

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

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# PHA Plans

Annual Plan for Fiscal Year 2001

**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:** The Housing Authority of the City of Newport, Rhode Island

**PHA Number:** RI005

**PHA Fiscal Year Beginning:** 04/2001

### 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
- Newport Resident Council office

### 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 - High Rise office
- 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 - Newport Resident Council Administration Office

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)

**Annual PHA Plan  
PHA Fiscal Year 2001**

[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.

The Annual Plan for FY2001 targets three broad areas of focus that are the same as in FY2000.

- Addressing critical problems related to the physical condition of its aging, obsolete housing stock and implementing sound asset management principals to control the HACN's real property inventory
- Work to realize a resident population that is stable and supported in its desires to gain economic self-sufficiency
- Continue the review and revision to administrative, operating and management policies begun in FY2000 to reflect current conditions and to ensure conformance with QHWRA and other pertinent federal, state and local regulations.

The above objectives will be addressed in two specific areas of activity in addition to the HACN's ongoing operation:

- (1) When the SuperNOFA is published for FY2001 the HACN will again submit an application for funding under the HOPE VI program. The application will target the 498 functionally obsolete apartment units in Tonomy Hill. The plan calls for the demolition of all 498 units over five years and the construction of 425 new, mixed-income, rental and homeownership units on that site including 300 units affordable to low-income families. An off-site replacement program will provide additional, affordable units which will result in no loss of total affordable units. The HACN will work closely with the City of Newport in developing its plans for the revitalization of the city's north end to insure it contains provisions for accommodating some of the off-site affordable units. The HACN will also

project-base 20 percent of its Section 8 vouchers and work in cooperation with the Rhode Island Housing and Mortgage Finance Corporation to project-base additional Section 8 units that may come with a successful HOPE VI application to further our goal of deconcentration of low-income families in the city's north end. The proposed revitalization strategy reflects a commitment of the HACN to address conditions at its most problematic development. The HOPE VI program will emphasize equally the provision of expanded opportunities for Economic Self-Sufficiency and the Community and Supportive Services. The full program which promotes economic independence is summarized in an attachment to this plan. (RI005d02).

- (2) The Authority will continue its comprehensive review of its administrative, operating and management policies in FY2001. As a result of a series of workshops held in FY2000 involving Commissioners, staff and representatives of the Newport Resident Council revisions were made to the Admissions and Continued Occupancy Policy, Pet Policy, Transfer Policy, Flat Rent, Minimum Rent and Rent Determination Policies. A similar venue will be used this year with an initial list of topics for discussion which includes: Grievance Procedures; Site-Based Waiting Lists; Deconcentration; Volunteer Service.

**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**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	
1. Statement of Housing Needs	6
2. Statement of Financial Resources	11
3. Policies Governing Eligibility, Selection and Admissions	12
4. Rent Determination Policies	21
5. Operations and Management	26
6. Grievance Procedures	27
7. Capital Improvement Needs	28
8. Demolition and Disposition	29
9. Designation of Public Housing	31
10. Conversion of Public Housing	31
11. Homeownership Programs	33
12. Community Service Programs	35
13. Safety and Crime Prevention	38
14. Pets (Inactive for January 1 PHAs)	40
15. Civil Rights Certifications (included with PHA Plan Certifications)	40
16. Audit	40
17. Asset Management	40

### 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:

- Attachment A - Admissions Policy for Deconcentration (RI005a02)
- Attachment B - FY 2001 Capital Fund Program Annual Statements Parts I, II, III (RI005b02)
- Attachment C - Pet Policy (RI005c02)
- Attachment D - Implementation of Public Housing Resident Community Service Requirements (RI005d02)
- Attachment E - Progress in Meeting the Mission and Goals Outlined in Current 5-Year Plan (RI005e02)
- Attachment F - Resident Members of the PHA Governing Board (RI005f02)
- Attachment G - Membership of the Resident Advisory Board (RI005g02)
- Attachment K - Project-Based Voucher Program (RI005k02)

#### Optional Attachments:

- Attachment H - PHA Management Organizational Chart (RI005h02)
- Attachment I - Public Housing Drug Elimination Program (PHDEP) Plan (RI005i02)
- Attachment J - Comments of Resident Advisory Board or Boards (RI005j02)
- Attachment L - Five Year Action Plan for Capital Fund (RI005l01)
- 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.

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
HACN 1 York St Newport RI	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
HACN 1 York St Newport RI	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
HACN 1 York St Newport RI	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
HACN 1 York St Newport RI	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
HACN 1 York St Newport RI	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
HACN 1 York St Newport RI	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
HACN 1 York St Newport RI	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration 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 deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
HACN 1 York St Newport RI	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
HACN 1 York St Newport RI	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
HACN	Section 8 rent determination (payment standard) policies	Annual Plan: Rent

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
1 York St Newport RI	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Determination
HACN 1 York St Newport RI	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
HACN 1 York St Newport RI	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
HACN 1 York St Newport RI	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
HACN 1 York St Newport RI	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
HACN 1 York St Newport RI	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
HACN 1 York St Newport RI	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	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
HACN 1 York St Newport RI	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
HACN 1 York St	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.	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Newport RI	S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
HACN 1 York St. Newport RI	Pet Policy	Attachment C
HACN 1 York St. Newport RI	Implementation of Public Housing Resident Community Service Requirements	Attachment D
HACN 1 York St. Newport RI	Statement of Progress in Meeting Mission and Goals in Current 5-Year Plan	Attachment E

