 **years** or until the family size changes, whichever may occur first.
- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The EAST PROVIDENCE HOUSING AUTHORITY will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

### 10.3 Selection From the Waiting List

The EAST PROVIDENCE HOUSING AUTHORITY shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of

newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

#### 10.4 DE-CONCENTRATION POLICY

It is EAST PROVIDENCE HOUSING AUTHORITY'S policy to provide for de-concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The EAST PROVIDENCE HOUSING AUTHORITY will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and de-concentration incentives to implement. The worksheet for the analysis can be found in **Appendix 1**.

#### 10.5 De-concentration Incentives

The EAST PROVIDENCE HOUSING AUTHORITY may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

*Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.*

#### 10.6 Offer of a Unit

When the EAST PROVIDENCE HOUSING AUTHORITY discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the de-concentration goal and/or the income targeting goal.

The EAST PROVIDENCE HOUSING AUTHORITY will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the EAST PROVIDENCE HOUSING AUTHORITY regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the EAST PROVIDENCE HOUSING AUTHORITY will send the family a letter documenting the offer and the rejection.

## 10.7 Rejection of Unit

If in making the offer to the family, the EAST PROVIDENCE HOUSING AUTHORITY skipped over other families on the waiting list in order to meet their de-concentration goal, or offered the family any other de-concentration incentive, and the family rejects the unit; the family will not lose their place on the waiting list and will not be otherwise penalized.

If the EAST PROVIDENCE HOUSING AUTHORITY did not skip over other families on the waiting list to reach this family, did not offer any other de-concentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

## 10.8 Acceptance of Unit

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the EAST PROVIDENCE HOUSING AUTHORITY will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to: The Total Tenant Payment or \$100.00 whichever is greater.

In exceptional situations, the EAST PROVIDENCE HOUSING AUTHORITY reserves the right to allow a new resident to pay their security deposit in up to three (3) payments. One third shall be paid in advance, one third with their second rent payment, and one third with their third rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be

collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

## **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (10)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

### **(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists

Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office  
 PHA development site management office  
 Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

None

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?

If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office  
 All PHA development management offices  
 Management offices at developments with site-based waiting lists  
 At the development to which they would like to apply  
 Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One  
 Two  
 Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
  
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction
- 1 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) De-concentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote de-concentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote de-concentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve de-concentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for de-concentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage de-concentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)  
All information requested by landlord with a signed release from the applicant.

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below) All satellite offices of the PHA

### **(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Depending on documentation given by the applicant, the PHA will grant an extension up to 120 days.

### **(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1      Date and Time

Former Federal preferences

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1      Victims of domestic violence
- 1      Substandard housing
- 1      Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1      Veterans and veterans' families
- 1      Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)  
Contacting local outreach agencies.

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

## 13.0 Determination of Total Tenant Payment and Tenant Rent

### 13.1 Family choice

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method at any time for any of the following reasons:
  - 1. The family's income has decreased.
  - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
  - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

### 13.2 The Formula Method

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent.

The family will pay the greater of the total tenant payment or the minimum rent of \$25.00, but never more than the ceiling rent.

In the case of a family who has qualified for the income exclusion at Section 11.2(H)(11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's

employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

### 13.3 MINIMUM RENT

The EAST PROVIDENCE HOUSING AUTHORITY has set the minimum rent at \$25.00. However if the family requests a hardship exemption, the EAST PROVIDENCE HOUSING AUTHORITY will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
  2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
  3. When the income of the family has decreased because of changed circumstances, including loss of employment;
  4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
  5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will be not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance

with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.

- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

#### 13.4 The Flat Rent

The EAST PROVIDENCE HOUSING AUTHORITY has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. The EAST PROVIDENCE HOUSING AUTHORITY determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

The EAST PROVIDENCE HOUSING AUTHORITY will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

#### 13.5 CEILING RENT

The EAST PROVIDENCE HOUSING AUTHORITY has set a ceiling rent for each public housing unit. The amount of the ceiling rent will be reevaluated annually and the adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

The EAST PROVIDENCE HOUSING AUTHORITY will post the ceiling rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

### 13.6 Rent for Families under the Non-citizen Rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The EAST PROVIDENCE HOUSING AUTHORITY will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the EAST PROVIDENCE HOUSING AUTHORITY will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95<sup>th</sup> percentile of gross rents (tenant rent plus utility allowance) for the EAST PROVIDENCE HOUSING AUTHORITY. The 95<sup>th</sup> percentile is called the maximum rent.

- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

### 13.7 Utility allowance

The EAST PROVIDENCE HOUSING AUTHORITY shall establish a utility allowance for all check-metered utilities and for all tenant-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the EAST PROVIDENCE HOUSING AUTHORITY will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy - efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula or flat rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the EAST PROVIDENCE HOUSING AUTHORITY. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

For EAST PROVIDENCE HOUSING AUTHORITY paid utilities, the EAST PROVIDENCE HOUSING AUTHORITY will monitor the utility consumption of each household. Any consumption in excess of the allowance established by the EAST PROVIDENCE HOUSING AUTHORITY will be billed to the tenant monthly.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last

rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Families with high utility costs are encouraged to contact the EAST PROVIDENCE HOUSING AUTHORITY for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

Requests for relief from surcharges for excess consumption of EAST PROVIDENCE HOUSING AUTHORITY purchased utilities or from payment of utility supplier billings in excess of the utility allowance for tenant-paid utility costs may be granted by the EAST PROVIDENCE HOUSING AUTHORITY on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of utility allowance changes.

## 13.8 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid at 99 Goldsmith Avenue, or 3663 Pawtucket Avenue, depending on assigned location of resident. Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment

If the rent is not paid by the fifth of the month, a Notice to Vacate will be issued to the tenant. In addition, a \$10 late charge or \$1 a day, whichever is greater, will be assessed to the tenant. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$10 for processing costs.

### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

### 13.3 MINIMUM RENT

The EAST PROVIDENCE HOUSING AUTHORITY has set the minimum rent at \$25.00. However, if the family requests a hardship exemption, the EAST PROVIDENCE HOUSING AUTHORITY will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

A. A hardship exists in the following circumstances:

1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;

2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of the family has decreased because of changed circumstances, including loss of employment;
4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
5. When a death has occurred in the family.

B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.

C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.

D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

ceiling rents			
0 bedroom	\$393.00	1 bedroom	\$534.00

2 bedroom	\$642.00	3 bedroom	\$805.00
4 bedroom	\$992.00		

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)

- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- Other (list below)

Any time a family experiences an income increase/decrease of \$40.00 or more per month.

