

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

PHA Plans

Annual Plan for Fiscal Year 2003

**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 Providence

PHA Number: RI001

PHA Fiscal Year Beginning: 07/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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Annual PHA Plan
PHA Fiscal Year 2004, HUD Fiscal Year 2003
[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** (*based on most recent PHAS score of 92 of 100 total points*)
- 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 following Annual Plan for The Housing Authority of the City of Providence outlines policies and procedures covered in several PHA handbooks and manuals. The following pages along with these supporting documents comprise this plan. In 2000 the Providence Housing Authority developed an additional comprehensive strategic plan. The needs assessment phase of this plan included focus groups with residents from each of our developments as well as the Section 8 program; survey responses from approximately 975 conventional public housing development heads of household, 180 youth, 650 Section 8 residents and landlords, 90 scattered site residents and 110 neighbors of scattered sites as well surveys of external and internal stakeholders, all PHA employees, commissioners, and extensive environmental scanning activities. These activities assisted the PHA in preparing its HUD mandated Annual and Five Year plans. These plans were developed in consultation with a Resident Advisory Board that is comprised of both public housing and Section 8 residents.

This Annual plan addresses policies concerning housing needs for the city and those on our waiting lists; strategies to address these needs; PHA financial resources; policies governing eligibility, selection, admissions, occupancy, rent determination and grievance procedures in public and Section 8 housing as well as overall policies and procedures governing these programs. One example of these policies concerns admissions. In an effort to attract working families to help stabilize PHA communities the PHA has instituted a working preference whereby 25 percent of new residents admitted into family developments will be working or participating in a training activity.

Also included in the annual and five year planning processes are capital improvements that either currently underway or to be addressed in the following years that cover a wide range of improvements to PHA sites and dwelling structures such as the following:

2. Funding to supplement a bond issue for the creation of a new community center and facilities management building at Hartford Park
3. Conversion of 37 buildings at Chad Brown to individual heat and hot water systems from the current district heating system
4. Replacement of boilers at Dexter Manor and Roger Williams
5. Replacement of the domestic hot water unit at Manton Heights
6. Replacement of the roofs on seven wood buildings at Manton Heights
7. Replacement of generators at Carroll Tower and Parenti Villa

8. Replacement of fire alarm system at Parenti Villa
9. Replacement of rooftop ventilation equipment at Carroll Tower and Parenti Villa
10. Numerous other activities designed to maintain the integrity of our housing stock and provide the best possible living conditions for our residents.
11. (For greater detail and additional information please see the Capital Improvements section of this report.)

The PHA is also taking advantage of regulations that allow PHA's to borrow against future Capital Fund monies. We are using this capitalization mechanism to build a new community center and facilities management central office at the Hartford Park development. These new facilities will replace existing facilities that are outdated and inadequate. It is estimated that these activities will total approximately five million dollars.

Services addressed in this plan include a homeownership program that has already resulted in seven former public housing residents owning their own homes; an ambitious Family Investment Center program that houses the Family Self-Sufficiency, General Equivalency Diploma, English as a Second Language, Office Skills, and other educational and training activities and classes. Other programs available to residents in our family developments are the youth program that includes academic assistance, computer resource centers, enrichment classes (art, music, dance etc.), a Youth Service Council for teens, and other activities. Also offered for adults are a Family Advisory Council adult computer resource centers, health education, counseling and crisis intervention.

For those living in the PHA's elderly and elderly/disabled developments the PHA offers health & wellness centers at three developments, a congregate nutrition lunch program, certified resident service coordinators, housekeeping assistance, transportation services, bus trips and various on-site recreational activities.

The PHA also hopes to demolish 32 vacant units of housing in its Hartford Park development. These units were replaced in a previous modernization and development plan and are rapidly deteriorating. Further, these buildings create a situation of highly dense housing with little open space or parking available. Currently a court order prevents the PHA from disposing of these buildings. The PHA also plans to develop 50 units of low income housing at the Roger Williams development site. Also at this site, the PHA has submitted a disposition package to the Department of Housing & Urban Development concerning a portion of vacant land on at the Roger Williams development site. The city is building a new high school on this site and in turn will provide the PHA with funding, replacement land in the area and infrastructure improvements on the site.

All of these separate elements are brought together in this Annual Plan that illustrates the Providence Housing Authority's commitment to providing the highest level of services in the most efficient and effect manner possible. The values behind the development of this plan are expressed in the PHA's mission statement included below:

Mission Statement of the Housing Authority of the City of Providence:

The Providence Housing Authority exists to develop and maintain decent, safe and sanitary housing and to address the economic and social needs of residents. The Providence Housing Authority is committed to high standards of public accountability and continuous improvement through management excellence, professional development and customer satisfaction.

Elements of the Mission:

2. *To develop and maintain decent, safe and sanitary housing*
3. *To address the economic and social needs of residents*
4. *To ensure the adequacy and vitality of the city's affordable housing supply*
5. *To maintain public confidence in the Authority's operations*
6. *To assess and improve agency, program and employee performance*

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.

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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:

<input checked="" type="checkbox"/>	Admissions Policy for De-concentration (attached)	81
<input checked="" type="checkbox"/>	FY 2001 Capital Fund Program Annual Statement (attached in main body of report)	47
<input type="checkbox"/>	Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	
<input checked="" type="checkbox"/>	Statement of Progress for the PHA’s Five-Year Plan	(ri001a01)
<input checked="" type="checkbox"/>	Community Service Requirement Statement	83
<input checked="" type="checkbox"/>	Pet Policy Statement	87

<input checked="" type="checkbox"/>	Residents on the Resident Advisory Board	89
<input checked="" type="checkbox"/>	Residents on the Providence Housing Authority’s Governing Board	89

Optional Attachments:

<input checked="" type="checkbox"/>	PHA Management Organizational Chart (attached)	79
<input checked="" type="checkbox"/>	FY 2000 Capital Fund Program 5-Year Action Plan	(ri001b01)
<input checked="" type="checkbox"/>	Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)	73
<input checked="" type="checkbox"/>	Other (List below, providing each attachment name)	
<input checked="" type="checkbox"/>	Plans to Address Items from the Real Estate Assessment Center Customer Satisfaction Survey	91
<input checked="" type="checkbox"/>	Capital Fund Annual Statement/Performance & Evaluation Reports	
	2. CGP 708	(ri001c01)
	3. CF 50100	(ri001d01)
	4. CF 50101	(ri001e01)
	5. CF 50102	(ri001f01)

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Voluntary Conversion documentation	Section 10B

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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	20,942	5	5	4	3	4	4
Income >30% but <=50% of AMI	7,933	5	5	4	3	3	3
Income >50% but <80% of AMI	9,507	4	4	2-3	3	3	3
Elderly (65+)	5,554	4	2	2	2	2	2
Families with Disabilities (1990 figures)	9,349	4	3	2	2	2	2
White	22,807	4	4	3	2	2	3
African American	6,271	4	4	3	2	2	3
Native American	498	4	4	3	2	2	3
Asian	2,075	4	4	3	2	2	3
Hispanic	11,572	4	4	3	2	2	3

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: 1995, 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
(1990, 1993)
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

Providence Department of Planning and Development

Housing Database: RI Dept. of Administration, Division of Planning. Feb 1996.

Providence Housing Authority Rental Market Studies.

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/sub jurisdiction:			
12/31/2002	# of families	% of total families	Annual Turnover
Waiting list total	634		527
Extremely low income <=30% AMI	495	78%	
Very low income (>30% but <=50% AMI)	120	19%	
Low income (>50% but <80% AMI)	19	3%	
Families with children	247	39%	
Elderly families	83	13%	
Families with Disabilities	304	48%	
White	435	69%	
African American	169	27%	
Hispanic (included among other racial classifications)	320	50%	
Native American	9	1%	
Asian	19	3%	
Other	2	0%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	257	41%	98%
1BR	123	19%	89%
2 BR	125	20%	44%
3 BR	79	12%	26%
4 BR	17	3%	66%
5 BR	33	5%	42%
5+ BR	0	0%	N/A

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Has been opened for pre-application process since 10/18/00. Previously the elderly/disabled and two bedroom waiting lists had been open. If yes: How long has it been closed? N/A 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"/>

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input 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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	451 <small>(There are also 2,068 on a pre-application list)</small>	31%	
Extremely low income <=30% AMI	347 <small>(Not including pre-application list)</small>	77%	
Very low income (>30% but <=50% AMI)	104 <small>(Not including pre-application list)</small>	23%	
Low income (>50% but <80% AMI)	0 <small>(Not including pre-application list)</small>	0%	
Families with children	430 <small>(Not including pre-application list)</small>	95%	
Elderly families	21 <small>(Not including pre-application list)</small>	5%	
Families with Disabilities	13 <small>(Not including pre-application list)</small>	3%	
White	281	62%	
African American	153	34%	
Hispanic ¹	288	64%	
Native American	5	1%	

¹ Counted separately from race data.

Housing Needs of Families on the Waiting List			
Asian	8	2%	
Unknown	4	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed? 50 months. Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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.

As illustrated in the following section of this plan the PHA seeks to address the housing needs of the City of Providence through the implementation of efficient and effective management. To this end we have implemented an aggressive five-year goals management plan. The PHA also participated in the revision of the City’s Consolidated Planning process. Further, the PHA has implemented many social programs to assist our existing residents in their efforts to become employed and has instituted an employment preference to assist the working poor.

Those with disabilities will be served through efforts to modernize units based on the Section 504 needs assessment for public housing. These efforts have been built into our annual and five-year capital improvement plans.

Elderly residents have been served through the designation two high-rise developments, Dominica Manor and Carroll Tower as elderly only. The result has been a significant increase in the average age of residents at those developments.

The PHA also plans to take advantage of additional resources that may become available such as new Section 8 vouchers and will strive to ensure that our policies result in consistently high Section 8 lease up rates.

The PHA also plans to expand the supply of affordable housing units through the development of 50 new low-income housing units at the Roger Williams development site located in the South Providence neighborhood.

The PHA’s housing strategies were selected with an understanding of the realities surrounding the low-income housing industry at this time. The PHA is aware that activities are necessarily constrained by funding levels and the availability of other resources. Further, the City has been fortunate to have thirteen Community Development

Corporations and agencies such as the Department of Planning and Development and the Rhode Island Housing and Mortgage and Finance Corporation which also address the housing needs of our community.

The PHA developed its current strategies as part of a larger strategic planning process. The needs assessment phase of this strategic plan included focus groups with members of each of our developments as well as Section 8 residents; survey responses of approximately 975 conventional public housing development heads of household, 180 youth, 650 Section 8 residents and landlords, 90 scattered site residents and 110 neighbors of scattered sites as well surveys of external and internal stakeholders, all PHA employees, commissioners, and extensive environmental scanning activities. These activities assisted the PHA in preparing its HUD mandated Annual and Five Year plans. The annual and five-year HUD plans were developed in consultation with a Resident Advisory Board that is comprised of both public housing and Section 8 residents.

Additional surveys are continuously implemented to gather customer feedback.

(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 (Completed: Dominica Manor and Carroll Tower)
- 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 (13 Community Development Corporations, Rhode Island Housing and Mortgage Finance Corporation, City of Providence Department of Planning and Development, etc.)
 Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
 Influence of the housing market on PHA programs
 Community priorities regarding housing assistance
 Results of consultation with local or state government
 Results of consultation with residents and the Resident Advisory Board
 Results of consultation with advocacy groups
 Other: (list below)

Separate comprehensive strategic planning process.

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	7,036,676 ²	
b) Public Housing Capital Fund-CGP	4,600,000 ³	
c) HOPE VI Revitalization	-	
d) HOPE VI Demolition	-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	18,348,993	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants (3)	334,000 84,000 130,000	
h) Community Development Block Grant	-	
i) HOME	-	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (un-obligated funds only) (list below)		
Section 8 FSS Grant	28,000	Family Investment Center
Ross-RI00RSF 001P0084	167,000	
3. Public Housing Dwelling Rental Income	6,101,781	Operations
4. Other income (list below)		
Interest Income	75,200	Operations
Other Operating Receipts	1,116,000 ⁴	Operations
5. Non-federal sources (list below)		
Health PHASE	25,000	Health Promotion
Total resources	37,056,650⁵	

² "Public Housing Operating Fund" line item includes \$7,417,853 minus a utility adjustment of \$381,177 for the listed figure of \$7,036,676.
^{3,4,5} \$990,000 will be transferred from the Capital Fund to the Operating Fund. This money is included both in the line items for the "Public Housing Capital Fund" and the "Other Operating Receipts", but only figures into the "Total resources" line once to avoid double counting.

The Public Housing Operating Funds line item is based on 100% funding under the Performance Funding System. Housing Authorities have been told to expect to receive only 70% of these funds. Other estimates place this figure at 90%. At 70% the PHA would lose \$2,111,003 from the Public Housing Operating Funds line item and the Total resources line would be \$34,945,647. At 90% the PHA would lose \$703,668 from the Public Housing Operating Funds line item and the Total resources line would be \$36,352,982.

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

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: (within 6 months)
- Other: (describe)

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

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

Prospective tenants must participate in a day long Preparation for Community Living/ Living Skills workshop prior to admission into public housing.

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? *N/A*
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? *N/A*
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists? *N/A*
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? *N/A*
 - 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)
- Ratio of 5:1 when occupancy is below 97% and 1:1 when it is above 97%

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 (4:1 ratio)
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- (2) Working families and those unable to work because of age or disability (4:1 ratio)
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- (2) Those enrolled currently in educational, training, or upward mobility programs
- (2) Households that contribute to meeting income goals (broad range of incomes)
- (2) Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

Based on revised regulations governing the de-concentration rule that sets the set the established income range (EIR) high end level at 115% of the average for all developments and or 30% of area median income (AMI) the PHA has no developments outside of the of the allowable threshold.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
N/A			

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)

Previous public housing evictions or money owed to this and other housing authorities.