## **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>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	1691	5	5	5	5	5	5
Income >30% but <=50% of AMI	1212	3	3	3	3	3	3
Income >50% but <80% of AMI	1691	3	3	3	3	3	3
Elderly	2734	5	5	5	5	4	4
Families with Disabilities	342	5	5	5	5	5	5
African American	989	5	5	5	5	5	5
Hispanic	420	5	5	5	5	5	5
American Indian	95	5	5	5	5	5	5
Asian	188	5	5	5	5	5	5

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: 1990-2002
- 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)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	290		
Extremely low income <=30% AMI	277	96	
Very low income (>30% but <=50% AMI)	10	3	
Low income (>50% but <80% AMI)	3	1	
Families with children	169	58	
Elderly families	19	7	
Families with Disabilities	24	8	
White	198	68	
African American	81	28	
American Indian	11	4	

Housing Needs of Families on the Waiting List			
Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	122	42	
2 BR	76	26	
3 BR	77	27	
4 BR	15	5	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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: Review of Administrative Policies to occur during the year.

**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 2001 grants)</b>		
a) Public Housing Operating Fund	2,618,145	
b) Public Housing Capital Fund	2,642,337	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	784,983	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	251,228	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Elderly Service Coordinator	30,600	Supportive Services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Public Housing Capital Fund (FY 2000)	2,245,000	Phase I Rental Redevelopment Project
<b>3. Public Housing Dwelling Rental Income</b>		
	2,443,590	Operations
Transitional Housing Program	15,840	Operations
<b>4. Other income (list below)</b>		
Interest income	170,240	Operations
Non-dwelling rentals	4,350	Operations
<b>4. Non-federal sources (list below)</b>		
State grant	10,000	Elderly Security Services
Social Services grant	14,250	Staff for Resident Services
City of Newport	3,000	Resident Services
<b>Total resources</b>	<b>11,233,563</b>	

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

## 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: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) When families apply for housing, all necessary credit reviews, interviews and reference checks are initiated promptly. Determination is made upon receipt of information, typically within 15 days of application.

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)

NOTE: d. and e. are conducted concurrently

### (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) NOTE: The Newport Housing Authority is considering a site-based waiting list upon approval of a HOPE VI application.

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

- PHA main administrative office
- PHA development site management office - High Rise 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)
- Resident choice: documented hardships; give first preference to long-term residents to limit resident turnover.

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) Note issues for review: Augmenting or replace federal preferences with those related to gaining economic independence. Also preference for local residents.

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.

Date and Time

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

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 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)

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 (provided at time of application and upon admission).
- Other source (list) Information available through Newport Resident Council.

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) Deconcentration 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 deconcentration 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 deconcentration 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 deconcentration 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 deconcentration 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 deconcentration 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).**

HACN currently has 100 vouchers to issue directly. The Administrative Plan matches the Authority's Admissions Policy with the following differences: Grievance Procedures, inclusion of local preference in screening criteria, and different income limits. A maximum of 20 vouchers will be project-based.

### (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) Provision of Social Security I.D., citizenship or immigration status. One-Strike Policy, outstanding debt owed to Newport Housing Authority, any other PHA or Section 8 program.

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) Previous address, changes in tenant rent, rental payment history with tenant approval, HQS inspection, forwarding address.

**(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)

**(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:

With documentation of housing search as we have a shortage of private market rentals.

**(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.

Date and Time

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 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)

- 1 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)

#### **4. PHA Rent Determination Policies**

## 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:

#### 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:

Residents will be offered an annual choice of paying rent based on 30% adjusted income or the following flat rent which has is based on a market rent study:

0 bedroom - \$350	3 bedroom - \$600	5 bedroom - \$800
1 bedroom - \$400	4 bedroom - \$750	6 bedroom - \$900
2 bedroom - \$500		

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)  
Court ordered child support

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)

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) Market Rent Study performed by local real estate appraisal company.

**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)  
Tight housing market

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)

**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. Attachment H. (RI005h02)
- 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</b>	<b>Expected Turnover</b>
Public Housing	1096	240
Section 8 Vouchers	100	0
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers		
Public Housing Drug Elimination Program (PHDEP)	760	180
Boys & Girls Club	760	180
CODAC III	760	180
Other Federal Programs		
Newport Police Detail	760	180
ESC Program	346	20

**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)  
Warehouse and Inventory Control Operating Procedures for Newport Housing Authority Maintenance operations, Admissions and Continued Occupancy.
- (2) Section 8 Management: (list below)  
Newport Housing Authority Rental Assistance Administrative Plan, HQS booklet.

## **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.

### **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:

Procedures conform to requirements of state law. Policy to be reviewed in a series of workshops per RAB suggestion. Issues include BOTA training, timeliness of notices and prompt rendering of decisions.

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)

Public Housing cases heard by state-mandated Board of Tenant Affairs.

### **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:

Cases are heard by Newport Housing Authority staff hearing officer. Any appeals would be through court procedures.