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

**B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to**

**the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families

- Rent burdens of assisted families
- Other (list below)

**(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**13.3 MINIMUM RENT**

The EAST PROVIDENCE HOUSING AUTHORITY has set the minimum rent at \$25.00. However if the family requests a hardship exemption, the EAST PROVIDENCE HOUSING AUTHORITY will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

A. A hardship exists in the following circumstances:

1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of the family has decreased because of changed circumstances, including loss of employment;
4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
5. When a death has occurred in the family.

- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will be not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.

# EAST PROVIDENCE HOUSING AUTHORITY ORGANIZATIONAL CHART

## COMMISSIONERS

JOSEPH G. SILVEIRA, JR CHAIRMAN  
DANIEL GARZA, VICE CHAIRMAN  
JOHN BAXTER

ANTERO BRAGA  
ANTHONY ALMEIDA



## EXECUTIVE DIRECTOR

DOROTHY L. PATTI



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### COMPROLLER

LINDA A. FURTADO



---

### TENANT SLECTOR/ SOCIAL SERVICES

LORI S. PONTUS



---

### ACCOUNT CLERKS

MARYANN ALMEIDA  
PATRICIA GALVAO  
GLORIA M. GRACE

### SECTION 8 COORDINATOR

DOMENIC J. BUTLER



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### SECTION 8 HOUSING SPECIALIST

MICHELLE M. WILLIAMS

### MAINTENANCE SUPERVISOR

JOSEPH BOTELHO



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### MAINTENANCE WORKERS

JAMES DUFAULT  
ROBERT WILLIAMS  
MELVIN JEFFERIES  
JOHN MEDEIROS  
MANUEL DAROSA

- A brief description of the management structure and organization of the PHA follows:

### B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning 10/01/99</b>	<b>Expected Turnover</b>
Public Housing	450	66
Section 8 Vouchers	26	12
Section 8 Certificates	157	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

## MAINTENANCE MANUAL

### 1. INTRODUCTION

Managing maintenance is a major role for any Housing Authority. The complexity of the job is determined by the number of public housing units in the Authority's Inventory, the age of the units, the characteristics of the

occupants, and the location of the units. A well managed maintenance operation will provide for:

A maintenance work force appropriately trained, staffed, and supervised.

Work order system organized by type of work.

Timely response by maintenance employees to emergencies.

Minimal backlog of maintenance work orders.

A program for preparing vacant unit(s) for occupancy within an acceptable time.

Routine maintenance program including regular janitorial services and grounds maintenance.

Regular servicing of mechanical systems and equipment.

Unit inspections conducted annually for occupied units.

Move-in and move-out inspections

A preventative maintenance program

***The manual outlines the procedures that will provide for the effective performance of the Maintenance Operation of the East Providence Housing Authority's (EPHA) staff.***

The importance of quality maintenance performed in a timely fashion cannot be over emphasized as a priority for a PHA. Systematic and prudent maintenance will keep the Authority's physical plant in good state of repair and extends its useful life. This results in lower operating and upkeep costs. A competent maintenance program also enhances Tenant satisfaction and encourages tenant cooperation.

## ***2. PERFORMANCE STANDARDS***

The performance standards established for the maintenance function is:

Respond to emergency service requests as received and perform whatever permanent or temporary repairs needed to insure the health and safety of the resident and the security of the building.

Respond to resident generated service requests within three (3) working days.

Prepare vacant units for occupancy within four (4) calendar days whenever possible.

Adhere to a documented preventative maintenance program.

Inspect all units for preventative maintenance annually.

Complete all work orders generated from the inspections in a timely fashion.

Adopt and adhere to a cyclical painting program.

Provide maintenance employees with the necessary tools, equipment, and supplies and materials.

Maintenance plays a vital role in the management of the East Providence Housing Authority's property. The function and responsibility of maintenance is to preserve the physical assets, and to provide services to the EPHA residents, enabling them to live in decent, safe and sanitary housing.

The EPHA has established standards defining that level of performance that is expected of its employees. Meeting these standards will assure the EPHA residents good service and will assure the public preservation of an important asset.

### 3. *MAINTENANCE PRIORITIES*

In order to effectively maintain the physical condition of the Authority's properties, it is necessary to set certain priorities so that more urgent requirements can take precedence over routine needs. Maintenance work shall be performed according to the following priority of work order categories:

Emergency Maintenance

Resident generated work orders

Vacant unit turnover

Routine and planned maintenance

Unit inspection maintenance

During the course of each workday, current work requests must be evaluated as to priority. Current evaluations may require rescheduling of the daily work to accomplish all work within the established priorities. The ordering of work according to established priority does not excuse failure to attain the maintenance performance standards.

**A. EMERGENCY WORK ORDERS**

Emergency items are those that if not repaired promptly could cause loss of life, injury, threaten health, or cause serious property damage. Included under this priority are, but not limited to, broken gas lines or leaks, fires, loss of power, broken water lines, exposed electrical wires, structural damage which could cause injury, lack of proper heat (when outside temperature is less than 40 degrees F), broken door locks, other conditions that might cause harm to people, or damage to property.

**EMERGENCY WORK WILL BE RESPONDED TO IMMEDIATELY.** If the nature of the emergency is beyond the normal capabilities of the maintenance worker, the appropriate services must be called, (i.e. fire department, water department, gas or electric company, elevator service provider, etc.)

**B. RESIDENT SERVICE MAINTENANCE**

Included in this category are all work items initiated as a result of resident requests. These may include electrical, plumbing repairs, light

bulbs, etc. Resident service maintenance is performed within three (3) working days whenever possible.

**C. VACANT UNIT TURNOVER**

All vacant units requiring only minor rehabilitation shall be made ready for occupancy according to the condition and size of the unit, which shall be determined by the maintenance supervisor. The average unit should be completed within three (3) to five (5) days.

**D. UNIT INSPECTION MAINTENANCE**

Unit inspection work orders are generated as part of the annual inspection process.

**E. PLANNED MAINTENANCE**

Planned maintenance work orders are those generated to assure completion of all necessary non-dwelling scheduled maintenance. This includes janitorial work, grounds upkeep, and scheduled maintenance tasks.

**4. MAINTENANCE WORK ORDER SYSTEM**

Work orders are generated to notify the maintenance departments of a problem or repair. Resident requests for service are made to the office or answering service after normal office hours. Work orders will be generated during office hours. Emergency call backs after office hours will be entered on the OVERTIME REPORT and the nature of the work performed noted. A work order will be generated the next scheduled working day for the resident's signature.

**A. EMERGENCY**

When the office or answering services receives notice that indicates an emergency situation, the maintenance employee is contacted immediately. He/she will then proceed to the location of the emergency, and verify the existence of the emergency situation.