- 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 owner's names & addresses, prior damage claims paid, eviction notices.

(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 (when the list is open)
- 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:

2. New participants from the waiting list or as a reasonable accommodation for a family with a disabled person.
3. Also, participants now receive one 30 day extension for a total of 90 days when moving from one unit to another.

(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)

- (2) Working families and those unable to work because of age or disability (ratio of 4:1)
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences

- 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 1:4
- 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)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

Direct mailings to participants and applicants

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

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?

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

Families seeking work, elderly families (62 years and over) and disabled families without income.

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:

Flat Rents

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95th 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.) (Not yet set)

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually (unless families begin to have difficulty locating units within appropriate range.
- 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)

Rent reasonableness standards.

(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. (Included as an attachment at the end of this report.)
- A brief description of the management structure and organization of the PHA follows:

The Providence Housing Authority is Governed by an eleven member Board of Commissioners that includes two city councilmen and three resident positions.

The PHA’s is currently structured in a traditional line and staff organization consisting of five staff sections, known as offices, and four line departments reporting to an Executive Director. In addition to a Deputy Director the five staff offices are, the Office of General Counsel, the Office of Security Services, the Office of Management Information Systems and the Office of Planning and Policy, and the Office of Finance & Accounting. The four line Departments are Housing Management, Facilities Management, Resident Services and Leased Housing.

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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	2,555 (units)	490 + 74 transfers
Section 8 Vouchers	1,193 (families)	174
Section 8 Certificates	116 (families)	10
Section 8 Mod Rehab	308 (families)	150
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs (list individually)		
Elderly Service Coordinators	1,230	Open to all elderly and elderly/disabled development residents.
FSS	150	Multiyear program
GED/ESL	50	90%
Office Skills	25	100%

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)

Facilities Management Operations Manual

Chapter 1: Introduction

Introduction
Mission Statement
Function Statement

Chapter 2: Facilities Management And Planning

Organizational Structure And Staffing
PHAS Performance Standards
Annual Goals Management Plan
Annual Facilities Management Plan

Chapter 3: Dispatch

Dispatch
Rovers
Call Back Policy
Building Control And Monitoring System

Chapter 4: Work Orders

The Work Order System
Generating Work Orders
Assigning Work Orders
Completing Work

Chapter 5: Inspection

Unit Preventative Maintenance Inspections
Building And Grounds Inspections
Vacant Unit Inspections
Occupancy Inspections
Major Systems Inspections
Quality Control Inspections
Snow Removal Inspections

Chapter 6: Unit Turn-Around

Unit Turnaround
Quality Control Standards
Procedure
Anticipating Vacancies

Chapter 7: Inventory Control System

Inventory Control System
Maintenance Inventory Model
Reports
Warehousing
Tools And Equipment

Chapter 8: Vehicles

Motor Vehicle Preventive Maintenance
Vehicle Inspections

Vehicle Trip Log
Gasoline Purchasing Procedure
Accidents
Motor Vehicle Replacement Policy

Chapter 9: Energy Management

Energy Management
Annual Energy Conservation
Annual Utility Review
Energy Management Strategies

Appendices

Appendix A: Job Descriptions
Appendix B: Goals Management Plan
Appendix C: Snow Removal Plan
Appendix D: Landscape Plan
Appendix E: Development Inventory
Appendix F: Tenant Charges
Appendix G: Quality Control Standards
Appendix H: Planned Maintenance Schedules
Appendix I: Forms

Inspection Forms

FM-Ins1 Annual Apartment Inspection Checklist (UPM Inspection)
FM-Ins2 Building And Grounds Inspection
FM-Ins2aRoof Inspection
FM-Ins3 Life Safety Systems Log
FM-Ins4 Major Systems Inspections
FM-Ins5 Quality Control Inspection Report
FM-Ins6 Snow Removal Inspection
FM-Ins7 Unit Turnaround: Final Apartment Inspection
FM-Ins8 Unit Turnaround Update Form
FM-Ins9 Vacant Unit Inspection

Vehicle Forms

FM-Veh1In-Shop Vehicle Maintenance
FM-Veh2Monthly Vehicle Fuel Log
FM-Veh3Motor Vehicle Accident Report (DMV)
FM-Veh4Vehicle Accident Report
FM-Veh5Vehicle Checklist
FM-Veh6Vehicle Trip Log

Inventory/Purchases Forms

FM-Inv1 Employee's Equipment Receipt/Agreement and Custody Form
FM-Inv2 Request Slip for Supplies and Equipment
FM-Inv3 Temporary Equipment Custody Form

Logs

FM-Log1 Call Back Log
FM-Log2Dispatch Office Radio Check-out Log
FM-Log3Elevator Log
FM-Log4Employee Sick Log
FM-Log5 Key Log

Appendix J: Employee Performance Evaluation Forms

Housing Management Administrative Handbook

Forward

Chapter 1: History/Organization

2. History of Public Housing
3. Public Housing Occupancy
4. Department of Housing Management
5. General Responsibilities
6. Organization of Department
7. Function Statement

Chapter 2: Introduction to Admissions & Continued Occupancy Plan

2. Overview
3. Fair Housing
4. Reasonable Accommodation
5. Communication
6. Questions to Ask In Granting Accommodation
7. Non-English Speaking Applicants and Residents
8. Family Outreach
9. Right to Privacy
10. Required Postings

Chapter 3: Eligibility for Admission

2. Policy Statement
3. Eligibility Criteria
4. Family
5. Income Limits for Admission
6. Citizenship and Eligible Immigration Status
7. Suitability
8. Grounds for Denial
9. Posting of Admissions Policy

Chapter 4: Application Processing

2. Pre-Application
3. Processing of Pre-Application
4. Pre-Application Data Entry
5. Application
6. Processing of Application
7. File Maintenance
8. Establishing Applicant File
9. Applicant Updates
10. Quality Control Checks

Chapter 5: Waiting List

2. Establishing and Maintaining a Waiting List
3. Overview
4. Opening and Closing of Waiting List
5. Waiting List Preferences
6. Updating the Waiting List

Chapter 6: Verification Process

2. Overview
3. Types of Verification
4. Third Party Verification
5. Verbal Verification
6. Original Documents
7. Applicant Certification
8. Information Subject to Change
9. Sources of Verification
10. Applicant Information Release Waiver
11. Verification Steps
12. Obtaining Third Party Verification
13. Verification of Family Composition and Income
14. Familial Identification
15. Eligible Immigration Status
16. Dependent Information
17. Family's Annual Income
18. Adjusted Income
19. Net Family Assets
20. Verifying Non-Economic Selection Criteria
21. History of Criminal Activity
22. Landlord Verification
23. Utility Service
24. Home Visit
25. Home Visit Form
26. Shelter or Other Transitory Housing
27. Medical Facilities
28. Living with Families
29. Re-inspections
30. Interview
31. Interview Forms
32. Office Interview Form
33. Fraud
34. Verification Time Limits

Chapter 7: Reviewing Verified Information

2. Overview
3. Office Interview Report
4. Residency Verifications
5. Property Damage, Housekeeping, and Disturbances
6. Acceptable Documentation
7. Primary Indicators
8. Secondary Indicators
9. Income/Asset/Local Preference Verification
10. Criminal Record Verification
11. Impact of Criminal Activity on the Community
12. Other Factors and Considerations
13. Verification of Mitigating Circumstances
14. Other Documentation
15. Home Visits
16. Location Preference

Chapter 8: Final Determination

2. Overview

3. Final Determination
4. Landlord Responses
5. Criminal Activity
6. Responses from Shelters
7. Evictions
8. Home Visits
9. Interview
10. Participation in Preparation for Community Living
11. Outstanding Balance on PHA Account
12. Mitigating Circumstances
13. Misrepresentation and Fraud
14. Application Activity Record
15. Eligibility Determination
16. Preference Determination
17. Mandatory and Permanent Ineligibility
18. Admission of Applicants with Disabilities
19. Waiting Period
20. Record keeping

Chapter 9: Income, Exclusions and Deductions

2. Annual Income
3. Convert to Annual Income
4. Income of Dependents
5. Income of Temporarily Absent Family Members
6. Income of Confined Family Members
7. Income from Assets
8. Regular Contributions and Gifts
9. Alimony or Child Support
10. Income from a Business
11. Social Security Overpayment Withholding
12. Lump Sum Payments
13. Lump Sum Payments Involving Attorney Fees
14. Relocation Payments
15. Reimbursement for Program Related Expenses
16. Treatment of Income from Training Programs
17. Title V
18. Adjusted Income
19. Dependent
20. Elderly/Disabled Deduction
21. Child Care Expenses
22. Medical Expenses
23. Allowance for Disability Expenses
24. Specialized Calculation for Households Eligible for Handicapped Assistance and Medical Expenses
25. Excess Utility Expenses—Medical Equipment
26. Income Exclusions

Chapter 10: Rent Calculation

2. Family Choice in Rent
3. Formula Based Rent
4. Minimum Rent
5. Flat Rent
6. Rent for Families under the Non-citizen Rule
7. Rent Changes for Families Receiving Public Assistance

8. Utility Allowance
9. Calculation of Total Tenant Payment

Chapter 11: Tenant Assignment

2. Occupancy Standards
3. Development Type
4. Unit Type
5. Single Pregnant Women
6. Foster Children or Foster Adults
7. Child Custody
8. Same Gender Adults
9. Live-in Aides
10. Accessible Units
11. Nondiscriminatory Interaction with Disabled Applicants
12. Local Preferences and Broad Range of Incomes
13. De-concentration Policy
14. De-concentration Incentives
15. Targeting
16. Limitation of Non-Very Low Income Families
17. Placement Procedures
18. Record keeping

Chapter 12: Reporting

Chapter 13: Marketing

2. Overview
3. Identifying Obstacles
4. Marketing Plan
5. Measure Success of Performance

Chapter 14: Leasing

2. Overview
3. Receiving Units from Maintenance
4. Sending Application Folders to Developments
5. Showing Units
6. Preparing for Leasing
7. Move-In Inspection
8. Move-In Orientation
9. Lease Reading
10. Security Check List
11. Lead-Based Paint Notification
12. Rent and Security Deposit
13. Keys
14. Processing Lease
15. Follow Up

Chapter 15: Rent Collection

2. Importance of Rent Collection
3. Resident Orientation
4. Role of Housing Manager
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4. Emergency Operations Manual
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(2) Section 8 Management: (list below)

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- Section 1 Waiting List
- Section 2 Eligibility for Admission
- Section 3 Rent Calculation
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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:

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)

Grievance Procedures

Overview

The PHA grievance procedure was developed to provide applicants and residents with a standardized and prompt process for resolving disputes with the PHA. The grievance procedure has been designed in accordance with the Order of the court in CA NO. 82-0169S, U.S. District Court, District of Rhode Island - Johnson et al v. Housing Authority of the City of Providence.

Additionally, the QHWRA requires the PHA to change its grievance procedure to comply with the following:

- ⊕ Residents do not have the protection of the grievance procedure if they are engaged in violent or drug related activities.
- ⊕ The PHA must allow the grievance procedure to cover disputes over refusals to renew a public housing lease due to lack of compliance with the community service requirement and disputes over an agency's refusal to lower a rent payment after public assistance payments are reduced due to noncompliance with the public assistance program.

If a hearing is not required, the PHA must notify the Tenant.

Applicability

The PHA may exclude any grievance concerning an eviction or termination of tenancy based upon a resident's creation or maintenance of a serious threat to the health or safety of other residents or of PHA employees from grievance procedure requirement. In these cases, the PHA shall proceed in accordance with the Rhode Island "twenty day" summons and complaint procedures in the Sixth Division District Court.

The Grievance Procedure is not a forum for initiating or negotiating policy changes between a group or groups of residents and the PHA Board of Commissioners or Executive Director, nor is it a forum for disputes between residents or class grievances. However, an individual resident may challenge a PHA policy, as applied to that resident, as being in conflict with the rules or laws listed in the definition of a grievance below.

Definitions

Grievance: a grievance is any dispute that a resident or applicant may have with respect to a PHA action or failure to act in accordance with the individual resident's lease or federal statute.

Resident: a resident of the PHA is any lessee or the remaining head of household of any resident family residing in housing owned and managed by the PHA, or any applicant for public housing.

Filing a Grievance

It is the purpose of this procedure to allow Tenants to bring complaints to the attention of the PHA and obtain immediate resolution, maintenance, or correction without the requirement of initiating a grievance. Not every complaint triggers a grievance. Any Tenant may initiate a grievance by obtaining a Grievance Request (Figure 25-1) to be completed at either the Housing Manager's office or the PHA's central office.

A grievance is filed when the Grievance Request is completed, signed, and dated (top portion). In compliance with 24 CFR 966.55, the Grievance Request shall specify the reasons for the grievance and the action or relief sought.

Adequate forms shall be provided by the PHA and available in each Management Office and at the PHA's central offices.

The Grievance Procedure will remain on file in each management office at all times. A notice of the availability of the procedure will be posted at all times.

Grievance Process

The Housing Manager shall respond to the grievance within five (5) working days of the filing of a grievance. The response shall be in writing, signed and dated and the grievant shall sign and date the receipt of the Housing Manager's written response on the *Grievance Request* form. If, by the end of the fifth business day, the Housing Manager has not obtained the signed receipt from the resident, the Housing Manager shall deliver or mail (first class regular U.S. mail) a copy of the response to the resident, and the day after such delivery or mailing date shall be deemed the date of receipt.

Review

No later than the fifth business day after the grievant's receipt of the response, the grievant may request a review by the Executive Director by signing and dating the appropriate line on the *Grievance Request* form. The request for review shall be immediately forwarded to the Executive Director, by the PHA, and the Executive Director shall record a decision and communicate it to the grievant in the same procedure as set forth in Section 25.5.1 above.