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)

NOTE: above policies governing Grievance Procedures are to be included in comprehensive review scheduled for FY2001.

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (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 B - (RI005b02)

-or-

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

#### **(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 L (RI005102)

-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)

## **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:  
RI 5-3 Tonomy Hill and RI 5-1 Park Holm

- 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:  
Rhode Island Housing and Mortgage Finance Corporation

- 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:
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: Donovan Manor	
1b. Development (project) number: RI 5-5	
2. Designation type:	
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>01/16/98</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: 110	Note: Of the 3 elderly developments, only Donovan Manor is affected by the change. The 54 disabled households at Donovan either have been or will be, relocated to other 1-bedroom public housing units, including other elderly developments.
7. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

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

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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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</b> (Complete one for each development affected)	
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 (1)]

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.

### **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)?

Note: Department of Human Services provides assistance to all Housing Authorities with individual welfare agencies.

If yes, what was the date that agreement was signed?

Statewide agreement being developed with RIAEDH. Policy is a work in progress and will be addressed in series of workshops this year/RAB suggestions.

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) Even Start program

### **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 Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Elderly Social Services Coordinator	358	Occupancy	Donovan Manor	Public Housing
ESL	25	program eligible	Sullivan School/FMG Center	Public Housing
GED	25	program eligible	Sullivan School/FMG Center	Public Housing
Resident Council Employment Readiness Program				Public Housing
Resident Council				Public Housing
CODAC III	25	referrals	Florence Gray Center	Public Housing
Head Start/Child Care	45	referrals	Florence Gray Center	Public Housing
Boys & Girls Club	110	program eligible	Florence Gray Center	Public Housing
Double Dutch (girls program)	30	program eligible	Florence Gray Center	Public Housing
PHA Basketball League	40	program eligible	Florence Gray Center	Public Housing

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants	Actual Number of Participants

	(start of FY 2000 Estimate)	(As of: DD/MM/YY)
Public Housing		
Section 8		

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
 If no, list steps the PHA will take below:  
 We intend to address this issue in the coming year.

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- 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 use 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)  
Security questions were included as part of separate survey. Similar questions are routinely included in other surveys.

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

Park Holm, Tonomy Hill and Chapel Terrace

**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)  
Community Oriented Policing

2. Which developments are most affected? (list below)  
Park Holm, Tonomy Hill and Chapel Terrace

**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)  
Per RAB suggestion, Newport Housing Authority will approach court system to have those convicted of drug and serious crime, banned from Newport Housing Authority property as a condition of probation at sentencing.

2. Which developments are most affected? (list below)  
Park Holm, Tonomy Hill and Chapel Terrace

**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 Attachment I. (RI005i02)

#### **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)

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 J (RI005j02)
- 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:  
Grievance Procedure, Community Service Programs, Safety and Security
- 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)

Note: Results of election are submitted to the City Council which makes the final selection. Historically the selection has been the person with the highest vote.

### 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: State of Rhode Island Consolidated Plan 2000 - 2005

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)  
HOPE VI Application  
One for One Replacement
- 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.

Most recently issued PHAS score the Newport Housing Authority is 77.8 - Advisory.

## Attachments

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

- Attachment A - Admissions Policy for Deconcentration
- Attachment B - Capital Fund Program & Annual Statements Parts I, II, III
- Attachment C - Pet Policy Narrative
- Attachment D - Implementation of Public Housing Resident Community Service Requirements
- Attachment E - Progress in Meeting the Mission and Goals Outlined in Current 5-Year Plan
- Attachment F - Resident Members of the PHA Governing Board
- Attachment G - Membership of the Resident Advisory Board
- Attachment H - Organization Chart
- Attachment I - Public Housing Drug Elimination Program Plan (PHDEP)
- Attachment J - Comments of Newport Resident Council/Resident Advisory Board
- Attachment K - Project-Based Voucher Program
- Attachment L - 5-Year Action Plan for Capital Fund

**Table Library**

**THE HOUSING AUTHORITY  
OF THE  
CITY OF NEWPORT, RHODE ISLAND**

**ATTACHMENT A (ri005a02)**

**ADMISSIONS POLICY FOR DECONCENTRATION**

The HACN will review its Admission and Continued Occupancy Policy for conformance to QHWRA and HUD's Final Rule, 24CFR Part 903.7(c) (2) with respect to deconcentration of very low-income families and income-mixing.

## ATTACHMENT B (ri005b02)

### Capital Fund Program Annual Statement Parts I, II, and II

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

Capital Fund Grant Number RI43P00550201 FFY of Grant Approval: 09/2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	455,500
4	1410 Administration	222,700
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	94,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	23,500
10	1460 Dwelling Structures	1,830,947
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	57,000
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>2,683,647</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	90,000
24	Amount of line 20 Related to Energy Conservation Measures	0