The employee will then either complete the repair or notify the proper emergency service. The maintenance foreman, and or, Administration should be notified, if the emergency is such that a major problem has occurred, or that outside contracting services should be called, or additional staffing may be required.

## **B. RESIDENT SERVICE**

Service requests, that are of a routine nature, are generated by the resident and an appropriate work order will be written.

Maintenance employees will pick up work orders in the office or as distributed by the supervisor. The employee should determine the parts, supplies, and tools necessary to complete the work order at the time the work order is assigned.

The employee completing the work will record the time started and completed. He/she will also record all material and supplies used on the work order form. The employee will have the resident sign the work order when work is completed.

The supervisor shall review completed work orders to ensure that they are complete and correct. The completed original work order will then be returned to the office for matching. The supervisor will retain a copy filed by building and unit number. The supervisor will check ten (10) percent of all completed work orders for quality of work.

## **C. MAINTENANCE AND MANAGEMENT GENERATED REQUESTS**

The majority of work requests initiated by management or the maintenance supervisor will be those attributable to preventative or planned maintenance or annual inspections. Time frame for completion of these work orders will be determined by the nature of the work and current workload. All other aspects of these work orders are handled as with routing work orders.

## **5. ASSESSING RESIDENT CHARGES**

Residents will be charged for repairs made to their units in excess of what is normal wear tear. Damage that is caused by the resident, member of the resident's household, or the resident's guest will be

assessed. A listing of all resident charges is made available to the residents.

When a work order generated by a resident, maintenance, or management is completed the employee completing the work should confirm the type of work completed and indicate whether it appears that the resident's abuse or neglect was the cause of the problem. The employee will do so by marking the section of the work order "Tenant Charge".

During the review of completed work orders, the supervisor will determine whether the employee's conclusion is reasonable and records the amount to be charged. The amount is drawn from the list of resident charges, and or, cost of the materials and labor actually used for the repair. The Executive Director in consultation with the supervisor will make the final determination as to whether or not the resident will be charged.

## 6. *VACANT UNIT PREPARATION*

It is the goal of the EPHA to prepare vacant units for occupancy as soon as possible. Normal circumstances should require that a one-bedroom unit requiring painting and cleaning should be ready within five (5) days. Family units needing more extensive work will be determined on an individual basis by the supervisor, as to the staff needed, to ready the unit for occupancy. If the vacancies are more than can be expeditiously painted by our staff, and outside contractor may be utilized for painting to insure a speedy lease-up. Timely and efficient preparation of the units for occupancy is essential to maximize rental income. Close cooperation and communication between management and maintenance is required to efficiently prepare and lease -up vacant units.

On the day before a resident is scheduled to vacate, the unit shall be inspected. The resident shall certify to the condition of the unit on the Move-Out Inspection form. In cases where the resident (or family, if the resident is deceased or has been relocated) vacates before the Move-Out Inspection can be conducted, and inspection shall be performed immediately upon learning of the vacancy. During this inspection, all items that must be repaired or replaced, appliances that are dirty, refuse, furniture, rugs, or other personal items that were left for disposal should be noted and appropriate charges made against the security deposit. Following the inspection, a work order should be generated to make the unit ready for occupancy.

Circumstances will occur that will cause the maintenance department to exceed the average preparation time for a unit. These are individual exceptions and are included as the following situations:

Fire damaged units.

Major rehabilitation of vacant unit.

If any one of the following work items are required in a vacant unit, it shall be classified as a major rehabilitation.

Replace roof.

Replace/repair major part of plumbing system.

Re-wiring of electrical.

Replace wall studs.

Replace floor joists in any room.

Replace entire stairwells.

Replace bathtub.

Replace tile with tub enclosure.

Replace entrance door.

Replace two or more windows (entire sash).

Replace fifty (50) percent of interior doors.

Replace gutters and downspouts.

Replace kitchen cabinets.

Replace three or more walls and ceilings (plaster or drywall).

Install commode sets.

Replace/repair three or more floors.

Replace radiators, baseboard heating and connectors.

Replace/repair fifty (50) percent or more of floor tile.

Replace kitchen sink.

Replace bathroom basin.

Replace interior/exterior steps.

Replace closet flange.

Replace hot water heater.

Replace/repair bulkheads.

Replace walkways.

The supervisor and the Director shall perform the final inspection.

Following this inspection the Director shall accept the unit, if all work has been satisfactorily completed.

## 7. *STEPS IN TURNOVER PROCESS*

The following steps shall be performed in all turnover units:

- Remove range and refrigerator.
- Exterminate if infestation is observed.
- Remove debris and surface clean unit.
- Remove nameplate from door (mail box & directory by office staff).
- Remove all picture hooks, nails, curtain rod, shower rods, vent covers, etc.
- Patch holes as required.
- Remove shades, replace if torn, rewind if necessary.
- Clean all light fixtures, replace bulbs if needed.
- Repair/replace floor tiles and baseboard as needed.
- Check faucet and plumbing for leaks and or drips.
- Check ceramic tile and grout and caulk as needed.
- Check toilet tank, replace parts as needed.
- Check toilet base for leaks, reseal if needed.
- Check all drains, clean if needed.
- Check wall receptacles, replace if loose or broken.
- Check emergency bells, replace cords if needed.
- Check shower control for ease of operation.
- Check all tub, basin, and sink stoppers, repair/replace as needed.
- Wash walls and paint as needed.
- Wash doors and cabinets, paint or polyurethane as needed
- Clean under draws and inside cabinets.
- Clean plumbing fixtures thoroughly.
- Replace toilet seat.
- Wash windows inside and out.
- Strip, wash and wax floors.
- Replace vent in bathroom and kitchen (louvers face downward)
- Replace closet poles if bent or distorted.
- Check doorbell and locks for proper operation.
- In family units basements and yards are to be cleaned.
- In family units locks are to be re-keyed.

Final inspection for cleanliness and conformance to standards will be conducted by the supervisor and/or management.

## 8. *PREVENTATIVE MAINTENANCE PROGRAM*

Preventative maintenance is an important component of the overall maintenance effort. By regularly scheduling preventative maintenance

inspections and identifying minor problems before they become major. The following objectives are accomplished:

Potential costly maintenance problems are identified before they become serious.

Housing units are preserved for use by qualified low income residents.

The public housing resident becomes aware of the Authority's concern for their well being.

The Preventative Maintenance Program established by the EPHA meets the objectives stated above. On the following pages the scheduling method, procedure, and monitoring process are detailed.

#### **A. PREVENTATIVE MAINTENANCE SCHEDULING**

When equipment or vehicle are purchased, manufacturers' recommended maintenance schedules are reviewed and the data is entered on the appropriate maintenance department forms. The forms and schedules are maintained in the office.