Within five days of the grievant's receipt of the Executive Director's decision, the grievant may request the convening of the full grievance hearing by signing and dating the appropriate line on the *Grievance Request* form. The request for a grievance hearing shall be immediately forwarded to the Grievance Procedure secretary at the PHA's central offices.

The grievance shall be held within twenty (20) working days of the date of the request. The hearing shall be held at the local housing development of the grievant, or at the central office in the case of an applicant, or at any other location if mutually agreeable to the PHA and the grievant.

Postponements

The date of the hearing may be postponed by the decision of at least two of the three grievance panel members. The Grievance Procedure secretary shall immediately notify the grievant and the PHA personnel involved of any postponements. Only one postponement of the hearing will be allowed, without the grievant's consent, and the rescheduled hearing shall be held within twenty (20) working days of the originally scheduled date. The same panel shall conduct the postponed hearing. Best efforts shall be made to hold the hearing at a time and place reasonably convenient to both grievant and the PHA. The grievant may also postpone the hearing once.

Notification and Document Review

The grievant must receive written notice of the hearing at least two weeks prior to the hearing. The PHA shall use Figure 25-2 for all such notices. Proof of grievant receipt of the notice shall be by signed receipt or by notation of mailing to the grievant's address. Mailing must occur no later than fifteen days prior to the hearing.

Any documents, records, or regulations not made available may not be relied upon by the PHA at the grievance hearing.

Conducting a Hearing

Private Hearing

The grievant has a right to a private hearing (i.e., only the panel, grievant, grievant representative, PHA representative, and witnesses). However, the hearing may be public if the grievant so requests.

Conducting a Hearing

The following guidelines should be adhered to when conducting a grievance hearing.

- ⊕ The third, or neutral, panel member shall chair the panel and rule on points of order and procedure. The strict rules of evidence and procedure shall not apply unless specifically stated in this procedure.
- ⊕ Each side has the right to present evidence, documents, witnesses, and arguments to challenge evidence relied upon by the opposing side, and to confront and cross-examine witnesses upon whose testimony the other side relies.
- ⊕ The panel shall require all persons present to conduct themselves in an orderly fashion.
- ⊕ The panel may allow a party to submit any document after the hearing as long as a copy is provided to the opposing side, with opportunity to respond. If absolutely necessary, the panel may continue and reconvene the hearing for further testimony or argument, subject to the same timetable as that used for postponements.
- ⊕ Either party may arrange for a transcript of the hearing. Arrangements to be made in advance and, at the requesting party's expense.
- ⊕ The order of presentation of evidence and arguments, and the appropriateness of panel members asking their own questions shall be left to sound discretion of the panel.
- ⊕ The panel shall allow each side a reasonable time for presentation of its case but may conclude the hearing when the panel feels no new evidence or arguments are being offered.
- ⊕ In exceptional circumstances, the panel may exclude any person for failure to comply with the directions of the panel chairperson or may, with advance warning, conclude the hearing with a decision against a party being disruptive, disorderly or repeatedly failing to comply with the panel's directions.

Panel Decision

No later than ten (10) working days after the conclusion of the hearing, the panel will issue a written decision and mail or deliver it to the grievant and the Grievance Secretary. The Grievance Secretary will deliver it to the Executive Director of the PHA. The decision will explain the reasons for the panel's conclusions. The decision will specifically explain the result, relief, or remedy if any, which was reached including, where appropriate, precise dates, dollar figures, and conditions, which any party must adhere to as part of the relief. The decision will note whether it is unanimous and shall identify any dissenting member of the panel. It may include a written explanation for the dissent. The decision shall be dated and signed by the Chairperson. The decision shall be typewritten, and the Chairperson may use the services of the Grievance Secretary to do so.

Effect of Panel Decision

The decision of the panel shall be binding on the PHA, which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the PHA Board of Commissioners determines within a reasonable time, and promptly notifies the grievant of its determination, that:

- ⊕ The grievance does not concern PHA action or failure to act; or
- ⊕ The decision of the panel is contrary to applicable federal, state, or local law, HUD regulations, or requirements imposed upon the PHA by the annual contributions contract between HUD and the PHA.

A decision of the panel in favor of the PHA, in whole or part, will neither constitute a waiver of, nor affect in any manner, any rights the grievant may have to a trial de novo or judicial review in any judicial proceedings, which may

thereafter be brought in the matter. The decision shall be binding on the resident, however, insofar as any future grievance is concerned, on the same facts, by the same grievant.

Issues of Rent

Where a resident is current in rent and initiates a grievance, the resident must remain current through the date of the request for the hearing at which point the resident may pay rent into the PHA’s grievance escrow account in lieu of paying rent to the PHA. In cases involving escrow accounts, the decision of the panel shall address itself to the question of disbursement of such account, in whole or in part, with condition or a timetable attached to such disbursements.

Where a resident is current in rent, and the PHA initiates an eviction action, the resident may request a grievance procedure prior to the state court action as long as the resident:

- Ⓢ remains current in rent; or
- Ⓢ follows the same escrow procedure.

Where a resident is in arrears in rent, and the PHA initiates any eviction action, that resident may request a grievance and be entitled to a grievance hearing only if that resident thereafter pays each month’s rent as it becomes due at the beginning of the next month following the month in which the PHA initiates the eviction action (i.e., ***no additional arrearages may accrue during the pendency of the grievance***).

Where a resident is in arrears in rent, the rent must be brought current before that resident may initiate his or her own grievance.

The PHA shall be considered to have initiated an eviction action by sending a notice of proposed termination or notice of intent to evict or to terminate a lease. A “warning” or conditional notice shall not be considered such a notice.

Failure on the part of the resident to comply with these requirements shall constitute a forfeiture of the grievance procedure.

Grievance Panel

The grievance panel shall consist of three persons, one from each of the following categories:

- Ⓢ The PHA pool;
- Ⓢ The resident pool; and
- Ⓢ The neutral pool.

The PHA pool shall consist of employees of the PHA, as designated by the Executive Director from time to time; this pool shall have no fewer than four members at all times; no member may remain in the pool for more than six months out of each calendar year.

The resident pool shall consist of all residents who shall volunteer to serve with the Grievance Secretary posting notices twice each year, in every development, seeking volunteers for the grievance pool. No member may remain in the pool for more than six months out of each calendar year.

The neutral pool shall consist of third parties who have no employment, financial, or other conflicting interest in the PHA, and, therefore, serve as neutral arbitrators. This member of the pool shall be the chairperson. The parties to this action shall jointly solicit members for this pool by contacting, in writing, the following agencies⁴ and community groups and requesting that each agency or group designate one employee or member to serve:

- Ⓢ Elmwood Community Center
- Ⓢ Rhode Island Human Rights Commission
- Ⓢ PRO - CAP
- Ⓢ Joslin Center

⁴ The Agencies included in this list were compiled as a part of a larger legal document. Some of the agencies are no longer in existence.

- ⊕ Smith Hill Center
- ⊕ John Hope Settlement House
- ⊕ Urban League
- ⊕ Black Ministerial Alliance
- ⊕ Progreso Latino
- ⊕ S.R.S.
- ⊕ Providence Mental Health
- ⊕ Providence Human Relations Commission
- ⊕ International House
- ⊕ Providence Ambulatory Health Care Facilities
- ⊕ D.C.A. Department of Women & Human Resources
- ⊕ Sojourner House
- ⊕ Women's Development Corporation
- ⊕ South Providence Neighborhood Center
- ⊕ DaVinci Center
- ⊕ Rhode Island Indian Council
- ⊕ Federal Hill House Association
- ⊕ St. Martin de Porres Center
- ⊕ Education Opportunity Center
- ⊕ Junior Chamber of Commerce
- ⊕ Marathon House
- ⊕ Providence Corporation

The neutral pool members shall serve no longer than twelve consecutive months, after which their respective agencies and groups shall be requested to designate another person. It shall be the duty of the neutral member of the panel to exercise independent judgment.

Availability

The PHA will make the grievance procedure available in management offices and at the administrative office. Each resident shall be entitled to one copy upon request.

Grievance Secretary

The Grievance Secretary is ineligible to be in the PHA pool for the grievance panels.

The Grievance Secretary, upon receipt of a request for a grievance panel hearing in accordance with this procedure, shall promptly schedule the hearing by randomly selecting one person from each of the three pools, arranging a date, time and place and shall notify the panel members and the parties. The Grievance Secretary shall advise each panel member of the grievant's name and (if applicable) development to ascertain if a conflict exists for that panel member. The PHA member of the panel shall not be employed at the local management office of the grievant's development.

There shall be no communications between or among any panel members or the grievant prior to the hearing, and the Grievance Secretary shall not advise panel members of any details of the grievance, except insofar as necessary to determine conflicts of interest.

Miscellaneous

Escrow

The PHA's grievance procedure continues and adopts the "escrow" provisions of the settlement reached in Mitchell, et al v. Housing Authority of the City of Providence, C.A. No. 77-0615 (U.S. District Ct., D.R.I.). To the extent of any inconsistencies, this Grievance Procedure shall supersede and control over all prior procedures.

Other

This Grievance Procedure shall be the sole procedure, until modified or replaced, per order of the Court, for all residents and applicants of the PHA, replacing any inconsistent prior procedures or practices.

The U.S. District Court retained jurisdiction to consider future changes in this procedure.

Failure to Request Hearing

Per 24 CFR 966.55, Failure to request a hearing does not constitute a waiver of a Tenant's right to contest an action in court.

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?

(Applicants have access to the PHA's grievance procedures, Section 8 program participants are granted informal hearings)

If yes, list additions to federal requirements below:

Please see the grievance procedures included under Public Housing.

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)

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 (state name)

-or-

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

Please see following pages

PHA PLAN Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number RI 43 P001 50103 FFY of Grant Approval: (2003)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$920,396
3	1408 Management Improvements	\$234,500
4	1410 Administration	\$611,563
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$211,500
8	1440 Site Acquisition	
9	1450 Site Improvement	\$155,000
10	1460 Dwelling Structures	\$1,284,000
11	1465.1 Dwelling Equipment-Nonexpendable	\$15,750
12	1470 Non-dwelling Structures	\$897,272
13	1475 Non-dwelling Equipment	\$270,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	\$2,000
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$4,601,981
21	Amount of line 20 Related to LBP Activities	\$5,000
22	Amount of line 20 Related to Section 504 Compliance	\$5,000
23	Amount of line 20 Related to Security	\$194,000
24	Amount of line 20 Related to Energy Conservation Measures	\$522,750
25	Collateralization Expenses or Debt Service	\$422,272

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
Chad Brown 001	Repair Steam Lines	1450	\$10,000
	Repoint/Seal Exterior Masonry	1460	\$47,000
	Replace Screens	1460	\$4,000
	Kitchens - Cabinets/Countertops	1460	\$12,600
	Heating System Upgrade	1460	\$400,000
	Deferred Painting	1460	\$4,000
	Appliance Purchase	1465	\$6,750

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
Admiral Terrace 001A	Repair Steam Line	1450	\$10,000
	Repoint/Seal Exterior Masonry	1460	\$25,000
	Kitchens - Cabinets/Counters	1460	\$21,000
	Replace Floor Tile	1460	\$4,000
	Deferred Painting	1460	\$5,000
	Bathroom Renovations	1460	\$2,000
	Card Access/Cameras/Security System	1460	\$10,000
	Appliance Purchase	1465	\$9,000
			\$86,000

**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
Roger Williams 002	Repair/Replace Smoke Hatches	1460	\$7,500
	Replace Basement Stairs (2)	1460	\$14,000
			\$21,500

**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
Codding Court 003	Building Controls	1460	\$4,000
	Install Backflow Valves	1460	\$4,000
			\$8,000

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
Hartford Park 004/006/019	Install Underground Conduit	1450	\$40,000
	Seal/Repair Building Exterior	1460	\$250,000
	Install Hand Rails to Meet Code	1460	\$2,000
	Upgrade Handicapped Showers	1460	\$3,000
	Heating System Upgrade	1460	\$50,000
	Bond Repayment	1470	\$422,272
	Repair Boiler Room Floor Slab	1470	\$25,000
	Renovate/Replace Community Center	1470	\$400,000
	Install Security Cameras/Card Readers	1470	\$10,000
	Furniture for FM Bldg/Community Center	1475	\$200,000
			\$1,402,272

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
Manton Heights 005	Replace/Repair Gas Lines	1450	\$35,000
	Replace Floor Tiles	1460	\$3,000
	Deferred Painting	1460	\$3,000
	Combustion Air System for Boilers	1460	\$30,000
	Card Access/Cameras/Security System	1470	\$10,000
			\$81,000

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
Sunset Village 007	Upgrade Domestic HW	1460	<u>\$15,000</u> \$15,000

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
Dexter Manor I 008	Construct Hazmat Storage Shed Install Security Cameras/Card Readers	1470 1470	\$20,000 <u>\$10,000</u> \$30,000

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
Dominica Manor 009	Exterior Security Lighting Refinish /Replace Balcony Railings	1450 1460	\$2,000 <u>\$9,100</u> \$11,100

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
Carroll Tower 011	Repair/Repave Parking Lot	1450	\$15,000
	Exterior Security Lighting	1460	\$2,000
	Clean Ventilation System	1460	\$20,000
	Repair/Replace Ventilation System	1460	\$150,000
			\$187,000

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
Kilmartin Plaza 012	Exterior Lighting	1450	\$3,000
	Window Replacement	1460	\$4,000
	Replace Screens	1460	\$4,000
	Deferred Painting	1460	\$3,000
	Clean Ventilation System	1460	\$15,000
			\$29,000