**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
RI 5-1 Park Holm	A. Replace appliances <b>sub total:</b>	1465	226,266 <b>226,266</b>
RI 5-3 Tonomy Hill	A. Renovate kitchens B. Renovate bathrooms <b>sub total:</b>	1460 1460	679,685 679,686 <b>1,359,371</b>
RI 5-4 Pond/Edgar	A. Replace appliances <b>sub total:</b>	1465	76,000 <b>76,000</b>
RI 5-5A Donovan Manor	A. Install sprinkler system <b>sub total:</b>	1460	169,310 <b>169,310</b>
RI 5-8 Earl Avenue	A. Site improvements <b>sub total:</b>	1450	23,500 <b>23,500</b>
Non-Dwelling Equipment	A. Computers B. Service van C. Replace hand-held radios <b>sub total:</b>	1475 1475 1475	7,000 20,000 30,000 <b>57,000</b>
HA-Wide Management Improvements	A. Security program B. Resident employment C. Resident Council operations D. Software upgrade E. Staff training F. Unit turnaround <b>sub total:</b>	1408 1408 1408 1408 1408 1408	90,000 125,500 124,000 10,000 6,000 100,000 <b>455,500</b>
HA-Wide Administrative Costs	A. Salary and benefit allocation for administrative employees <b>sub total:</b>	1410	222,700 <b>222,700</b>
Fees & Costs	A. Architect/Engineer B. Clerk of Works <b>sub total:</b>	1430 1430	67,900 26,100 <b>94,000</b>

**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)
RI 5-1 Park Holm	3/31/03	9/30/04
RI 5-3 Tonomy Hill	3/31/03	9/30/04
RI 5-4 Pond/Edgar	3/31/03	9/30/04
RI 5-5A Donovan Manor	3/31/03	9/30/04
RI 5-8 Earl Avenue	3/31/03	9/30/04

## **ATTACHMENT C (ri005c02)**

### **PET POLICY**

Pet will be approved in writing by the Housing Authority of the City of Newport, Rhode Island, prior to moving upon Authority grounds. Certificate of annual licensing by the City of Newport will be provided to the Authority prior to the approval of the pet. Resident agrees to abide by all city regulations regarding care and custody of animals.

Resident agrees to have pet neutered or spayed and will provide written veterinary certificate of such to the Authority prior to bringing the animal onto the premises. If the animal is too young, resident agrees to have it neutered or spayed when it reaches a suitable age. Resident will provide written proof of yearly distemper boosters and rabies boosters.

Resident agrees to pay \$75.00 pet deposit. This deposit shall be paid in advance. Pet deposit will be used toward repairs, cleaning treatment for flea infestation, or replacement of any part of resident's apartment or premises damaged by the pet. This deposit is refundable if no damage is done as verified by the Authority after either the pet or the resident vacates the premises.

Cats and dogs will be kept inside the apartment and not allowed to roam freely. They must be walked on a leash at all times and away from the apartment grounds. Pets shall not use common areas inside of building except for the purpose of passing to the outside of the buildings (except for seeing eye dogs).

For cats, resident will provide a litter box which is to be kept sanitary and maintained by the resident. Fecal droppings outside of building shall be picked up and disposed of immediately by pet owner in an area designated by the Authority. Adequate precautions are to be taken to prevent pets from disturbing neighbors (e.g. barking, howling, loud meowing, scratching, biting, etc.).

Resident agrees not to alter the apartment, patio or any other portion of the premises to create an enclosure for an animal.

The types of animals allowed as pets shall be limited as follows: One dog not exceeding 25 lbs. in weight or 15 inches in height, at maturity; or one cat. One pet per resident at any one time. No more than four small, caged birds, i.e. canary, parakeet, finch, etc. Birds must be confined to a cage at all times.

Aquariums may be no larger than 40 gallons and must be sealed against leakage. No gerbils or hamsters. No birds of prey or other dangerous species may be kept.

Visitors or guests are prohibited from bringing any unauthorized pet onto the grounds or into a unit.

In case of emergency or illness, resident will designate someone who will remove the pet from their apartment and be responsible for its care.

If the Authority determines that a pet is a nuisance or threat to the safety or security of person or property, it may request the removal of the pet from the premises. A copy of the Authority's Grievance Procedure will be made available to the resident upon request.

Residents who violate these rules are subject to being required to remove the pet within 30 days of notice by the Authority, and/or eviction.

## **ATTACHMENT D (ri005d02)**

### **IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS**

It is the obligation of all adult residents who reside within Newport Housing Authority who are not exempt from HUD's community service requirements to:

1. Perform community service;
2. Participate in an economic self-sufficiency program; or
3. A combination of either for at least eight hours per month.

The lease specifies automatic renewal for all purposes unless the family fails to comply with the community service requirement. Violation of the community service requirement is grounds for non-renewal of the lease at the end of the twelve month lease term, but not for termination during the course of the twelve month lease term. Residents who qualify for the requirement will begin participation on the first annual renewal date of their lease after January 1, 2001. All residents will be reviewed for eligibility annually at least thirty days before the end of the twelve month lease term.

Residents exempted from the program are adults who are:

1. 62 years of age or older;
2. A person with a disability as defined by the Social Security Act or the primary caretaker of a person with a disability;
3. A person engaged in a work activity;
4. A person enrolled in an educational program;
5. A person engaged in a welfare to work program; or
6. A person receiving benefits from a state funded program such as DHS who has not been sanctioned.

Residents will complete a Community Service Exemption Form in order to declare their exemption status, if they meet the requirements above. All residents are responsible to inform the Housing Authority of a change in their exemption status for this program. A Memorandum of Understanding is in effect with the Rhode Island Department of Human Services so that the Housing Authority may verify information regarding a person's exemption status.