Maintenance forms used to establish schedules are:

Unexpendable Equipment Controls Record.

This form identifies and tracks maintenance or replacement performed on all equipment and vehicles.

Planned Maintenance Task Record

Identifies the daily, weekly, monthly, quarterly, and annual planned maintenance for various tasks.

Quarterly Building and Grounds Inspection Form

Used as an inspection checklist for grounds and buildings. It is the supervisor's responsibility to inspect the buildings and grounds during the months of May and October. Items that are identified as in need of repair or replacement will be classified as follows:

Acceptable--no work required.

Immediate Attention--items requiring immediate attention and the cost factor is within manpower and budget requirements.

Immediate Attention/Cost--items requiring immediate attention but which are not within the manpower and budget requirements of the department.

Emergency--work requiring the immediate attention of the department.

The semi-annual inspection form will serve as a planning tool in preparing the annual budget for the department.

Work orders are made for all items that must be done on a daily basis. These work orders are to be completed and returned to the file at the end of each workday. The same procedure is followed on the first of each week, month, etc.

At the beginning of each quarter (April 1<sup>st</sup>, July 1<sup>st</sup>, Oct 1<sup>st</sup>, and Jan 1<sup>st</sup>) the process is repeated in order to obtain an accurate quarterly reporting system. For items that must be performed on a semi-annual basis, the process is repeated.

## 9. *ANNUAL INSPECTION SCHEDULE*

To ensure that all units are serviced under the Preventative Maintenance Schedule, the following schedule will be implemented:

All units will be inspected in the month of the resident's annual re-certification. Units will be scheduled by building(s) and the residents will be given a minimum of 72 hours notice prior to the inspection.

### A. **PROCEDURE FOR ANNUAL INSPECTION**

Greet resident, identify yourself, if the resident is not familiar with the staff, reassure that the purpose of the inspection is for preventative maintenance and not necessarily for housekeeping review.

If the resident is not home, and prior notice has been given, the inspection will be scheduled in their absence, leave notification that the inspection has been conducted.

Complete the Occupied Unit Inspection Report

Ask the resident if present, if there are any problems that may have gone unnoticed. Make note of any problems and identify the items that the work order will repair or replace. Do not make vague promises regarding the replacement of stove, refrigerator, or cycle painting unless there is a certainty that these items are scheduled or budgeted.

Work orders should be generated from the inspection report. Regular procedures should be followed with emergency, routine, resident charges, etc. indicate on the work order.

## **B. BUILDING AND SYSTEMS MAINTENANCE**

### BUILDINGS

Monthly inspections of the buildings and facilities will be conducted. The inspection will include the complete building envelope, consisting of roofs, overhangs, exterior walls, windows, doors, stairs, railings, and foundations including and inspection for termite infestations. In each development, the inspection will review the condition of the grounds, walks and driveways. Particular attention will be given to evidence of sewer problems, gas leaks, electrical distribution system, including security lighting, electrical drops, and gas meter installations.

The inspector will report the conditions found and indicate the exact location of needed repairs and replacements.

### EQUIPMENT

Whenever a new piece of equipment is purchased, a file is started including all recommended preventative maintenance servicing dates. This information is also used in scheduling. A copy of the work order, which confirms the performance of scheduled maintenance or repair or replacement of any parts is placed in the file to establish a record of all work performed on the equipment or system.

### GENERAL PROCEDURE

All preventive and planned maintenance work performed is indicated of a work order. All preventative and planned maintenance work orders should be generated on a daily, weekly, or monthly basis. Weekly work items are generated at the end of the preceding week, while monthly work items are produced on the first working day of the month. Work to be accomplished quarterly is confirmed by work orders produced on the first of March, June, September, and January.

**10. PAINTING**

Scheduled painting of the East Providence Housing Authority owned structures is essential to maintain good appearance, as well as, to protect the structures from deterioration and structural damage.

The interior of dwelling units shall be painted at intervals no longer than every five (5) years for the family units and every seven (7) years for the elderly units.

**A. EXTERIOR**

The scheduling of exterior painting is the responsibility of the Supervisor, and is programmed to accomplish the painting of the benches, trim, bulkheads, exterior doors, fences, etc. on a rotating basis every five (5) years.

Harbor View  
Warren Avenue Apartments  
City View/Goldsmith  
Project RI 7-5  
Project RI 7-6

**B. INTERIOR**

The condition of the interior paint finish of each unit will be inspected when vacated, and a unit will be re-painted as necessary prior to occupancy to bring it to a standard of good property management.

The interior of occupied units will be painted according to the cycle painting standard or as soon as feasible. The Director will determine which occupied units have not been painted within the standard period and schedule them for painting as funding availability permits. Date of move in will be the determining factor in selection.

Units that are in need of painting due to situations such as marking, soiling, or heavy smoking by the occupants may be painted more frequently at the occupant's expense.

Painting of a unit must be approved by the Director, and must be done by a qualified painter. The work must be reviewed by the Supervisor on a daily basis. Paint must be supplied by the Authority and must be Antique White or a comparable brand approved by the Authority. No variation in color will be approved, unless a signed statement is obtained to return the interior to standard color. Security deposit must be sufficient to cover the restoration.

Common areas should be checked monthly for scratched or chipped paint, and the areas should be touched up with the matching paint.

## *11. JANITORIAL STANDARDS*

Grounds and building areas shall be maintained in a manner that will provide a pleasant environment for the East Providence Housing Authority residents and will bring credit to the Authority.

The following tasks will be completed according to the frequency indicated:

All public corridors and stairwells will be swept, mopped, or vacuumed on a weekly basis. Heavy traffic areas, such as, foyers and lobbies will be swept, mopped or vacuumed on a daily basis.

Spots will be attended to immediately using the approved carpet cleaning methods. Any damage should be reported to the office.

Walls and doors should be wiped clean of spots and fingerprints daily.

Stripping and waxing of common area floors will be done every two months or more if needed. High speed buffing will be done in the interim to keep the floors in good condition.

Burned out bulbs in common areas will be replaced immediately. Exit lights on all floors should be checked daily.

## *12. MAINTENANCE ROOMS*

In order to perform duties in an efficient manner, the maintenance room, janitors' closets, and storage rooms must be kept in a neat, orderly, and organized manner.

Maintenance employees are issued a complete set of tools at the time of hire. These tools are their responsibility and must be replaced at the employee's expense if lost or damaged through carelessness. If a tool becomes worn through normal use, a replacement will be issued when the original is returned to the Supervisor.

All common tools are to be replaced on the board after use. No tools are to be left on or at the job site at any time. When completing a work order, all supplies, cleaning materials are to be returned to the proper place.