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
Parenti Villa 013	Repave/Seal Coat Parking Lot	1450	\$35,000
	Exterior Security Lighting	1450	\$3,000
	Replace Floor Tile	1460	\$5,000
	Asbestos Abatement	1460	\$5,000
	Deferred Painting	1460	\$5,000
	Install Backflow Valves	1460	\$5,000
	Clean Ventilation System	1460	\$20,000

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
Dexter Manor II 014	Exterior Security Lighting	1450	\$2,000
	Repair/Replace Roof	1460	\$10,000
	Repair/Caulk Chimney	1460	\$15,000
	Replace Exterior Doors	1460	\$2,000
	Replace Floor Covering	1460	\$4,800
	Replace Screens	1460	\$3,000

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
Scattered Sites 017/021	Gutter Guards (Duplex) (1-17)	1460	\$5,000
	Gutter Guards (Duplex) (1-21)	1460	\$5,000
	Paint Buildings (Duplex) (1-17)	1460	\$20,000
	Paint Buildings (Duplex) (1-21)	1460	\$15,000
	Replace Floor Tile (1-17)	1460	\$5,000
	Replace Floor Tile (1-17)	1460	\$5,000
	Install Carbon Monoxide Detectors	1460	\$2,000

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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
Authority Wide	Transfer to Operations	1406	\$920,396
	Computer Software	1408	\$20,000
	Economic Development	1408	\$15,000
	Living Skill Coordinator	1408	\$54,500
	Police	1408	\$130,000
	Security Guards	1408	\$15,000
	CGP Administrative Costs	1410	\$460,198
	In House Design	1410	\$151,365
	A&E Fees	1430	\$120,000
	LBP/Asbestos Testing	1430	\$5,000
	MOD Inspection Costs	1430	\$86,500
	Install Backflow Valves	1460	\$10,000
	Asbestos Abatement	1460	\$10,000
	LBP Abatement	1460	\$5,000
	Computer Hardware	1475	\$25,000
	Office Furnishings	1475	\$5,000
	Maintenance Vehicles/Equipment	1475	\$40,000
	Relocation	1495	2,000

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)
Chad Brown	9/30/05	9/30/06
Admiral Terrace	9/30/05	9/30/06
Roger Williams	9/30/05	9/30/06
Hartford Park	9/30/05	9/30/06
Manton Heights	9/30/05	9/30/06
Dexter Manor I	9/30/05	9/30/06
Dominica Manor	9/30/05	9/30/06
Carroll Tower	9/30/05	9/30/06
Kilmartin Plaza	9/30/05	9/30/06
Parenti Villa	9/30/05	9/30/06
Dexter Manor II	9/30/05	9/30/06
Scattered Sites	9/30/05	9/30/06
Authority Wide	9/30/05	9/30/06

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name: **ri001b01**)

-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:

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:

The PHA will utilize tax credits to develop units at the remaining cleared land at the Roger Williams development site.

- 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:

The PHA is currently taking advantage of regulations allowing PHA's to borrow against future Capital Fund monies. We are using this capitalization mechanism to build a new community center and facilities management central office at the Hartford Park development. These new facilities will replace existing facilities that are clearly inadequate. It is estimated that these activities will total approximately \$5,000,000.

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.)

Demolition/Disposition Activity Description
1a. Development name: Hartford Park 1b. Development (project) number: RI 43P001004
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> (Planned demolition of vacant units pending change in status of Court decision.)
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY) NA, Plan has yet to be prepared.</u>
5. Number of units affected: 32 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Fall 2003 b. Projected end date of activity: Fall 2003

See Next Page for Roger Williams Disposition Information.

Demolition/Disposition Activity Description
1a. Development name: Roger Williams 1b. Development (project) number: RI 43P001002 (A portion of the site that does not include any housing units and is currently vacant.)
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (04/29/02)
5. Number of units affected: 0 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development (The area in question concerns a vacant area that contains no housing units) <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Spring 2002 b. Projected end date of activity: Fall 2002

The Providence Housing Authority has prepared a disposition proposal for a portion of vacant land at the Roger Williams development in Lower South Providence. This disposition of land was approved by HUD on April 29th 2002 and the City of Providence is in the process of building a high school on the northeast corner of the site at Thurbers Avenue and Rugby Street. In return for this land the City has agreed to provide the PHA and its development partner, Family Housing Development Corporation (FHDC) with vacant parcels of land, funding that will be used for development and infrastructure improvements on the site.

For specific detail please see the Providence Housing Authority's January 2002 Disposition Proposal.

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.

Designation of Public Housing Activity Description	
1a. Development name:	Dominica Manor and Carroll Tower
1b. Development (project) number:	RI 43 P009 (Dominica Manor), RI 43 P0011 (Carroll Tower)
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:	(February 1995) (Approved 90 days after PHA submission of Allocation Plan) This was re-approved in 2000 and again on July 9 th 2002.
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan (NA, previously approved) <input type="checkbox"/> Revision of a previously-approved Designation Plan? (NA, plan has been approved)
6. Number of units affected:	398
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description (N/A)
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

a) How many of the PHA’s developments are subject to the Required Initial Assessments?

Seven: Chad Brown, Roger Williams, Codding Court, Admiral Terrace, Hartford Park, Manton Heights, Scattered Sites.

b) How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)?

Seven: Dexter Manor I, Dexter Manor II, Parenti Villa, Carroll Tower, Kilmartin Plaza, Dominica Manor, Sunset Village.

c) How Many Assessments were conducted for each of the PHA’s covered developments?

One comprehensive assessment was completed that covered all developments subject to the Required Initial Assessment regulations.

d) Identify the PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
none	

e) If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Sites 1b. Development (project) number: RI 43-POO1-040, RI 43-POO1-039, RI 43-POO1-017, RI 43-POO1-043, RI 43-POO1-036, RI 43- POO1-040 RI 43-POO1-030
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (09/27/1994) <u>Date of Implementing Agreement letter.</u>
5. Number of units affected: 10 6. Coverage of action: (select one) <input checked="" 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.)

(PHA may conduct a feasibility study of this option)

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:

Participants will be required to put down 3% of the purchase price of the home in question as a down payment. One percent of the purchase price must come directly from the resident’s personal funds as a portion of this down payment.

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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/22/99

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
(*We have MOU but didn't get vouchers*)
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families (check on these)
- 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.)

Services and Programs				
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)
FSS	150	Specific criteria	Employment Support Center (ESC)	Both
GED 30 hour program	25 per year	Specific criteria	Employment Support Center (ESC)	Both
ESL 30 hour program	25 per year	Specific criteria	Employment Support Center (ESC)	Both
Office skills	25 per year	Specific criteria	Employment Support Center (ESC)	Both
Community Services Family Unit/Youth				
Academic Assistance 6-12 Teens	Available to 50-100	Self-select strongly encouraged Mandated if below C average	Community Centers (Chad Brown, Hartford Park, Manton Heights)	PHA resident youth ages 6 – 17 enrolled in the PHA Youth Program (Public Housing)
Computer Resource Centers Drop in Labs	Available to 75	Participants self select	Community Centers (Chad Brown, Hartford Park, Manton Heights)	PHA resident youth ages 6 – 17 enrolled in the PHA Youth Program (Public Housing)
Computer Resource Centers Computer Club		Participants self select	Community Centers (Chad Brown, Hartford Park, Manton Heights)	PHA resident youth ages 6 – 17 enrolled in the PHA Youth Program (Public Housing)
Enrichment Classes (art, music, dance, yoga, etc.) Some transportation provided	Available to 50-100	Participants self select	Community Centers (Chad Brown, Hartford Park, Manton Heights)	PHA resident youth ages 6 – 17 enrolled in the PHA Youth Program (Public Housing)

Providence Housing Authority

HUD 50075 Annual and Five Year Plans

Youth Service Council	6 per month	Selected by PHA staff on merit	Volunteer Center of Rhode Island	PHA program participants 13-17 (Public Housing)
Community Services Family Unit/Adult				
Family Advisory Council	6 per month	Members self select	Community Centers (Chad Brown, Hartford Park, Manton Heights)	PHA adult residents in good standing (Public Housing)
Family Community Building Activities	21 per month	Members self select	Community Centers (Chad Brown, Hartford Park, Manton Heights)	PHA adult residents in good standing (Public Housing)
Computer Resource Center Adult Beginning Computer	25	Self/Staff Referral	Community Centers (CB, HP, MH)	All parents of program participants (Public Housing)
Health Education (Health PHASE)	35 per month	Self/Staff Referral	Community Centers (CB, HP, MH)	Adults in Family Developments
Counseling, Crisis intervention (Family Services)	15 per month	Self/Staff Referral	Community Centers (CB, HP, MH)	Adults in Family Developments
Community Services Adult Unit Elderly/Disabled residents				
Health & Wellness Centers at Carroll Tower, Dexter manor, Dominica Manor Geriatric Health Clinic	Approx 40 per year	Self / staff Referral Appointments Required	RI Hospital Division of Geriatrics operates at 3 high-rises	Elderly 62+ with health insurance (Public Housing)
Health & Wellness Centers Services of Podiatrist and Pharmacist, Saving Sight, Flu Clinics	15 per month 285 available flu shots	Self/staff referrals Drop-in & Appointments	Outside services coordinated by Health Program Facilitator	All residents
High Rise Health & Wellness Centers Health Education	30 per month	Scheduled monthly, self selected	All sites, coordinated by the Health Program Facilitator	All residents
Congregate Nutrition Lunch Program	85 per year	Self / Staff Referral Reservations Required	RI Meals on Wheels operates at 2 high-rises	All residents (Public Housing)
Certified Resident Services Coordinators	1,230 per year	Self / Staff Referral Drop-in visits	On-site office at 7 developments	All residents (Public Housing)
<i>Housekeeping Assistance</i> Supportive Services for Frail Residents	20 per year	<i>Housing Helps & RSC referral</i> Scheduled visits	In-home services at 7 developments by contracted housekeeper	All frail residents as determined by physical and cognitive assessments

				(Public Housing)
Transportation Services Door to door round-trip transportation to medical appointments.	120 per year 1,200 trips	Self / Staff / <i>Housing Helps</i> referral Reservations Required	Central dispatcher coordinates rides	All residents (Public Housing)
Social Trips	350 per year	Self / staff referral Reservations Recommended	City of Providence Recreation Department – Senior Division Provides transportation to all 7 developments	All residents (Public Housing)
Various On-site Recreation Activities	700 per year	Self / staff referral Drop-in Visits	Local churches, volunteers, community centers, provide weekly or monthly activities at 6 developments	All residents (Public Housing)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (Start of FY 2003 Estimate)	Actual Number of Participants (As of: 01/01/03)
Public Housing	0	150
Section 8	0 (Note: Section 8 minimum program size was originally 27.) There have been well over that many positive completions, plus there are 25 active contracts.	25

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:

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
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13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

Chad Brown, Admiral Terrace, Manton Heights, Hartford Park, Dexter Manor 1 and 2

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)

Resident Training Programs

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

All Providence Housing Authority Developments

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)

Designation of a special "Public Housing Unit" with a police substation the Hartford Park family development by the Providence Police Department.

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

All Providence Housing Authority Developments

D. Additional information as required by PHDEP/PHDEP Plan

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

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

Due to cancellation of this program for the Fiscal Year in question no PHDEP plan is being submitted.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

22.5 Pets

The Pet Policy is applicable to all resident families who live in PHA housing. Before housing a pet(s) in his/her unit, a resident must acquire PHA authorization by completing a Pet Agreement. A maximum of two (2) pets per unit is allowed, only one of which can be a dog. The PHA will allow only domesticated dogs, cats, birds, and fish. All dogs and cats must be neutered. Any animal deemed to be potentially harmful, including attack or fight-trained dogs, will not be approved. Animals expected to exceed thirty (30) pounds in weight at maturity will not be approved.

A separate deposit of \$300.00, or one month's rent (whichever is less) is required for each pet, except caged birds or fish in a tank of thirty gallons or less. This deposit may be paid in advance or through a payment plan that requires \$50.00 upon approval of the Pet Authorization and \$10.00 per month until the Pet Deposit is paid in full. The deposit will be refunded when the pet has been removed from the household and the Housing Manager inspects the unit for pet damage.

Owners must house pets in their apartments (no outdoor cages may be constructed) and must keep the pets on leashes when outside of the unit. Pets must be maintained in a manner that prevents odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Pet owners will be required to remove pets from their units if the Management Office receives repeated complaints from neighbors or PHA personnel regarding excessive noise, bad odors, animal waste, or other forms of nuisance. Each time a pet owner fails to pick-up waste delivered by his/her pet from surrounding areas, he/she will be assessed a \$5.00 pet-waste-removal charge. Any pet-related insect infestation in the pet owner's unit is the financial responsibility of the pet's owner; when this occurs, the PHA reserves the right to exterminate and charge the resident.

No terms of the pet policy apply to animals that are certified to assist persons with disabilities, however, tenants must ensure that their pets do not disrupt their units or disturb their neighbors.

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 (File name)

Provided below (RAB comments are included with PHA responses below.)

Resident Advisory Board Comments and Responses:

The Resident Advisory Board met in January, February and March 2003. In each meeting residents were briefed on various aspects of the plan such as Public Housing policy, Section 8 policy, Capital Improvements, Social Services and Security. A draft of the plan and attachments was also distributed for review. On March 11th the Board convened and was presented with the opportunity to comment on the plan. There were no comments and the Board passed a resolution to approve the plan and attachments.

The resolution passed by the RAB follows:

"Whereas, the Providence Housing Authority is required to prepare an Annual Plan for submission to the Department of Housing & Urban Development in April of each year; and

Whereas, the planning process includes consultation with the Resident Advisory Board; and

Whereas, the Resident Advisory Board has received the PHA's plan for 2003 in draft form as well as briefings from PHA staff and additional materials as they became available;

May it hereby be resolved that the Providence Housing Authority's Resident Advisory Board approved the PHA's 2003 Annual Plan on Tuesday, March 11th 2003.