Community service is 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-sufficiency in the community. The Housing Authority will not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by Housing Authority employees, or replace any job at any location where residents perform activities to satisfy the requirement.

At the initiation of the community service requirement, a Service Verification Form must be completed which collects data on the place of service. This form will be returned to the Housing Manager for approval. If a proposed community service activity is not found to meet the above requirements, the resident will be referred to Resident Services for assistance in obtaining a qualifying placement. Residents who do not pre-approve their placement risk completing service that does not fulfill the requirements, and jeopardize their ability to meet the terms of the lease.

At least thirty days before the end of the twelve month lease term, eligible residents are required to produce documentation of their service. Verification will consist of a signed letter which includes:

- the location where the service was performed;
- the place at which the service occurred;
- the start date of service;
- the total number of hours of service; and
- the contact person's name, address and telephone number.

If the Housing Authority determines there is a resident who is required to fulfill the service requirement but who has violated his or her obligation, the Housing Authority will notify the resident of this determination. The notice shall describe the noncompliance, inform the resident of their right to a grievance hearing, and state that the Housing Authority will not renew the lease at the end of the twelve month lease term unless the resident meets one of the following requirements:

1. The resident, and any other noncompliant resident, enter into a written agreement with the Housing Authority to cure the noncompliance.
2. The resident shows satisfactory evidence to the Housing Authority that the noncompliant resident no longer resides in the unit.

If a resident has violated the service requirement, the Housing Authority will not renew the lease upon expiration of the term unless a written agreement to cure such noncompliance is established or all other family members who are noncompliant no longer reside in the unit.

## **ATTACHMENT E (ri005e02)**

### **STATEMENT OF PROGRESS IN MEETING THE MISSION AND GOALS OUTLINED IN THE CURRENT 5-YEAR PLAN**

The Authority continues to pursue its mission to provide decent, safe, sanitary and affordable housing and to promote homeownership, economic development, economic self-sufficiency for public housing residents and a living environment free from discrimination and crime.

In an attempt to expand the supply of public housing, the HACN applied for additional rental vouchers to augment our existing mainstream program. Unfortunately our application was not approved due to the fact that we were not at 90% rentup of our existing vouchers. We were, however, able to reduce vacancies in our public housing from 100 on December 31, 1999 to 68 on December 31, 2000.

The HACN PHAS score remains the same at 77.8% while the PHAS scoring system is refined.

Many of the HACN goals were tied to a successful HOPE VI effort. Unfortunately the HACN application to HUD for \$32 million to replace 498 units of existing, functionally obsolete units in Tonomy Hill with 425 mixed income/mixed use rental and homeownership opportunities was not approved. This program also included an offsite replacement program with a goal of no loss of affordable housing units. Equally important was a provision of the program to expand opportunities for economic independence through the Community and Supportive Services program.

The Board of Commissioners of the HACN have voted to once again apply for a HOPE VI grant in 2001 as the prime vehicle to be used to accomplish its five year goals.

Although not having our HOPE VI application approved in FY 2000 dealt a severe blow to our success in reaching our goals, we are confident we will be successful this year and anxiously await the publication of this year's NOFA.

**ATTACHMENT F (ri005f02)**

**RESIDENT MEMBERS OF THE PHA GOVERNING BOARD**

1. Mr. Robert H. Douglas  
elected  
Term of Appointment: June 3, 1998 - June 3, 2002
  
2. Ms. Elizabeth Fuerte  
elected  
Term of Appointment: June 3, 1998 - June 3, 2002

**ATTACHMENT G (ri005g02)**

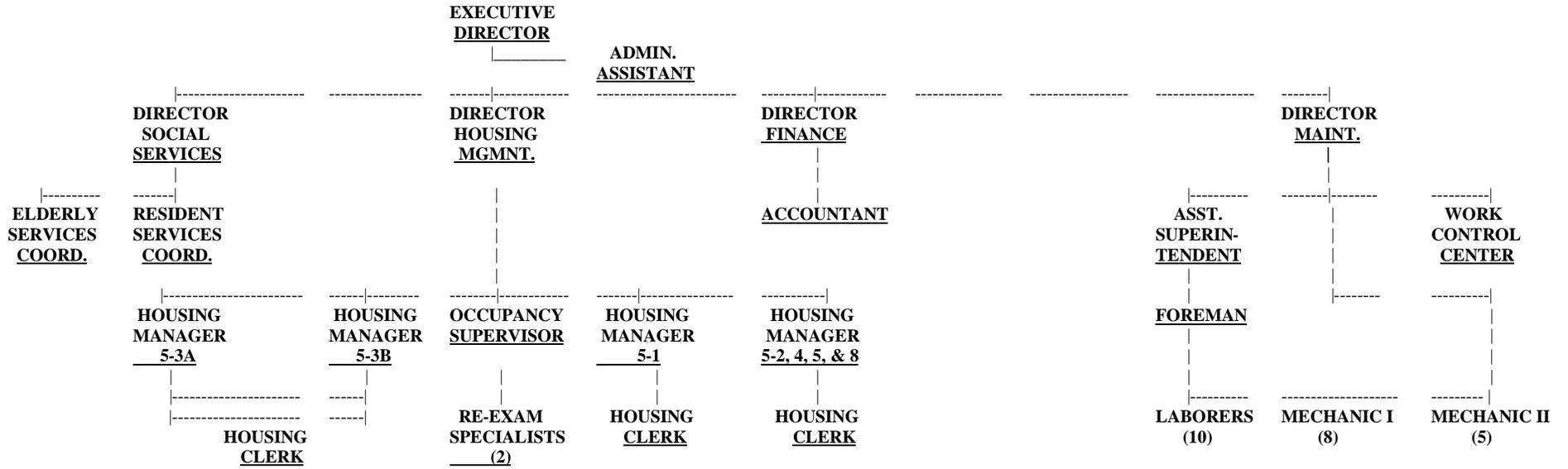
**MEMBERS OF THE RESIDENT ADVISORY BOARD**