Paint containers are to be tightly covered when not being used. Brushes, trays, and rollers are to be cleaned immediately after use and returned to the proper location.

Electric tools, such as, drills, saws, etc. must be obtained by permission and listed on the sign-out sheet in the storage room.

All cleaning supplies and materials must be listed on the sign-out sheets in the storage room.

Tools and equipment are to be used in accordance with the proper use of the item. Tools and equipment are to be cleaned and maintained after each use. Tools and equipment should **only be used EPHA property.**

An equipment repair sheet should be completed and given to the Supervisor if any tool or equipment needs repair.

Maintenance room floors should be swept and kept free of spills.

Janitor's closets are to be kept clean and the sinks and drains flushed weekly.

Mops are to be washed after use. Buckets must be emptied and washed.

No cleaning solutions are to be transferred to other containers unless clearly marked.

All cleaning supplies are to be returned to the designated areas after use.

13. *WINDOW WASHING*

Glass will be washed as follows:

Lobbies	every other week
Corridors and hallways	semi-annually

14. *GROUNDS CARE*

The policing of landscaped areas are best performed by an employee with a trash bag or barrel and a metal tipped spear. Gloves should be worn for protection. Large litter should be raked or swept and placed in the appropriate disposal container. Particular attention should be given to the accumulation near bushes and fences.

15. *SNOW REMOVAL*

The EPHA will keep its' sidewalks, drives, and parking areas clear of snow and ice in order to maintain the free flow of traffic and the safe passage if pedestrians.

By October 1<sup>st</sup> of each year, the Supervisor will make certain that all snow removal equipment is fully operational. He/she will ensure that the necessary material, including sand, or salt are on hand.

On receiving the first snow forecast, all vehicles are to be made ready for plowing by preparing as follows:

- Gas up all equipment
- Attach plows to vehicles
- Load sand in trucks

Sanding and plowing equipment will be dispersed to the appropriate locations.

Sanding should commence as soon as the snowfall starts.

Snow removal should commence as soon as possible after snow stops.

Maintenance employees should be reminded to contact the Supervisor to obtain instructions as to whether call back time is ordered.

In the event of freezing rain, the sand trucks will sand all parking areas. All walkways, sidewalks, and porches will be sanded. Salt and sand should be swept as soon as possible after the snow melts to avoid excessive tracking inside.

## *16. TRASH REMOVAL*

Compactors are to be maintained and serviced on a daily basis. Containers are to be removed when full. The electric eyes are to be cleaned on a daily basis. An empty container should be installed before each weekend.

Containers should be placed for pickup on Monday and Friday mornings. Empty containers should be hosed out before bringing into the building.

Recycling containers should be removed as soon as full, and replaced with clean, deodorized containers.

Compactor rooms and recycling areas should be mopped daily and deodorized.

## *17. LAWN CARE*

The EPHA will keep all lawns and landscaped areas cut and trimmed during the growing season to enhance the image of the Authority and to provide an attractive setting for its residents and the general public.

By March 1<sup>st</sup> of each year, the Supervisor and the Director will prepare a schedule of cleanup activities.

By March 31<sup>st</sup> all equipment will be operational and necessary supplies ordered.

### LAWNS

#### Cleanup

In early spring maintenance staff will clear debris (tree limbs, leaves, rocks, etc.) from lawn areas and report excessive lawn damage to the Supervisor.

Duplex projects RI 7-5 and 7-6 will have initial cleanup grass cutting, hedge trimming, tree trimming, and brush removal done by the

maintenance department. Lawn mowers will be sharpened and repaired as needed.

### Grass Cutting

At the duplex units is the responsibility of the resident. A doctor's statement is necessary to relieve the resident of this responsibility.

Grass at all locations will be cut every ten days, or as necessary depending of the rate of growth.

### Trees and Hedges

All dead and broken limbs should be cut clean near the trunk of the tree. No tree limbs should touch the buildings.

Hedges should be trimmed so as not to create visual obstructions and kept below window height for safety.

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

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### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

## **PUBLIC HOUSING GRIEVANCE PROCEDURE**

### **1.0 DEFINITIONS**

For the purpose of this Grievance Procedure, the following definitions are applicable:

- 1.1 **"Housing Authority"** shall mean The Housing Authority of East Providence, Rhode Island.
- 1.2 **"Resident"** shall mean the adult person (or persons) other than a live-in aide:
  1. Who resides in the unit and who executed the lease with the EAST PROVIDENCE HOUSING AUTHORITY as lessee of the premises, or, if no such person now resides in the premises,
  2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- 1.3 **"Applicant"** means any person who has fully completed all application forms, supplied all information, and signed all authorizations and releases, normally required by the Housing Authority from persons applying to live in dwelling units in public housing facilities owned by the Housing Authority.
- 1.4 **"Complainant"** shall mean any resident whose grievance is presented to the EAST PROVIDENCE HOUSING AUTHORITY or at the development management office in accordance with sections 3.0 and 4.0 of this procedure.
- 1.5 **"Grievance"** shall mean any dispute which a resident may have with respect to the EAST PROVIDENCE HOUSING AUTHORITY'S action or failure to act in accordance with the individual resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status. Grievance does not apply to disputes between residents not involving the EAST PROVIDENCE HOUSING AUTHORITY or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the Housing Authority's Board of Commissioners.

- 1.6 **"Hearing Officer"** shall mean a person selected in accordance with CFR 24 and section 3.2 of these procedures to hear grievances and render a decision with respect thereto.
- 1.7 **"Hearing Panel"** shall mean a panel selected in accordance with CFR 24 and section 3.3 hereof to hear grievances and render a decision with respect thereto.
- 1.8 **"Informal discussion"** means the procedure referred to in section 2 hereof and in CRF 24.
- 1.9 **"Federal Law"** shall mean the applicable statutes and regulations of the United States of America, and shall include, without being limited to the applicable provisions of part 966 of Title 24 of the Code of Federal Regulations (CFR).
- 1.10 **"State Law"** shall mean the applicable statutes and Supreme Court decisions of the State of Rhode Island, and shall include, without being limited to the applicable provisions of Chapter 45-25 and Chapter 34-18 of the General Laws of Rhode Island, 1956, as amended.

## **2.0 PROCEDURES PRIOR TO A HEARING (INFORMAL SETTLEMENT)**

### **2.1 Informal Presentation of Grievance.**

Any grievance shall be promptly and personally presented, either orally or in writing, to the EAST PROVIDENCE HOUSING AUTHORITY office or to the office of the development in which the resident resides so that the grievance may be discussed informally and settled without a hearing. Such grievance must be presented within ten (10) days

of the action or failure to act by the Housing Authority which is the basis for the grievance.