Signed by the Board.

Public Meeting Comments and Responses

The Public Meeting occurred on March 25th and was attended by PHA staff, one resident association president and a local housing advocate. No specific issues regarding the plan surfaced in the discussion. The meeting did include some discussion on security, including lighting issues and the effect the new Police Chief might have on police coverage of public housing. Other areas of discussion included the PHA's efforts to promote resident associations at all developments, the effect that funding cuts might have on PHA operations and general conversation pertaining to housing issues in Providence.

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. (Resident comments and PHA responses included)

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process**a. Nomination of candidates for place on the ballot: (select all that apply)**

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

b. Eligible candidates: (select one)

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

Any resident in "good standing" (not on eviction status).

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Providence, RI)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

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

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

The City of Providence's 2000 Consolidated Plan lists the following housing priorities in its Housing and Community Development Strategic Plan (page IV-21).

2. Create a Metropolitan are-wide Assessment of Fair Housing Choice process to address all affordable housing issues including testing of rental and sales of property, mortgage discrimination, and insurance discrimination.
3. Increase quality infrastructure, specifically in schools, housing and the streets.
4. Production of a mix of rental and homeownership units.
5. Moderate-income assistance, above 80% median income
6. Increased operating funds for Community Development Corporations
7. Create assisted living for low and moderate income elderly
8. Priority for all extremely low income households (0-30% MFI)
9. Homeownership

The Consolidated plan also includes a section concerning Public Housing in the city including subsections addressing the PHA's Management and Operations and the Resident Living Environment.

D. Other Information Required by HUD

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

Definition of "Substantial Deviation" or Significant Amendment"

The Providence Housing Authority has defined a "significant amendment" or a "substantial deviation" as:

2. Changes to rent or admissions policies or organization of the waiting list;
3. Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund;
4. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.
5. *This definition excludes changes in policy and programming required by Congress, the Department of Housing & Urban Development or any other Local, State or Federal agencies for which the PHA has no discretionary authority.*

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Attachments

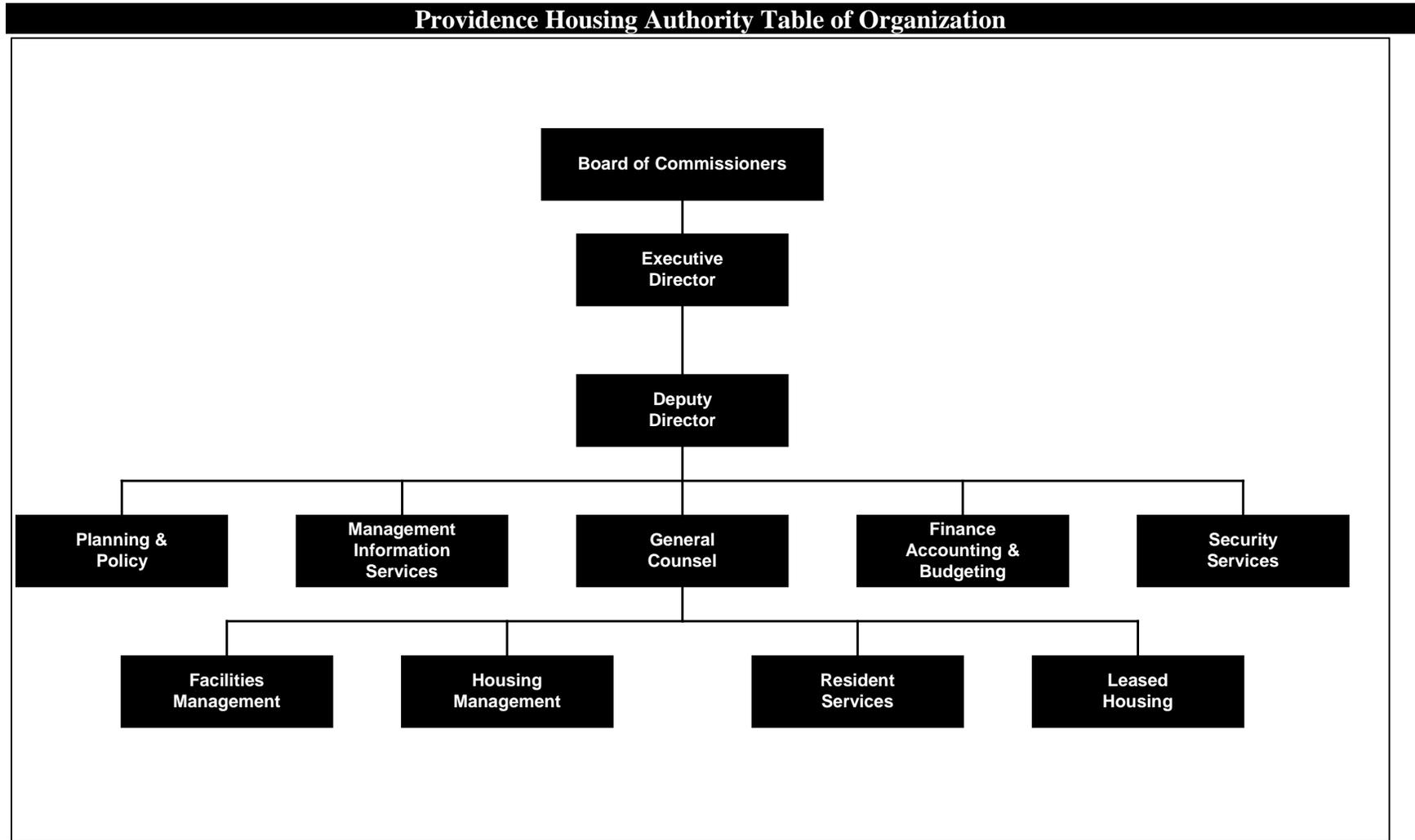
Attachments Included Below

2. PHA Management Organizational Chart
3. De-Concentration Policy
4. Community Service Requirement Policy Statement
5. Pet Policy
6. Residents on the PHA Governing Board
7. Residents on the PHA Resident Advisory Board
8. Plans to address issues from the PHAS resident survey
9. Capital Fund Program Annual Statement/P&E Report Parts I-III
10. Comments from the Public Meeting and PHA Response

Separate Attachments

2. PHA Certifications
 3. PHA Plans Certification of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plan
 4. Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
 5. Capital Fund Program Certifications
 6. Form HUD-52835
 7. Form HUD-50070
 8. Form HUD-50071
 9. Standard Form LLL
10. Progress on Five Year Plan (**ri001a01**)
11. FY 2000 Capital Fund Program Five Year Statements (**ri001b01**)
12. Capital Fund Performance & Evaluation Report: CGP 708 (**ri001c01**)
13. Capital Fund Performance & Evaluation Report: CF 50100 (**ri001d01**)
14. Capital Fund Performance & Evaluation Report: CF 50101 (**ri001e01**)
15. Capital Fund Performance & Evaluation Report: CF 50102 (**ri001f01**)

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De-concentration Policy**The Providence Housing Authority's Housing Management Administrative Plan**

The Providence Housing Authority's Housing Management Administrative Plan currently states:

11.12 De-concentration Policy

It is PHA's policy to provide for the de-concentration of poverty and to encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. The PHA may skip families on the waiting list to reach other families with a lower or higher income. This will be done in a uniform and non-discriminating manner.

The PHA will affirmatively market its housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, the PHA will analyze the income levels of families residing in each of its developments, the income levels of census tracts in which each development is located, and the income levels of the families on the waiting list. Based on this analysis, the PHA will determine the level of marketing strategies and de-concentration incentives to implement.

11.13 DE-CONCENTRATION INCENTIVES

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

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

Board Resolution 4059

Providence Housing Authority Board Resolution 4059 passed on January 29th, 1998 states:

WHEREAS, The Department of Housing and Urban Development and the Congress are promoting "mixed incomes" in public housing; and

WHEREAS, there is an increasing housing burden placed on low-income working families in this city.

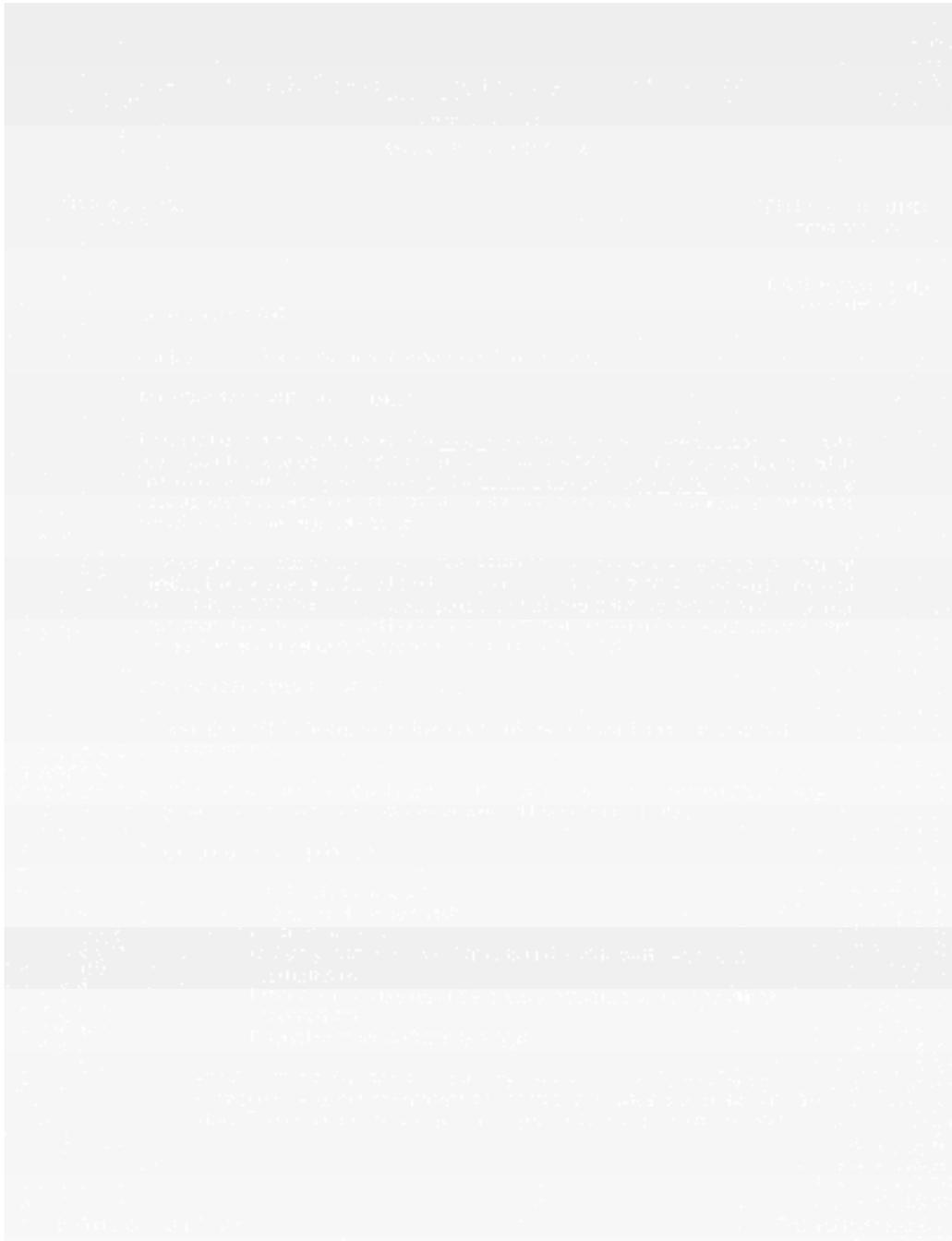
NOW, THEREFORE, The Board of Commissioners implements a local preference for working families equal to twenty-five (25%) percent of new admissions.

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Community Services Rule

The following Memo was distributed to PHA residents in response to amendments to the Community Service Rule made in the Department of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act, 2002 section 432.

Following this memo is a copy of the rule as it was previously established by the PHA prior to the publication of this amendment.





Community Service Requirement Policy

17.1 GENERAL

Per the Quality Housing and Work Responsibility Act (QHWRA), the PHA is implementing a Community Services requirement for residents. To be eligible for continued occupancy, each adult family member must:

- Ⓢ contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located; or
- Ⓢ participate in an economic self-sufficiency program unless they are exempt from this requirement.

The PHA's Community Service Program is accessible for persons with disabilities.

17.2 EXEMPTIONS

The following adult family members of tenant families are exempt from the community service requirement:

- Ⓢ Family members who are 62 or older;
- Ⓢ Family members who are blind or disabled;
- Ⓢ Family members who are the primary care giver for someone who is blind or disabled;
- Ⓢ Family members engaged in a work activity (as defined by Section 407(d) of the Social Security Act);
- Ⓢ Family members who are exempt from a work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program; or
- Ⓢ Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

The PHA will re-verify an adult's exemption status annually. If a person's exemption status changes during the year he/she must notify the PHA within five days.

Persons eligible for the disability deduction are not automatically exempt from community service or economic self sufficiency requirements. The QHWRA states that a person is exempt only to the extent the disability makes the person unable to comply with the community service requirement.

The PHA must document all exemptions in residents' files. Doctor's letters must be submitted for medical or disability exemptions.

17.3 NOTIFICATION OF THE REQUIREMENT

The PHA shall identify all adult family members who are apparently not exempt from the community service requirement.

The PHA shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exemption status. The PHA shall verify such claims.