Adio, Sandra  
Bennett, Patricia  
Carson, Robert  
Gray, Jean  
Harris, Yvette

Holloway, Nathaniel  
Kinard, Alberta  
Long, Susan  
Neves, Mario  
O'Brien, Shirley

**ATTACHMENT H (ri005h02)**

**ORGANIZATION CHART**



## Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

### Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

### Section 1: General Information/History

- A. Amount of PHDEP Grant \$269,278
- B. Eligibility type (Indicate with an *ixi*) N1 \_\_\_\_\_ N2 \_\_\_\_\_ R X \_\_\_\_\_
- C. FFY in which funding is requested 2001
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
RI 5-1 Park Holm	262	560
RI 5-2 Chapel Terrace	76	197
RI 5-3 Tonomy Hill	498	1115

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Pla (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months \_\_\_\_\_ 12 Months X \_\_\_\_\_ 18 Months \_\_\_\_\_ 24 Months \_\_\_\_\_ Other \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996	330,600	RI43DEP0050196	0		
FY 1997	330,600	RI43DEP0050197	0		
FY 1998	327,300	RI43DEP0050198	0		6/2000
FY 1999	241,055	RI43DEP0050199	10,000		2/2001
FY 2000	251,228	RI43DEP0050200	251,228		2/2002

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

<b>FY 2001 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	94,278
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	102,000
9170 - Drug Intervention	25,000
9180 - Drug Treatment	48,000
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>269,278</b>

### C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 - Reimbursement of Law Enforcement</b>						<b>Total PHDEP Funding: \$94,278</b>	
Goal(s)	To decrease crime and crime-related activities						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Patrols			3/2002	2/2003	94,278	60,000	Decrease in reported crime
2.							
3.							

<b>9120 - Security Personnel</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$102,000</b>		
Goal(s)							
Reduce drug usage among residents							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Summer Camp	100	1000	6/2002	8/2002	30,000	10,000	
2. Education	275	1000	2/2002	2/2003	12,000	5,000	
3. Boys & Girls Club	275	1000	2/2002	2/2003	60,000	25,000	

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$25,000</b>		
Goal(s)							
Reduce drug usage among residents							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. various activities	100	1000	2/2002	2/2003	25,000	7,500	
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$48,000</b>		
Goal(s)	Reduce drug usage among residents						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Counseling	80	1872	2/2002	2/2003	48,000	10,000	Successfully treat 15%
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
Goal(s)	Improve performance measurements						
Objectives	to have all grantees provide useful data						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Monitor performance			2/2002	2/2003		0	
2.							
3.							

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	All activities	94,278	All activities	94,278
9120				
9130				
9140				
9150				
9160	All activities	102,000	All activities	102,000
9170	All activities	25,000	All activities	25,000
9180	All activities	48,000	All activities	48,000
9190	All activities		All activities	
<b>TOTAL</b>		<b>\$269,278</b>		<b>\$269,278</b>

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

## ATTACHMENT J (ri005j02)

### NEWPORT RESIDENT COUNCIL (RAB) COMMENTS

To: Housing Authority of the City of Newport (HACN)  
and the Commissioners

From: Newport Residents Council (NRC)

Re: Proposals/Comments regarding the 2001 Annual Plan

Date: 2/26/01

On February 21, 2001, there was an informal meeting at the HACN between Daniel Marvelle, Jr and representatives of the Residents Council (NRC), Mario Neves, Susan Long and Robert Sabel. The meeting was to give the HACN the NRC's comments on the proposed 2001 Annual Plan so that the HACN had an opportunity to review them prior to the public hearing scheduled for February 22nd. The comments had not been put in writing at that time, and I promised to put them in written form so they could be part of the record.

Set forth below are the comments and the proposals of the NRC set forth in no particular order of importance.

1) Appliances - The appliances provided by the HACN are often not of an appropriate size. The stoves are non-standard 20" stoves which are simply inadequate for most households and certainly for the larger households. The oven is tiny and the stovetop burners are so close together that it is not possible to put two large pots on at the same time. The refrigerators are also undersized for large families.

2) Grievance Procedure - The NRC has no objection to the HACN proposal to provide training for BOTAs. It agrees that this may help BOTAs and the parties that appear before it.

3) Drug Related Activity - The NRC has not had an opportunity to review the report by Crowther Consultants. (At the meeting Mr. Marvelle provided a copy for our review). However, the NRC still believes that its proposal provided in its comments last year is one the HACN should consider. Essentially, the proposal suggests that the HACN coordinate with probation to place special restrictions on persons convicted of dealing at the HACN preventing their return to the Housing Authority. Last year's comments elaborate on this idea.