### **2.2 Conclusion of Informal Discussion.**

A summary of such discussion shall be prepared within a reasonable time and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by

which a hearing under these procedures may be obtained if the resident is not satisfied.

**2.2 Failure to Appear.**

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the EAST PROVIDENCE HOUSING AUTHORITY and the complainant shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

**3.0 PROCEDURES TO OBTAIN A FORMAL HEARING**

**3.1 Request for hearing**

The resident shall submit a written request for a hearing to the Authority or the development office within ten (10) calendar days from the date of the mailing of the summary of the discussion pursuant to section 2.2. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

***3.1.1 FAILURE TO REQUEST A HEARING***

If the resident does not request a hearing in accordance with this section 3.1, then the EAST PROVIDENCE HOUSING AUTHORITY'S disposition of the grievance under section 2.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the EAST PROVIDENCE HOUSING AUTHORITY'S action in disposing of the complaint in an appropriate judicial proceeding.

***3.2 SELECTION OF A HEARING OFFICER***

A grievance hearing shall be conducted by an impartial person appointed by the EAST PROVIDENCE HOUSING AUTHORITY other than a person who made or approved the action under review or a subordinate of such person.

### **3.3 SELECTION OF A HEARING PANEL**

The Hearing Panel shall consist of five (5) members, one selected in alphabetical order from the tenant membership of the Board of Tenant Affairs, one selected from the Mayor appointed membership of the Board of Tenant Affairs, both who serve on a rotating basis for each day or evening hearing or hearings, two appointed by the Housing Authority, and one impartial and disinterested member who shall be selected from a pool of grievance panel members from separate agencies or organizations in the East Providence area and who has been approved jointly by the Board of Tenant Affairs and the Housing Authority.

3.3.1 Restrictions on whom may be Chairperson. The impartial or disinterested member of the Hearing shall be the chairperson of the hearing or hearings. The impartial or disinterested member of the Panel may not be an officer or an employee of the Housing Authority or any of it's projects, nor a tenant of the Housing Authority, nor an employee of the City of East Providence.

3.3.2 Restriction on other Hearing Panel members. There shall be no relatives of the complainant on the Panel which hears his/her complaint, nor shall any Housing Authority officer or employee whose duties and responsibilities involve him/her in any way with the grievance at issue, sit as a member of the Hearing Panel for that particular hearing.

### **3.4 SECRETARY TO THE HEARING PANEL**

The Secretary to the Hearing Panel will be an elected officer from the Tenant Board of Affairs in accordance with the bylaws of the Tenant Board of Affairs.

### **3.5 CONSULTATION WITH RESIDENT ORGANIZATIONS**

The Housing Authority shall consult the resident organizations before the Housing Authority appointment of each hearing officer or panel member. Any comments or recommendations submitted by the tenant organizations shall be considered by the Housing Authority before the appointment.

### **3.6 ESCROW DEPOSIT**

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the EAST PROVIDENCE HOUSING AUTHORITY claims is due, the resident shall pay to the EAST PROVIDENCE HOUSING AUTHORITY an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account until the complaint is resolved by decision of the Hearing Officer. In extenuating circumstances, the EAST PROVIDENCE HOUSING AUTHORITY may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the EAST PROVIDENCE HOUSING AUTHORITY'S disposition of his grievance in any appropriate judicial proceeding.

### **4.0 PROCEDURES GOVERNING THE HEARING**

#### **4.1 Hearing Panel.**

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer or Hearing Panel.

#### **4.2 Fair Hearing.**

The resident shall be afforded a fair hearing, which shall include:

4.2.1 Examination of records. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the EAST PROVIDENCE HOUSING AUTHORITY does not make the document available for examination upon request by the resident, the EAST PROVIDENCE HOUSING AUTHORITY may not rely on such document at the grievance hearing. In connection with a hearing concerning termination of a tenancy or eviction, if the Housing Authority does not make documents available for examination upon request by the resident as herein or above provided, the Housing Authority may not proceed with the eviction.

4.2.2 Parties entitled to counsel. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;

4.2.3 Private Hearings. The right to a private hearing unless the resident requests a public hearing;

4.2.4 Hearing Procedures. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the EAST PROVIDENCE HOUSING AUTHORITY or development management relies; and

4.2.5 Decisions on Facts. A decision based solely and exclusively upon the facts presented at the hearing, and shall be in accordance with applicable Federal, State, and local law regulations of the United States Department of Housing and Urban Development (HUD), or requirements of the Annual Contributions Contract between HUD and the Housing Authority.

4.3 **Collateral Proceeding.**

The Hearing Officer or panel may render a decision without holding a hearing if the Hearing Officer/panel determines that the issue has been previously decided at another hearing.

4.4 **Failure to Appear.**

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the EAST PROVIDENCE HOUSING AUTHORITY and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

4.5 **Burden of Proof.**

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Housing Authority must sustain the burden of justifying the Housing Authority's action or failure to act against which the complaint is directed.

4.6 **Receipt of Evidence.**

The hearing shall be conducted informally by the Hearing Officer or Hearing Panel and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer or Hearing Panel shall require the Housing Authority, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearing Officer or Hearing Panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

4.7 **Transcripts.**

The complainant or the Housing Authority may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcripts.

4.8 **Persons with Disabilities.**

The following accommodation will be made for persons with disabilities:

The EAST PROVIDENCE HOUSING AUTHORITY shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

## **5.0 LIMITED AND EXPEDITED HEARINGS**

5.1 **Excludable Grievances.** Under applicable Federal Law, the Housing Authority is permitted to exclude from its administrative grievance procedure ("Excludable Grievance") any grievance concerning a termination of tenancy or eviction that involves:

- a. Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises or other residents or employees of the Housing Authority; or

- b. Any drug-related criminal activity on or near such premises.

**5.2 Expedited Grievance Procedure.** Under applicable Federal Law, the Housing Authority may adopt an expedited grievance procedure for any Excludable Grievance.

**5.3 State Mandated Hearings.** Under applicable State Law, any resident or applicant is entitled to a hearing ("State Hearing") before the board of tenants' affairs where a determination is made by the project management or by the Housing Authority:

- a. That the applicant shall be denied admission to public housing.
- b. That a resident's rights of use and occupancy shall thereafter be terminated.
- c. That any obligation of a resident shall be increased or otherwise altered.

**5.4 Applicability of Expedited Grievance Procedure.** Any applicant entitled to a State Hearing, including a resident who has an Excludable Grievance, may elect to have a hearing under the Expedited Grievance Procedure, but, having so elected, shall not also be entitled to a Formal Hearing under section 3, hereof, with respect to the same grievance.