The notification to family members will advise them that their community service obligation will begin upon the effective date of their first annual reexamination on or after October 1, 2000. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

17.4 VOLUNTEER OPPORTUNITIES

Community Service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An **Economic Self Sufficiency Program** is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The PHA will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the PHA may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

17.5 IMPLEMENTATION REQUIREMENTS

At the first annual reexamination on or after October 1, 2000, and each annual reexamination thereafter, the PHA will do the following:

- ⊕ Provide a list of volunteer opportunities to family members.
- ⊕ Provide information about obtaining suitable volunteer positions.
- ⊕ Provide volunteer time sheets to the family members. Instructions for the time sheet require an individual to complete the form and have a supervisor date and sign it for each period of work.
- ⊕ Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family's progress monthly and will meet with family members as needed to best encourage compliance.
- ⊕ Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the PHA as to whether each applicable adult family member is in compliance with the community service requirement.

17.6 NOTIFICATION OF NON-COMPLIANCE

The PHA may not renew or extend the lease if a household contains a nonexempt adult who has failed to comply with the community service requirement. The PHA will notify any family found to be in noncompliance of the following:

- ⊕ The family member(s) that has been determined to be in noncompliance;
- ⊕ That the determination is subject to the grievance procedure; and
- ⊕ That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

17.7 OPPORTUNITY FOR CURE

The PHA will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

Continued noncompliance will result in eviction of the entire family, unless the noncompliant family member is no longer a part of the household.

Pet Policy

The Pet Policy is applicable to all resident families who live in PHA housing. Before housing a pet(s) in his/her unit, a resident must acquire PHA authorization by completing a Pet Agreement. A maximum of two (2) pets per unit is allowed, only one of which can be a dog. The PHA will allow only domesticated dogs, cats, birds, and fish. All dogs and cats must be neutered. Any animal deemed to be potentially harmful, including attack or fight-trained dogs, will not be approved. Animals expected to exceed thirty (30) pounds in weight at maturity will not be approved.

A separate deposit of \$300.00, or one month's rent (whichever is less) is required for each pet, except caged birds or fish in a tank of thirty gallons or less. This deposit may be paid in advance or through a payment plan that requires \$50.00 upon approval of the Pet Authorization and \$10.00 per month until the Pet Deposit is paid in full. The deposit will be refunded when the pet has been removed from the household and the Housing Manager inspects the unit for pet damage.

Owners must house pets in their apartments (no outdoor cages may be constructed) and must keep the pets on leashes when outside of the unit. Pets must be maintained in a manner that prevents odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Pet owners will be required to remove pets from their units if the Management Office receives repeated complaints from neighbors or PHA personnel regarding excessive noise, bad odors, animal waste, or other forms of nuisance. Each time a pet owner fails to pick-up waste delivered by his/her pet from surrounding areas, he/she will be assessed a \$5.00 pet-waste-removal charge. Any pet-related insect infestation in the pet owner's unit is the financial responsibility of the pet's owner; when this occurs, the PHA reserves the right to exterminate and charge the resident.

No terms of the pet policy apply to animals that are certified to assist persons with disabilities, however, tenants must ensure that their pets do not disrupt their units or disturb their neighbors.

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Residents on PHA Governing Board

Current Resident Commissioners:

Dorothy Watters	Codding Court
Delores Cascella	Dominica Manor

For more details, including appointment information please see section 18 B of this plan. Resident Commissioners serve for five-year terms. Members may be reappointed.

Residents on PHA Resident Advisory Board

Ms. Juan Espinal	Chad Brown, Admiral Terrace, Sunset Village
Mr. William Taylor	Manton Heights
Ms. Diane Tutt	Roger Williams
Ms. Kathleen Wood	Dexter Manor
Mr. Joseph Filicicchia	Kilmartin Plaza
Mr. Cheryl Medeiros	Parenti Villa
Vacant, to be filled shortly	Carroll Tower
Ms. Gilberta Taylor	Hartford Park
Ms. Joanne Logan	Section 8
Ms. Delores Cascella	Dominica Manor
Ms. Debra Jones	Codding Court

For more details please see section 18 B of this plan

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Plans to Address Items in the Real Estate Assessment Center Customer Service and Satisfaction Survey

During the November and December of 2002, the Department of Housing and Urban Development's Real Estate Assessment Center conducted a survey of public housing residents in Providence. Of the 960 surveys sent, 271 were returned. The Survey was divided into five separate sections each of which received a score from 0-100 with 100 being very satisfied and 0 being very dissatisfied. Of the five sections the PHA received the following scores:

- Maintenance and Repair 86.2
- Communication 73.5
- Safety 62.7
- Services 93.5
- Neighborhood Appearance 62.4

For each section that received a score less than 75, housing authorities were required to prepare a follow-up plan illustrating how these would be dealt with. The PHA is implementing its five-year strategic plan, which addresses these issues. The following are the objectives in that plan that pertain to the three sections of the REAC survey for which the PHA scored below 75. Additional activities taken to address these issues are also described below.

Communication

This section focused on the degree of communication between management and residents. While questions did cover responsiveness they did not include communication concerning maintenance and repair situations. The questions also covered PHA support of and resident participation in resident associations. The overall PHA score for this section was 73.5%, just below the 75% threshold. The following objectives pertain to this section of the REAC survey.

Department of Housing Management

GOAL PROVIDE IMPROVED CUSTOMER SERVICE BY MAINTAINING NON-TRADITIONAL HOURS FOR THE RESIDENT SELECTION OFFICE

- Objective 1: Research and determine if non-traditional hours should be scheduled to better serve the families on the public housing waiting list by June 2000
- Objective 2: Conduct an outreach campaign to inform applicants of appointments during non-traditional hours

GOAL ENSURE HIGH LEVELS OF CUSTOMER SERVICE AT ALL DEVELOPMENTS

- Objective 1: Revise Resident Complaint Forms by July 2000
- Objective 2: Develop an Access database at each development to track customer complaints by December 2000
- Objective 3: Respond to customer complaints within 48 hours of receipt of the complaint
- Objective 4: Conduct resident-management meetings each month at each development
- Objective 5: Prepare resident-management meeting minutes and forward to the Executive Director for review within three days of meeting

GOAL PROMOTE THE "SELF-MANAGEMENT" OF SCATTERED-SITE UNITS BY RESIDENTS

- Objective 1: Create a "self-help" guide for scattered site residents by July 2001
- Objective 2: Create and produce "How to be a Good Neighbor" brochure for distribution to scattered-site families by December 2000

Department of Resident Services

GOAL ENSURE A CUSTOMER FOCUS AND FISCAL RESPONSIBILITY IN PROGRAM ADMINISTRATION

- Objective 1: Measure customer satisfaction in each programmatic element annually and revise goals and objectives starting May 2000

GOAL ADMINISTER PROGRAMS LEADIN TO PERMENANT ECONOMIC GAINS AND QUALITY OF LIFE IMPROVEMENTS FOR RESIDENTS WHO ENTER PROGRAMS EMPLOYED

Objective 3: Increase Department/staff capacity for quality referrals by developing and maintaining an up to date consumer resource "consumer guide" by June 2002.

GOAL ADMINISTER U.S. DEPARTMENT OF LABOR WELFARE TO WORK PROGRAM IN ACCORDANCE WITH CONTRACT BENCHMARKS

Objective 1: Outreach to 345 public hosing and Section 8 residents by June 2002.

GOAL OFFER ORIENTATION PROGRAMS THAT EQUIP NEW RESIDENTS TO MAINTAIN THEI OCCUPANCY IN PUBLIC HOUSING AND MAKE FULL USE OF PHA SERVICES.

Objective 3: Coordinate and implement revised orientation programs for all new residents of the elderly/disabled buildings and of the family developments by October 2003.

Office the Executive Director
Resident Participation**GOAL INCREASE RESIDENT PARTICIPATION IN PHA AFFAIRS:**

- Objective 1: Create a Resident Advisory Board (RAB) by February 2000
- Objective 2: Conduct briefings for the RAB quarterly (J/A/J/O)
- Objective 3: Increase the number of certified resident associations by 50% by December 2000
- Objective 4: Ensure there are certified resident associations at all developments by December 2001
- Objective 5: Sponsor informational briefings and/or social events to encourage resident participation in a certified resident association every other month starting July 2000
- Objective 6: Conduct an annual resident association development program by June 2001
- Objective 7: Conduct training sessions for resident associations quarterly (or when requested)
- Objective 8: Establish a database to track the number of meetings and issues raised by residents at monthly Resident/Management meetings by July 2000
- Objective 9: Conduct semi-annual Resident/Senior staff meetings at all developments starting April 2000

GOAL CONDUCT SURVEYS TO DETERMINE RESIDENT NEEDS AND MEASURE THE EFFECTIVENESS OF PHA OPERATIONS.

- Objective 1: Conduct a needs assessment survey of family, elderly and elderly/disabled development heads of household and youth in the summers of 2001, 2003 and 2005. (Reports to be completed by December of each year).
- Objective 2: Conduct a customer service survey of Section 8 residents and landlords in 2002 and 2004. (Reports to be completed by October of each year).
- Objective 3: Conduct a survey of scattered site residents and their neighbors in the summers of 2002 and 2004. (Reports to be completed by November of each year).
- Objective 4: Develop a brief, annual resident survey instrument to measure the PHA's success in meeting outcome measures and implement annually starting in January 2001

The Department of Housing Management conducts monthly meetings with residents. Notification of important information is communicated through word of mouth, notification to resident leaders, posters and signs, mailings and flyers, newsletters and pamphlets.

Newsletters are produced on a regular basis to communicate important information to residents in both the family and elderly and elderly/disabled developments. The PHA has also redesigned our rent mailers to include space for important messages that can be delivered on a monthly basis to all residents authority-wide or to specific developments depending on the material to be presented.

All new residents are briefed on their lease and on important information concerning their development by their development manager when they come in to sign their lease. Family developments residents are also required to participate in a day-long "Preparation for Community Living" session that includes a review of lease provisions and sessions from various PHA offices and departments including information

on how to contact the PHA in the event of emergency or any other questions or concerns. Information is also presented at Resident Advisory Board meetings.

The PHA also continues to assist residents in forming their own resident association. To this end new Resident Associations have been formed at the Kilmartin Plaza, Chad Brown/Admiral Terrace/Sunset Village and Hartford Park developments. This process will likely be expanded to other developments in the near future.

Each year during the annual planning process members of the PHA Resident Advisory Board are given briefings concerning the lease and important provisions that effect admissions and continued occupancy issues.

The PHA conducts regular customer satisfaction surveys of all PHA public housing residents. This is done each year. The PHA also regularly surveys both Section 8 resident as well as landlords. In the summer of 2002 a resident needs assessment survey was also conducted. Further, residents at the Chad Brown/Admiral Terrace/Sunset Village development will participate in planning programming and physical site improvements at their development. This will include participation on planning committees as well as surveys to receive input from all residents at those developments. This process may be expanded to other developments in the future.

The Resident Services Department conducts a Needs Assessment interview with all elderly and elderly/disabled high-rise residents to determine their needs and develop a plan to address these needs.

Two Spanish speaking resident service coordinators have been hired to work with residents in the PHA's elderly and elderly/disabled high-rise residents.

The PHA's security force reaches out to residents by attending regular meetings and through community building activities. In 2002 the Public Housing Unit, the Police force assigned to patrol PHA property, collected or purchased and distributed 400 toys, 50 turkey baskets and held hot dog roasts for the residents at Hartford Park, Chad Brown/Admiral Terrace/Sunset Village, Roger Williams, Manton Heights and Coddington Court/Wiggin Village. In total, 2,300 hot dogs were roasted and given to residents as a method of promoting trust and communication between the police and residents.

Safety

This section focused on the level of safety that resident feel exists in their development, the factors that contribute to safety issues, and the crime prevention programs currently in place regarding safety. The section also covers eviction of residents who break the lease. The PHA scored 62.7% on this section.

SECURITY

ENHANCE SECURITY AT ALL PHA DEVELOPMENTS

GOAL ASSESS MANPOWER REQUIREMENTS FOR THE PHU/PHA SECURITY FORCE:

- Objective 1: Conduct manpower assessment review by July 1, 2000
- Objective 2: Review and determine the feasibility of having the PPD increase the number of patrolmen assigned to the Public Housing Unit by December 2000
- Objective 3: Seek additional funding to increase (3 hours) the daily tour of PHU officers
- Objective 4: Seek additional funding to extend the hours (2 additional hours) of PHA Security Officers (high-rise)
- Objective 5: Increase the number of foot patrols at both family and elderly/disabled developments by May 2000

GOAL ADDRESS CRIME IN PUBLIC HOUSING

- Objective 1: Conduct criminal background checks of all prospective PHA applicants daily for Resident Selection Office
- Objective 2: Identify type and location of crime in the elderly/disabled developments annually commencing July 2000

- Objective 3: Identify type and location of crimes involving youths in the development by July 1, 2000
 Objective 4: Identify type and location of crime in the family developments annually commencing July 2000
 Objective 5: Research and produce a PHA Security Operations Plan for all developments by July 2000

GOAL INCREASE POLICE VISIBILITY AND OPERATIONS IN A PROBLEM AREA/DEVELOPMENT

- Objective 1: Adopt a "Zero Tolerance" stand in the targeted development/area effective immediately
 Objective 2: Reallocate manpower to deal with increased crime to act as needed by December 2000
 Objective 3: Evaluate PHU patrol practices and the areas being patrolled annually beginning July 2000
 Objective 4: Conduct Police Reserve monthly meeting at different developments each month effective next month

TIMELY INFORMATION SENT TO DECISION MAKERS

GOAL PROVIDE INFORMATION ABOUT CRIMINAL ACTIVITY TO KEY DECISION MAKERS

- Objective 1: Meet (Security Operations Manager) with Executive Director at least once a week to discuss security issues
 Objective 2: Attend at least four resident-management meetings per development annually
 Objective 3: Attend Housing Management and Facilities Management Departments staff meetings at least once a month
 Objective 3: Review and determine the best method for Housing management and Facilities Management personnel to provide information about crime-related activities to the PHU by July 2000
 Objective 4: E-mail arrests at PHA developments to site managers daily by May 2000