4) Community Service Requirement - The new community service requirements set forth in HUD regulations raise a number of complex issues including determining who is exempt, providing the extensive resources needed to monitor the program, and developing these service opportunities or determining where they exist. Because sanctions against tenants that fail to comply are very serious (loss of housing) it is important that the program be properly planned and thought out before full implementation.

5) Property Managers - The NRC is concerned in particular about the lack

of a second manager at Tonomy. No one individual can manage 500 units of family public housing, but this is essentially the current situation at Tonomy. The result is that the manager simply has no time to get to know the tenants or respond to their concerns except in the most cursory manner. This has and will continue to lead to many misunderstandings between the tenants and management.

6) Dumpsters - Several years ago the residents were promised that after the first year, the dumpsters would be placed in enclosures so as not to be eyesores to the neighborhood. The NRC would like to see some action taken in this regard.

In discussing this matter with you, we learned that plans were underway to bid out dumpster enclosures. The issue then turned to suggestions of how might residents be encouraged to keep the area around the dumpsters free of trash. Several carrot and stick approaches were discussed from enlisting the help of neighborhood youth to fines for noncompliance.

7) Rent Arrearage - The NRC repeated its suggestion of last year that repeat late payers of rent be offered or required to attend budget counseling. Perhaps a budget counseling agency could provide this service onsite.

- END -

**THE HOUSING AUTHORITY  
OF THE  
CITY OF NEWPORT, RHODE ISLAND**

**ATTACHMENT K (ri005k02)**

**PROJECT-BASED VOUCHER PROGRAM**

The Newport Housing Authority plans to set aside 20 Section 8 vouchers to be used in a Project Based Program. These project-based units are intended to be located within the City of Newport, Rhode Island. Project basing these 20 units is consistent with the Authority's PHA plan to increase the number of available and affordable housing units in areas other than the north end district containing low-income public housing units.

**ATTACHMENT L (ri005102)**

**Optional Table for 5-Year Action Plan for Capital Fund**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHAwide 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 5Year 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>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
See attached Five-Year Action Plan Parts I, II, III					
<b>Total estimated cost over next 5 years</b>					

**Five-Year Action Plan**  
**Part I: Summary**  
**Comprehensive Grant Program (CGP)**

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

OMB Approval No. 2577-0157 (Exp. 07/31/98)

<b>HA Name:</b>  Newport Housing Authority	<b>Locality (City/County &amp; State):</b>  Newport, Newport County , Rhode Island			<b>Original</b>	<b>0 Revision No.</b>
<b>A. Development Number/Name</b>	<b>Work Stmt. for Year 1 FFY:</b>	<b>Work Statement for Year 2 FFY: 2002</b>	<b>Work Statement for Year 3 FFY: 2003</b>	<b>Work Statement for Year 4 FFY: 2004</b>	<b>Work Statement for Year 5 FFY: 2005</b>
RI 5-1 Park Holm RI 5-2 Chapel Terrace RI 5-3 Tonomy Hill RI 5-4 Pond/Edgar RI 5-5A Donovan Manor RI 5-5B Chapel/Coddington RI 5-8 Earl	<b>See Annual Statement</b>	579,800 125,000 922,881 88,400 8,000 68,000 74,366	  1,845,847  65,600	75,000  1,615,447 75,000 46,000 100,000	  1,911,447    
<b>B. Physical Improvements Subtotal</b>		<b>1,911,447</b>	<b>1,911,447</b>	<b>1,911,447</b>	<b>1,911,447</b>
<b>C. Management Improvements</b>		455,500	455,500	455,500	455,500
<b>D. HA-Wide Nondwelling Structures and Equipment</b>					
<b>E. Administration</b>		222,700	222,700	222,700	222,700
<b>F. Other</b>		94,000	94,000	94,000	94,000
<b>G. Operations</b>					
<b>H. Demolition</b>					
<b>I. Replacement Reserve</b>					
<b>J. Mod Used for Development</b>					
<b>K. Total CGP Funds</b>	2,683,647	2,683,647	2,683,647	2,683,647	
<b>L. Total Non-CGP Funds</b>					
<b>M. Grand Total</b>	<b>2,683,647</b>	<b>2,683,647</b>	<b>2,683,647</b>	<b>2,683,647</b>	
Signature of Executive Director and Date: X	Signature of Public Housing Director/Office of Native American Programs Administrator and Date: X				

Five-Year Action Plan  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement  for Year 1 FFY:	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
<b>See</b>	<b>RI 5-1 PARK HOLM</b>			<b>RI 5-3 TONOMY HILL</b>		
	A. Re-roof buildings	95	340,800	A. Renovate kitchens	166	721,187
	B. Replace toilets with low flow	262	131,000	B. Renovate bathrooms	166	440,660
	C. Replace closet doors	524	78,000	C. Upgrade heating system	166	518,000
	D. Landscaping		30,000	D. Upgrade hot water heaters	166	166,000
	<b>Sub Total:</b>		<b>579,800</b>	<b>Sub Total:</b>		<b>1,845,847</b>
	<b>RI 5-2 CHAPEL TERRACE</b>			<b>RI 5-5 DONOVAN MANOR</b>		
	A. Landscaping		25,000	A. Install individual apartment thermostats	104	65,600
	B. Basement seepage		100,000	<b>Sub Total:</b>		<b>65,600</b>
	<b>Sub Total:</b>		<b>125,000</b>			
<b>Annual Statement</b>	<b>RI 5-3 TONOMY HILL</b>					
	A. Renovate kitchens	166	536,712			
	B. Renovate bathrooms	166	359,169			
	<b>Sub Total:</b>		<b>895,881</b>			
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