**5.5 Expedited Grievance Procedure Rules.**

- a. Within seven (7) days of delivery of written notice to any resident or applicant any determination affecting his or her status and the reasons, therefor, and notice of his or her right to a hearing, the resident or applicant may petition the board, in writing, for a hearing and review. Upon receiving that petition, the board shall set as early as practical a date for the hearing, and shall inform the resident applicant and the Housing Authority of the date, time, and place of the hearing.
- b. If the resident or applicant fails to petition for a hearing within seven (7) days, he/she will be held to have waived his/her right to the hearing, but he/she will not be held to have waived his/her right to contest the proceeding.
- c. The hearing shall be conducted in accordance with sections 4.2 through 4.8 hereof.

- d. No resident claiming an Expedited Grievance Hearing with respect to Excludable Grievance shall be entitled to an informal discussion pursuant to Section 2 hereof, but nothing shall preclude the Housing Authority from holding such informal discussion in its sole discretion.

#### **6.0 DECISION OF THE HEARING OFFICER**

- 6.1 The Hearing Officer shall prepare a written decision, together with the reasons therefor, within seven (7) calendar days after the hearing. A copy of the decision shall be sent to the resident and the EAST PROVIDENCE HOUSING AUTHORITY. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the EAST PROVIDENCE HOUSING AUTHORITY and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.
- 6.2 The decision of the Hearing Officer shall be binding on the EAST PROVIDENCE HOUSING AUTHORITY who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the EAST PROVIDENCE HOUSING AUTHORITY'S Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:
  - a. The grievance does not concern EAST PROVIDENCE HOUSING AUTHORITY action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
  - b. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

- c. In the case of a grievance under the Expedited Grievance Procedure, the grievance does not concern a determination by the Housing Authority or project management that:
1. An applicant shall be denied admission to public housing.
  2. A resident right of use and occupancy shall thereafter be terminated.
  3. Any obligation of a tenant shall be increased or otherwise altered.

6.3 A decision by the Hearing Officer or Board of Commissioners in favor of the EAST PROVIDENCE HOUSING AUTHORITY or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial *do novo* or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
  - Other (list below)  
Section 8 Administrative Office

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**PHA Plan  
Table Library  
Component 7  
Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number RI43P00750100 FFY of Grant Approval: (10/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	35,200.00
4	1410 Administration	35,350.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	75,993.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	487,533.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	40,000.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>674,076.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	487,533.00
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
RI43P007001A HARBOR VIEW	Replace master fire alarm control panel	1460	17,062.00
RI43P007002 CITY VIEW	Install sprinkler system in all common areas, lobbies & hallways	1460	153,286.00
	Pumps and related work	1460	55,000.00
	Electrical and related work--new fixtures, relocation of existing equip., fire alarm tie in	1460	60,126.00
	Replace master fire alarm control panel	1460	2,651.00
RI43P007004 GOLDSMITH MANOR	Install sprinkler system in all common areas, lobbies & hallways	1460	94,907.00
	Pumps and related work	1460	55,000.00
	Electrical & related work--new fixtures, relocation of existing equip., fire alarm tie-in	1460	32,791.00
	Replace master fire alarm control panel	1460	16,710.00
PHA-WIDE MGMT IMPROVEMENTS	Social Services Coordinator	1408	35,200.00
ADMINISTRATIVE	Administrative Salaries	1410	35,350.00

FEES & COSTS	A & E Services	1430	62,000.00
	Printing & Advertising	1430	2,500.00
	Permits, fees & bonds	1430	11,493.00
	Contingency	1502	40,000.00

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
RI43P007001A HARBOR VIEW	03/31/2002	09/30/2003
RI43P007002 CITY VIEW	03/31/2002	09/30/2003
RI43P007004 GOLDSMITH	03/31/2002	09/30/2003
PHA-WIDE	03/31/2002	09/30/2003

**2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>RI43P007001A</b>	<b>HARBOR VIEW MANOR</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Security entrance door system w/tracking			7,500.00	2001
Sprinkler system--common areas, lobbies & hallways & related work			259,531.00	2002
Sprinkler system--apartment interiors & related work			431,716.00	2003
Suspended acoustical ceilings--common areas, lobbies & hallways			34,079.00	2003
Wire common areas, hallways for security cameras			15,000.00	2004
Replace fire horns and add ADA strobes			20,000.00	2004
Replace smoke detectors			20,000.00	2004
<b>Total estimated cost over next 5 years</b>			<b>787,826.00</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
RI43P007001B	WARREN AVENUE APTS.	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
NONE				
<b>Total estimated cost over next 5 years</b>			0.00	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
RI43P007002	CITY VIEW MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Security entrance door system w/tracking			15,000.00	2001
Sprinkler system--apartment interiors & related work			511,947.00	2001
Wire common areas, hallways for security cameras			15,000.00	2002
Suspended acoustical ceilings--common areas, lobbies & hallways			41,652.00	2003
Replace fire horns and add ADA strobes			25,000.00	2004
Replace smoke detectors			25,000.00	2004
<b>Total estimated cost over next 5 years</b>			<b>633,599.00</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
RI43P007004	GOLDSMITH MANOR			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Security entrance door system w/tracking			7,500.00	2001
Sprinkler system--apartment interiors & related work			246,931.00	2002
Replace smoke detectors			15,000.00	2002
Suspended acoustical ceiling- common areas, lobbies & hallways			22,719.00	2003
Wire common areas, hallways for security camera			15,000.00	2004
Replace smoke detectors			15,000.00	2004
Refurbish N/S wing apartment interiors--kitchens & bathrooms--flooring etc.			432,810.00	2004
<b>Total estimated cost over next 5 years</b>			754,960.00	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
RI43P007005	SCATTERED SITES (OLDER DUPLEXES)			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
NONE				
<b>Total estimated cost over next 5 years</b>			0.00	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
RI43P007006	SCATTERED SITES (NEWER DUPLEXES)			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
NONE				
<b>Total estimated cost over next 5 years</b>			0.00	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	PHA-WIDE			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>MANAGEMENT IMPROVEMENTS</b>				2001
Computer software & training			938.00	2001
Social Services Coordinator			36,960.00	
				2002
Computer software & training			2,778.00	2002
Social Services Coordinator			38,808.00	
				2003
Computer software & training			4,822.00	2003
Social Services Coordinator			40,750.00	
				2004
Computer software & training			5,000.00	2004
Social Services Coordinator			42,785.00	
<b>Total estimated cost over next 5 years</b>			<b>172,841.00</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
	<b>PHA-WIDE</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>ADMINISTRATION:</b>				
Administrative Salaries			37,095.00	2001
Administrative Salaries			38,925.00	2002
Administrative Salaries			40,910.00	2003
Administrative Salaries			42,950.00	2004
<b>NONDWELLING EQUIPMENT:</b>				
Computer Hardware			5,000.00	2004
<b>Total estimated cost over next 5 years</b>			<b>164,880.00</b>	