GOAL CONDUCT OR COMMISSION TIMELY REPORTS/STUDIES TO ASSIST IN ASSESSING CRIME AND PERFORMANCE

- Objective 1: Conduct security/victimization survey of residents in relation to security issues annually by November 2000
 Objective 2: Produce a weekly police/security activity report effective immediately
 Objective 3: Produce a monthly police/security activity report effective immediately
 Objective 4: Produce an annual Security Operations Report (both calendar and fiscal years) effective immediately
 Objective 5: Seek HUD technical assistance funds to contract with a professional security analyst to a security assessment of all developments by September 2001
 Objective 6: Conduct an annual Equipment Needs Assessment annually
 Objective 7: Conduct a Vehicle Needs Assessment annually
 Objective 8: Conduct a security analysis including crime prevention through environmental design by 2002
 Objective 9: Identify Primary and Repeat Offenders by July 2000
 Objective 10: Identify and map crime locations in PHA family developments July 2000

Improve Image of Security Personnel

GOAL IMPROVE COMMUNITY RELATIONS

- Objective 1: Sponsor Hot Dog Roast at all family developments annually beginning June 2000
 Objective 2: Sponsor 150 Turkey baskets for residents annually
 Objective 3: Sponsor a Toy Drive for the children of the developments annually
 Objective 4: Sponsor a law enforcement careers workshop for PHA residents by June 2001

CRIME PREVENTION INFORMATION

GOAL INFORM RESIDENTS AND STAFF ON CRIME PREVENTION

- Objective 1: Conduct two crime prevention workshops annually for site staff by July 2000
 Objective 2: Conduct one crime prevention workshop for administrative staff annually beginning November 2000
 Objective 3: Conduct at least one crime prevention workshop annually at each high-rise development with PHA security personnel
 Objective 4: Conduct two crime prevention workshops annually at each high-rise development with third-party Law Enforcement Agencies

- Objective 5: Research, develop and produce a security brochure for distribution to all PHA residents by July 2001
- Objective 6: Conduct a crime prevention presentation at each Preparation for Community Living class for prospective residents
- Objective 7: Write a security-related article for the PHA resident newsletter at least twice a year

Housing Management

GOAL ENSURE THAT ALL APPLICANTS TO PUBLIC HOUSING ARE PROPERLY SCREENED FOR QUALIFICATIONS AND ACCEPTABILITY

- Objective 1: Conduct a criminal background check on all applicants to public housing prior to office appointment
- Objective 2: Conduct a "home visit" of each prospective resident to family public housing
- Objective 3: Examine the feasibility and/or need of conducting home visits for prospective residents of Elderly/disabled and elderly-only housing developments by September 2000
- Objective 4: Conduct at least two landlord references for every prospective resident to public housing

GOAL ENSURE THE HEALTH AND SAFTY OF STAFF AND RESIDENTS

- Objective 2: Working with the PHA's safety Liaison and safety committee, review and recommend methods to improve site office security by April 2002.

Facilities Management

GOAL ENHANCE THE PHYSICAL SECURITY OF RESIDENTS IN PHA PROPERTIES.

- Objective 1: Conduct a comprehensive exterior lighting survey of each Elderly/Handicapped Building and recommend lighting improvements to enhance security by August 2000
- Objective 2: Install intercom systems from apartment to entrance door at Sr. Dominica Manor and Dexter Manor by August 2000
- Objective 3: Install card access systems in all PHA high-rise buildings by October 2000
- Objective 4: Conduct a comprehensive exterior lighting survey of each Family Development and recommend lighting improvements to enhance security by December 2000
- Objective 5: Install video systems in PHA high rise buildings which would allow residents to monitor visitors seeking entry into the building using the intercom system by March 2000

The PHA has implemented a new \$700,000 security access system in our elderly and elderly/disabled high-rise buildings. This system secures buildings with new security doors, alarms and locks that are activated with non-duplicating proximity cards. These cards include a photograph of the resident and serve both as the residents' key and as an identification card that can be checked by security personnel. Lost or stolen cards are deactivated from the system and will be inoperable.

Further, residents' visitors are able call the resident from a phone at the main entrance of the building. The resident then is able to confirm the identity of the visitor either by recognizing their voice on the telephone or visually through their television. The resident then is able to open the door for their guest using a remote feature through their phone.

Video cameras monitor doors, parking areas and elevators and information regarding the card used to open doors and visual documentation is stored electronically. This system drastically improves security at these buildings.

As a component of this system, four new security monitors have been hired and trained to operate the system 24 hours a day six days per week and 20 hours on Sundays (Facilities Management dispatchers monitor the system for the other four hours on Sundays).

The Resident Services department has worked with Providence College students to assist residents at Carroll Tower in developing a stronger crime watch. This department has also applied for US DHHS Youth Violence Prevention funding and for funding for employment for out of school and out of work 19-21 year olds.

The PHA has developed a training protocol for security guards that is now being implemented state-wide in cooperation with the RI Department of Elderly Affairs.

A PHA officer continues to conduct regular training sessions in elderly high rise buildings. The Security Operations Manager is currently updating a Safety and Security Manual for PHA personnel and is creating a PowerPoint presentation for staff.

Additional Security Related items being conducted by the Facilities Management Department are:

- Chad/Ad - New locks: Purchased -- will be installed this summer
- Parenti Villa - Install a new fire alarm system: Underway
- Roger Williams - Additional exterior lighting scheduled for this year: This summer
- Roger Williams - New locks recently installed: completed
- Most Developments - Additional cameras planned over the next few years at most developments: next 3 years
- High Rises - Exterior lighting is being upgraded: This year
- Hartford/Chad-Ad -- additional lighting has been added. We will continue to install security shields on the lights: Ongoing

Neighborhood Appearance

This section covered issues dealing with the appearance of public housing developments and various factors that would contribute to problems in this area such as graffiti, noise, broken glass and vacant units. The PHA scored 62.4% on this category.

Housing Management

GOAL CONDUCT INSPECTIONS OF ALL PHA PROPERTY ANNUALLY

- Objective 1: Conduct a Housing Quality Inspection of each unit annually
Objective 2: Prepare a unit inspection schedule for each unit at each development by July of each year

GOAL ENSURE HIGH LEVELS OF CUSTOMER SERVICE AT ALL DEVELOPMENTS

- Objective 1: Revise Resident Complaint Forms by July 2000
Objective 2: Develop an Access database at each development to track customer complaints by December 2000
Objective 3: Respond to customer complaints within 48 hours of receipt of the complaint
Objective 4: Conduct resident-management meetings each month at each development
Objective 5: Prepare resident-management meeting minutes and forward to the Executive Director for review within three days of meeting

GOAL PROMOTE THE "SELF-MANAGEMENT" OF SCATTERED-SITE UNITS BY RESIDENTS

- Objective 1: Create a "self-help" guide for scattered site residents by July 2001
Objective 2: Create and produce "How to be a Good Neighbor" brochure for distribution to scattered-site families by December 2000

Facilities Management

GOAL INSURE THAT ALL WORK ACCOMPLISHED BY FM MAINTENANCE EMPLOYEES IS OF A HIGH QUALITY, DONE RIGHT THE FIRST TIME.

- Objective 1: Perform a systematic review of quality control policies for all maintenance services by November 2000
Objective 2: Create an independent position within the department responsible for insuring that quality control standards are met on all jobs and tasks by December 2000
Objective 3: Institute an internal quality control program for all maintenance employees by March 2001

GOAL ESTABLISH A DEPARTMENTAL MIS INFORMATION SYSTEMS FOR IMPROVED EFFICIENCY AND PHA-WIDE NETWORKING.

- Objective 3: Create a stand alone database to track information related to bidding and contracts in conjunction with Capital Fund expenditures August 2000

- Objective 4: Complete the conversion of work order, and inventory control systems to the AS400 system by December 2000
- Objective 5: Create one central ACCESS database which contains physical needs data, capital projects information, major systems inventory and warranty information by April 222

GOAL REVIEW AND REVISE MAINTENANCE POLICIES AND PROCEDURES AND DEVELOP WRITTEN PROTOCOLS SPECIFIC TO EACH SITE, FOR BOTH THE OPERATION & MAINTENANCE OF PHA PROPERTY AND EQUIPMENT.

- Objective 1: Identify the major building systems and equipment, which should be inspected and/or maintained by contract by May 2000
- Objective 2: Develop detailed maintenance protocol for grounds by July 2000
- Objective 3: Develop detailed maintenance protocol for all Authority equipment by November 2000
- Objective 4: Develop detailed maintenance protocol for all structures and building envelopes by February 2001
- Objective 5: Develop detailed maintenance protocol for all major building systems by April 2000
- Objective 6: Develop detailed maintenance protocol for all janitorial and custodial duties by May 2000
- Objective 7: Develop detailed maintenance protocol for all unit preventative maintenance and frequently used tenant service work orders by August 2001

GOAL ENHANCE THE PHYSICAL SECURITY OF RESIDENTS IN PHA PROPERTIES.

- Objective 1: Conduct a comprehensive exterior lighting survey of each Elderly/Handicapped Building and recommend lighting improvements to enhance security by August 2000
- Objective 2: Install intercom systems from apartment to entrance door at Sr. Dominica Manor and Dexter Manor by August 2000
- Objective 3: Install card access systems in all PHA high-rise buildings by October 2000
- Objective 4: Conduct a comprehensive exterior lighting survey of each Family Development and recommend lighting improvements to enhance security by December 2000
- Objective 5: Install video systems in PHA high rise buildings which would allow residents to monitor visitors seeking entry into the building using the intercom system by March 2000

GOAL DEVELOP POLICIES AND PROGRAMS TO EXPAND RESIDENT AWARENESS OF MAINTENANCE REQUIREMENTS AND IDENTIFY AREAS WHERE RESIDENT'S WOULD PARTICIPATE IN COMMON AREA MAINTENANCE.

- Objective 1: Develop a plan with the Management Department to involve residents in the maintenance of common spaces in their buildings by September 2000
- Objective 2: Create a mechanism to periodically inform residents of maintenance issues and update them on site specific problems needing their attention by December 2000

The PHA continues to implement landscape improvement activities as well as activities to improve the developments and buildings themselves. Recent improvements include the complete renovations of the community rooms at all of our elderly and elderly/disabled developments. New fencing at the Dominica Manor and Dexter Manor developments has also improved the appearance of these buildings. The development of a new community center and facilities management building at the Hartford Park development will also improve the quality of life for residents at that development.

Finally, continued implementation of an aggressive planned preventative maintenance strategy will be continued. In FY 2002 the Department of Facilities Management conducted a total of 75,139 work orders at the PHA's developments. Included in this figure were 27,735 scheduled work orders and 23,264 resident requested routine work orders. Additional work orders fell under several different categories. The FM Department completed resident requested routine work orders within an average time of one day, significantly below the industry standard of three days. Further, emergency and urgent work orders were also completed as soon as possible, usually the same day. Every development has its own maintenance crew.

The PHA Resident Services Department oversees the Youth Services Council, which engages in cleanup projects and attempts to change attitudes about neighborhood appearance.

Other activities that are in progress or will be addressed by the Facilities Management Department are:

- Chad/Ad - Decorative fencing: Planned for outer year
- Chad/Ad - Site Work / Parking and Drainage: Planned for outer year
- Chad/Ad - New kitchens: Ongoing for next 3 years. 173 completed to date of 267
- Chad/Ad/Sun - Repoint and seal exterior masonry: Underway -- phased over next 3 years.
- Dexter Manor I - New GFI's and bathroom lights are being installed right now: Underway-- will be done this month
- Dexter Manor I - Replace heating system next year: Scheduled for next year
- Dominica Manor - Entire first floor has been remodeled: completed
- Hartford Park - Construction of new Community Center to begin 2003: Scheduled for construction start in late 2003
- Manton Heights - New roofs on 7 wood building: Scheduled for this year
- All Buildings - New individual heating systems for all building beginning this year - 3 years to complete: Phased over the next three years at a cost of \$2 million
- High Rise Buildings - Replace floor tile at unit-turn-around underway: Underway
- 335 Hartford Exterior Repairs: Survey underway. Repairs to be undertaken next year
- Roger Williams - Exterior renovations scheduled in the next two years: Planned for next year
- Roger Williams - Additional concrete work and landscaping: planned over the next three years
- Sunset Village - Repairs are underway on the exterior masonry and resealed: Underway
- Dexter, Dominica, Carroll Tower & Parenti Villa - New sprinkler systems being constructed now: Underway
- Dominica & Carroll Tower - Hand rails in the hallways: Planned for late 2003
- Scattered Sites - Painting or new vinyl siding on older scattered sites: Some done every year
- Scattered Sites - Replacement of windows on going: scheduled
- Scattered Sites - Porch replacement at most units ongoing: Will begin this summer

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

Statement of Progress for the PHA’s Five-Year Plan

This section of the PHA’s Annual Plan analyzes the progress made by the PHA in meeting the objectives set forth in its five-year plan. The status of each objectives has been reviewed and is rated based on the following criteria:

Completed	The objective has been satisfactorily completed. (In some cases the objective may still have to be completed again in subsequent years.)
Not Yet Begun	Work on the objective has not yet begun, but was not scheduled to commence at this time.
In Progress	Work on this project has begun and is proceeding in a manner deemed acceptable to the Department Director and the Executive Director.
Not Yet Begun (problem)	Work on the objective has not yet begun, but it should have begun by this date.
In Progress (problem)	Work on this objective is in progress, but not at a level acceptable to the Department Director and/or the Executive Director.
Barrier (problem)	Work on this objective cannot be completed due to an external barrier.
Ongoing	Work on this objective is scheduled to be completed on an ongoing basis and is being addressed satisfactorily.
Ongoing (problem)	Work on this objective is scheduled to be completed on an ongoing basis but is not being addressed satisfactorily.
Ongoing Barrier (problem)	Work on this objective cannot be completed due to an external barrier.
Obsolete	This objective has been deemed obsolete for reasons acceptable to both the Department Director and the Executive Director.
Resolved	This objective has been deemed resolved by means other than those originally spelled out in the goals management plan for reasons acceptable to both the Department Director and the Executive Director.