Five-Year Action Plan  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement for Year 1 FFY:	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	<b>RI 5-4 POND/EDGAR</b>					
	A. Upgrade electrical/install smoke detectors	76	38,000			
	B. Upgrade plumbing	76	30,400			
	C. Replace site lighting	10	20,000			
	<b>Sub Total:</b>		<b>88,400</b>			
	<b>RI 5-5 DONOVAN MANOR</b>					
	A. Replace emergency generator	1	80,000			
	<b>Sub Total:</b>		<b>80,000</b>			
	<b>RI 5-5 CHAPEL/CODDINGTON</b>					
	A. Repoint and seal brick	12	48,000			
	B. Replace sidewalks		20,000			
	<b>Sub Total:</b>		<b>68,000</b>			
	<b>RI 5-8 EARL AVENUE</b>					
	A. Replace fascia and soffit with vinyl		74,366			
	<b>Sub Total:</b>		<b>74,366</b>			
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

Five-Year Action Plan  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement  for Year 1 FFY:	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
<b>See</b>           <b>Annual</b> <b>Statement</b>	<b>RI 5-1 PARK HOLM</b>			<b>RI 5-3 TONOMY HILL</b>		
	A. Landscaping		75,000	A. Upgrade heating system	332	854,137
	<b>Sub Total:</b>		75,000	B. Upgrade plumbing and DHW heaters	332	<b>557,310</b>
				C. Site improvements		500,000
				<b>Sub Total:</b>		<b>1,911,447</b>
	<b>RI 5-3 TONOMY HILL</b>					
	A. Upgrade heating system	166	721,187			
	B. Upgrade plumbing & hot water heaters	166	440,660			
	C. Upgrade storm drains		200,000			
	D. Site improvements		253,600			
	<b>Sub Total:</b>		<b>1,615,447</b>			
	<b>RI 5-4 POND AVENUE/EDGAR COURT</b>					
	A. Replace sidewalks		75,000			
	<b>Sub Total:</b>		<b>75,000</b>			
	<b>RI 5-5A DONOVAN MANOR</b>					
A. Replace sidewalks		46,000				
<b>Sub Total:</b>		<b>46,000</b>				
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

Five-Year Action Plan  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement for Year 1 FFY:	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	<b>RI 5-5 CHAPEL/CODDINGTON</b>					
	A. Replace sidewalks		25,000			
	B. Repoint and seal brick	12	75,000			
	<b>Sub Total:</b>		<b>100,000</b>			
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		

Five-Year Action Plan  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement  for Year 1 FFY:	Work Statement for Year <u>2</u> FFY: <u>2002</u>			Work Statement for Year <u>3</u> FFY: <u>2003</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
<b>See Annual Statement</b>	<b>A. Security Program</b>		90,000	A. Security Program		90,000
	B. Resident employment		125,500	B. Resident employment		125,500
	C. Resident Council operations		124,000	C. Resident Council operations		124,000
	D. Software upgrades		10,000	D. Software upgrades		10,000
	E. Staff training		6,000	E. Staff training		6,000
	F. PHA wide unit turnaround		100,000	F. PHA wide unit turnaround		100,000
	<b>Sub Total:</b>		<b>455,500</b>	<b>Sub Total:</b>		<b>455,500</b>
	Salary allocation of HA Administrative employees		222,700	Salary allocation of HA Administrative employees		222,700
	<b>Sub Total:</b>		<b>222,700</b>	<b>Sub Total:</b>		<b>222,700</b>
		Subtotal of Estimated Cost			Subtotal of Estimated Cost	

Five-Year Action Plan  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (exp. 7/31/98)

Work Statement for Year 1 FFY:	Work Statement for Year <u>4</u> FFY: <u>2004</u>			Work Statement for Year <u>5</u> FFY: <u>2005</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
<b>See Annual Statement</b>	<b>A. Security Program</b>		90,000	A. Security Program		90,000
	B. Resident employment		125,500	B. Resident employment		125,500
	C. Resident Council operations		124,000	C. Resident Council operations		124,000
	D. Software upgrades		10,000	D. Software upgrades		10,000
	E. Staff training		6,000	E. Staff training		6,000
	F. PHA wide unit turnaround		100,000	F. PHA wide unit turnaround		100,000
	<b>Sub Total:</b>		<b>455,500</b>	<b>Sub Total:</b>		<b>455,500</b>
	Salary allocation of HA Administrative employees		222,700	Salary allocation of HA Administrative employees		222,700
	<b>Sub Total:</b>		<b>222,700</b>	<b>Sub Total:</b>		<b>222,700</b>
		Subtotal of Estimated Cost			Subtotal of Estimated Cost	