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
	<b>PHA-WIDE</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>FEES &amp; COSTS:</b>				
A&E Services			62,000.00	2001
Printing & Advertising			2,500.00	2001
Permits, fees & bonds			12,282.00	2001
A&E Services			62,000.00	2002
Printing & Advertising			2,500.00	2002
Permits, fees & bonds			12,250.00	2002
A&E Services			62,000.00	2003
Printing & Advertising			2,500.00	2003
Permits, fees & bonds			12,574.00	2003
A&E Services			40,000.00	2004
Printing & Advertising			2,500.00	2004
Permits, fees & bonds			7,678.00	2004
<b>Total estimated cost over next 5 years</b>			<b>280,784.00</b>	

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
	<b>PHA-WIDE</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>OTHER COSTS:</b>				
Relocation costs			5,000.00	2004
Contingency			40,000.00	2001
Contingency			40,000.00	2002
Contingency			40,000.00	2003
Contingency			15,000.00	2004
Contingency				
<b>Total estimated cost over next 5 years</b>			<b>140,000.00</b>	

**B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description  
 Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/>	Assessment underway
<input type="checkbox"/>	Assessment results submitted to HUD

<input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as

implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

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### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)  
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
 Jointly administer programs  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies  
 Public housing admissions policies  
 Section 8 admissions policies  
 Preference in admission to section 8 for certain public housing families  
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA  
 Preference/eligibility for public housing homeownership option participation  
 Preference/eligibility for section 8 homeownership option participation  
 Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self



- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports

- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

#### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

#### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

#### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

#### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)  
Modernization programs through Capitol Fund

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

#### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

#### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

#### a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

#### b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

#### c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: CITY OF EAST PROVIDENCE

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### **COMMUNITY SERVICE AND SELF-SUFFICIENCY**

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The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a description of our Community Service and Self-Sufficiency Programs. This portion of the Plan is divided into three (3) sections:

- Our current resident programming;
- How we intend to comply with income changes for welfare recipients; and
- Compliance with the community service requirements.

First, let us describe our current resident programming. We are engaged in the following resident programs:

- ❖ **Resident-staffed lunch programs and maintenance and office work programs**
- ❖ **Blood pressure and health clinics through the East Providence Senior Center Nurse**
- ❖ **Police and Fire Department safety seminars**
- ❖ **Monthly mental health seminars through local CAP agency**
- ❖ **Craft classes with products sold at resident organization functions**
- ❖ **Resident package delivery for parcels to shut in residents**

Second, we will be in full compliance with the income changes for welfare recipients requirement of the Quality Housing and Work Responsibility Act of 1998. We took care of the issue by modifying the income definitions in both our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan. The relevant section reads as follows:

2. If the amount of welfare is reduced due to an act of fraud by a family member, or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income."

Finally, on how we will deal with the new community service requirement:

## COMMUNITY SERVICE OR SELF-SUFFICIENCY WORK ACTIVITIES POLICY

### A. Definitions:

**Community service.** The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

**Exempt individual.** An adult who:

- (1) Is 62 years or older;
- (2) Is a blind or disabled individual, as defined under 216 (i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or
  - (ii) Is a primary caretaker of such individual;
- (3) Is engaged in work activities;
- (4) Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or
- (5) Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in non-compliance with such a program.

**Service requirement.** The obligation of each adult resident, other than an exempt individual, to perform community service or participate in an economic-self sufficiency program required in accordance with Sec. 960.603.

**B. Service requirement.**

Except for any family member who is an exempt individual, each adult resident of public housing must:

1. Contribute 8 hours per month of community service (not including political activities); or
2. Participate in an economic self-sufficiency program for 8 hours per month; or
3. Perform 8 hours per month of combined activities as described in paragraphs (a)(1) and (a)(2) of this section.

**C. Family violation of service requirement.**

The lease shall specify that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term.

**D. How PHA administers service requirements.**

The PHA will administer through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions and coordinated by the PHA's social service director.

**E. PHA responsibilities.**

1. The PHA will determine which family members are subject to or exempt from the service requirement, and the process for determining any changes to exempt or non-exempt status of family members by income information provided for the re-certification process, or from notification of the community agency contracted to oversee the program.
2. The PHA must give the family a written description of the service requirement, and of the process for claiming status as an exempt person and for PHA verification of such status. The PHA must also notify the family of its determination identifying the

family members who are subject to the service requirement, and the family members who are exempt persons.

3. The PHA must review family compliance with service requirements, and must verify such compliance annually at least thirty days before the end of the twelve-month lease term. If qualifying activities are administered by an organization other than the PHA, the PHA shall obtain verification of family compliance from such third parties.
4. The PHA must retain reasonable documentation of service requirement performance or exemption in participant files.
5. The PHA must comply with non-discrimination and equal opportunity requirements listed at Sec. 5.105(a) of this title.
6. The PHA will provide to residents programs to fulfill their community service obligations upon request by the resident or agency. As have been provided to the community through police and court ordered obligations.

F. Assuring resident compliance.

Third-party certification.

A family member who is required to fulfill a service requirement must provide signed certification to the PHA by the contracted organization that the family member has performed such qualifying activities.

G. PHA notice of noncompliance.

1. If the PHA determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation (non-compliant resident), the PHA must notify the tenant of this determination.

2. The PHA notice to the tenant must:

- a. Briefly describe the noncompliance;

- b. State that the PHA will not renew the lease at the end of the twelve-month lease term unless:
  - (1) The tenant, and any other non-compliant resident, enter into a written agreement with the PHA, in the form and manner required by the PHA, to cure such noncompliance, and in fact cure such noncompliance in accordance with such agreement; or
  - (2) The family provides written assurance satisfactory to the PHA that the tenant or other non-compliant resident no longer resides in the unit.
- c. State that the tenant may request a grievance hearing on the PHA determination, in accordance with the PHA grievance procedures and that the tenant may exercise any available judicial remedy to seek timely redress for the PHA's non-renewal of the lease because of such determination.

H. Tenant agreement to comply with service requirement.

If the tenant or another family member has violated the service requirement, the PHA may not renew the lease upon expiration of the term unless:

- a. The tenant, and any other non-compliant resident, enter into a written agreement with the PHA, in the form and manner required by the PHA, to cure such non-compliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease, and
- b. All other members of the family who are subject to the service requirement are currently complying with

the service requirement or are no longer residing in the unit.

I. Prohibition against replacement of PHA employees.

In implementing the service requirement under this subpart, the PHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.