DEPARTMENT	Time Bound						Ongoing			Obsolete	Resolvable	On target	Problem	Obsolete Resolved ¹
	On Target			Problem			On Target	Problem						
	Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier					
Executive Office (117)	85	4	21			1	5			1		115 (99%)	1 (1%)	1
MIS (44)	31		1			1	7			4		39 of 41 (98%)	1 (2%)	4
Security (39)	19	2	6			1	11					38 of 39 (97%)	1 of 39 (3%)	0
Legal (6)							6					6 of 6 (100%)	0 (0%)	0
Finance & Accounting (28)	16	1	1		2		7			1		25 of 27 (93%)	2 of 27 (7%)	1
Housing Management (54)	20		3	1		1	23	2		4		46 of 50 (92%)	4 of 50 (8%)	4
Leased Housing (33)	18	1	1	1			12					32 of 33 (97%)	1 of 33 (3%)	0
Resident Services (55)	11	2	3		2		31		6			47 of 55 (85%)	8 of 55 (15%)	0
Facilities Management (41)	24		5				7	2		2	1	36 of 38 (95%)	2 of 38 (5%)	3
Total (417)	224	10	41	2	4	4	109	4	6	12	1	384 (95%)	20 (5%)	13

¹ Note: These do not count towards percentage calculations.

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>		
				On Target			Problem			On Target		Problem			
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		Uninitiated	Reinitiated
GOAL 1:	IMPROVE THE CAPACITY AND CAPABILITY OF THE BOARD OF COMMISSIONERS TO BETTER FULFILL THEIR ROLE AS COMMISSIONERS														
Obj.1	Develop a formal procedure for developing board agenda by July 2000	7/00	7/00	X											Procedure developed with Executive Committee of Board. (memo)
Obj.2	Develop and schedule a monthly presentation to the board on PHA operations by July 2000	7/00	7/00	X											Schedule of presentations prepared subject to new developments
Obj.3	Redesign board-meeting minutes July 2000	7/00	7/00	X											It was determined that the existing design was adequate with the board members
Obj.4	Review board policies, procedures and by-laws annually by July 2001	7/01	0/02	X											Board review proposed changes at April retreat and approved amendments at the 16 May 2002 board meeting.
Obj.5	Develop board committee Work Plans and schedules by December 2000	12/00	10/01	X											Initial work plans for all committees scheduled
Obj.6	Create a database on board attendance July 2000	7/00	7/00	X											Recorded by Executive Director's Special Assistant
Obj.7	Create an informational database on board resolutions July 2000	7/00	7/00	X											Recorded by Executive Director's Special Assistant at Executive Offices
Obj.8	Update Board orientation package by September 2000	9/00	7/01	X											Updates completed. New orientation package prepared for distribution to new members.
Obj.9	Develop board Fund-raising Plan by November 2000	11/00	6/03			X									Fundraising will be the topic of a session at the annual board training and development retreat in 04/03
Obj.10	Conduct annual board self-assessment by April of each year	Annually April	4/02	X											Self-assessments were distributed at the annual board development meeting in April. However, none have been returned for assessment by staff.
Obj.11	Develop annual board training plan by July of each year	Annually July	7/00	X											Presented and approved by board.
Obj.12	Plan and conduct annual board development training sessions by March or April of each year	Annually March	3/01	X											Board training retreat held on first weekend in April, attended by all but one board member.
Obj.13	Develop annual assessment/performance evaluation of Executive Director March of each year	Annually March	4/01	X											Board conducted assessment in fall.
Page Totals				12	0	1	0	0	0	0	0	0	0	0	

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier		
GOAL 2: INCREASE RESIDENT PARTICIPATION IN PHA AFFAIRS:														
Obj.1	Create a Resident Advisory Board (RAB) by 02/00	02/00	Summer 2000	X										RAB meetings for the Annual & Five-Year Plan in addition to other matters. Mtgs to be held in Jan, Feb and Mar 03
Obj.2	Conduct briefings for the RAB quarterly (J/A/J/O)	Quarterly	Ongoing							X				Meeting currently taking place. Meetings to be held in Jan, Feb and Mar 03
Obj.3	Increase the number of certified resident associations by 50% by 12/00	12/00	12/01	X										Kilmartin Plaza (late 2001) increased numbers by 50% from two to three
Obj.4	Ensure there are certified resident associations at all developments by 12/01	12/01	12/02 If possible			X								In progress, Kilmartin and Hartford established. Working on others, meeting delays and barriers but in progress
Obj.5	Sponsor informational briefings and/or social events to encourage resident participation in a certified resident association every other month starting 07/00	bi-monthly	Ongoing							X				Handling through RAB and informational briefings at PHA developments.
Obj.6	Conduct an annual resident association development program by 06/01	06/01	As needed			X								Currently handling this through RAB. Also sent two TA leaders to National training in Texas, working with League of Women voters and Kilmartin Plaza and Hartford Park TAs to create By-Laws and teach Roberts Rules of Order.
Obj.7	Conduct training sessions for resident associations quarterly (or when requested)	Quarterly (or when requested)	Ongoing							X				See objective 6 comments
Obj.8	Establish a database to track the number of meetings and issues raised by residents at monthly Resident/Management meetings by 07/00	07/00	07/01	X										Database was determined not feasible. Policy Memo sent to H/M concerning tracking by meeting minutes
Obj.9	Conduct semi-annual Resident/Senior staff meetings at all high-rise developments starting 07/00	Semi-Annually	09/02		X									Have determined that these meetings will be conducted at annual "hot-dog" roasts for residents in high-rises.
Page Totals				3	1	2	0	0	0	3	0	0	0	

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violated	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target		Problem		On Target	Problem							
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 3:	DEVELOP AND IMPROVE THE GENERAL PERSONNEL FUNCTION AT THE PHA															
Obj.1	Conduct a review and issue a report forecasting staffing retirements by 06/01	06/01	06/01	X												Submitted to Director
Obj.2	Review and address personnel requirements of the PHA 1/31/01	01/01	10/01	X												Current staffing plans are acceptable. There will be a more thorough review of FM undertaken shortly.
Obj.3	Explore and develop options for a merit pay system and issue findings by 05/01/01	05/01/01	09/02	X												While evidence exists that staff would consider merit pay increases, there's reluctance with the unions. This will be considered for the next negotiations in late 2002. An interim bonus performance plan will be initiated in the fall 2002.
Obj.4	Develop a formal career-path program for employees throughout the PHA by 3/30/01	03/01	06/02			X										Project currently on hold. Will be reassigned in the fall of 2002
Obj.5	Attempt to correct the career-path obstacles in the Department of Housing Management by 6/30/01	06/01	12/02										X			Requires union change for two classifications. Unions refuse to give up positions.
Obj.6	Conduct a annual salary/benefit comparability study (due 04/01)	04/01	04/01	X												Salary comp completed by consultant (Mapplan). Completed Report available for review in the Deputy Directors Office.
Obj.7	Examine and create a personnel records retention policy by 05/00	05/00	01/01	X												Completed 1/1/01 Report available for review in the Deputy Directors office.
Obj.8	Revamp and redesign employee evaluation forms by 05/01	05/01	09/02			X										Currently underway. See new completion date.
Obj.9	Improve interdepartmental communication by establishing site work teams by 02/01	02/01		X												Meetings being conducted and reports are available at development offices.
Obj.10	Develop an Electronic Workplace Policy by 09/00	09/00	01/01	X												Policy available for review
Obj.11	Review and recommend changes to how Workers Compensation / Family Medical Leave Act are treated by 05/01	05/01	07/03			X										Contract language needs to be revised
Obj.12	Conduct a review of Worker's Compensation/FMLA reporting procedures by 5/31/01	05/01	05/01	X												Report available in Human Resource Office
Page Totals				8	0	3	0	0	0	0	0	0	0	1	0	

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target		Problem		On Target	Problem	On Hold	Failed			
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem			Ongoing		Problem
GOAL 3:	(CONTINUED) DEVELOP AND IMPROVE THE GENERAL PERSONNEL FUNCTION AT THE PHA													
Obj.13	Improve reporting time (within 24-hours) of Workers Compensation and other accidents by 11/00	11/00	1101	X										Process in place - policy available in human resource office
Obj.14	Research, create and conduct pre-employment skills assessment and testing for identified positions by 03/01	03/01	06/01	X										Testing being conducted for all promotions and new hiring
Obj.15	Establish and/or redesign Employee Recognition Programs by 06/01	06/01	07/01	X										Determined current Employee of Quarter and Year, plus Service Recognition lunches are currently sufficient
Obj.16	Create a new Employee Manual by 05/01	05/01	7/01	X										Completed and back from printers. Will distribute in August.
Obj.17	Update Human Resources Manual by 01/01	01/01	01/01	X										HR Manual updated in accordance with union contracts as well as new/changed policies and procedures.
Obj.18	Develop new policies to reduce sick leave abuse by 04/01	04/01	04/01	X										Changes in Emergency sick leave policy have been made to union contract
Obj.19	Determine feasibility of instituting non-traditional work hours (part-time, home work, job sharing, "flex" time) for employees 09/00	07/00	07/01	X										Developed 9-day workweek. Gathering material on job sharing and home work.
Obj.20	Develop a database of all grievances and arbitrations by 05/00	05/00	05/01	X										Monthly report prepared and available
Obj.21	Conduct an annual Survey of Organizational Excellence by August 2000	08/00	08/01	X										Annual survey conducted. Survey for 2002 will take place in February
GOAL 4:	PROVIDE A COMPETITIVE WAGE AND SALARY PACKAGE TO MAINTAIN QUALITY PERSONNEL													
Obj.1	Research and develop options to implement a merit pay plan by 06/01	06/01	08/02	X										Implementing performance bonus program for site-based personnel.
Obj.2	Research feasibility of "team" bonuses for outstanding performance by 06/01	06/01	08/02	X										See above
Obj.3	Study cost savings/feasibility of changing pay period from each to every other week 01/01	01/01	01/01	X										Not feasible at this time. Union objection.
Page Totals				12	0	0	0	0	0	0	0	0	0	

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOAL 5: PROVIDE THE MOST ATTRACTIVE BUT AFFORDABLE BENEFIT PACKAGE TO MAINTAIN QUALITY EMPLOYEES														
Obj.1	Conduct a study to determine the feasibility of offering a "cafeteria-style" health plan for the PHA by 04/01	04/01		X									Vendor selected and presently enrolling employees for pre-tax contributions	
Obj.2	Study the feasibility of a "flexible" healthcare plan by 06/01	06/01	10/01	X									Plan is in place with AFLAC Inc.	
Obj.3	Conduct an employee healthcare satisfaction survey every two years starting in 06/00	06/00	06/01	X									Survey conducted every other year.	
Obj.4	Provide employees with an annual statement/summary of their compensation package	Annually	10/02			X							Currently gathering employee compensation data. New completion date 05/31/03	
GOAL 6: ENSURE THAT EMPLOYEE'S LONG-TERM RETIREMENT NEEDS ARE ADEQUATE														
Obj.1	Conduct a review of our current pension and retirement system by 11/00	11/00	11/00	X									Completed. Current retirement system very competitive and generous	
Obj.2	Conduct a review to determine if there are (is) better retirement options for PHA employees by 12/00	12/00	01/01	X									Reviewed other plans. Current plan is very viable and highly competitive.	
GOAL 7: ENSURE THAT EMPLOYEES ARE PROVIDED ADEQUATE TIME FOR REST AND RECREATION AT LEVELS AT LEAST EQUAL TO THE GENERAL WORKFORCE														
Obj.1	Review existing vacation and holiday policy at PHA by 06/00	06/00	07/00	X									Reviewed. No changes anticipated. Very generous and competitive.	
Obj.2	Establish an employee advisory committee to review and determine whether there are better holiday and vacation options to offer to employees by 04/01	04/01	07/01	X									Review of present benefits very generous unable to offer more	
GOAL 8: IMPROVE AND DEVELOP BETTER MANAGEMENT/UNION RELATIONS														
Obj.1	Conduct monthly meetings with union stewards representing PHA employees	Monthly	Ongoing	X									Meetings were conducted in September	
Obj.2	Conduct quarterly with union business agents representing PHA employees	Quarterly	Ongoing	X									Meetings were conducted in September	
Obj.3	Produce an annual report on salaries and benefits to provide to unions representing the PHA employees	Annually	Ongoing	X									Developing material for 2002	
Page Totals				1	0	0	1	0	0	0	0	0	0	0

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target		Problem		On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOAL 9:	MAINTAIN OR LOWER INSURANCE PREMIUMS BY MAKING THE PHA A SAFER PLACE TO LIVE AND WORK													
Obj.1	Reorganize the existing PHA Safety Committee by 12/00	12/00	01/01	X										Completed at December meeting.
Obj.2	Develop an annual meeting agenda and meeting work plan for the Safety Committee by 06/00	06/00	07/00	X										Developed annually
Obj.3	Create a PHA Safety Plan 05/01	05/01	07/01	X										Draft submitted to Executive Director.
Obj.4	Review all insurance policies for adequacy by May annually	Annually	Ongoing	X										Reviewed annually
Obj.5	Establish a formal "back-to-work" policy by 06/00	06/00	09/00	X										Back To Work policy implemented.
Obj.6	Produce a quarterly Workers Compensation and Liability Report (J/A/J/O)	Quarterly	Ongoing	X										Reports submitted quarterly to Executive & Deputy Director.
GOAL10:	ASSESS THE NEEDS OF AND ESTABLISH, ARRANGE AND CONDUCT TRAINING PROGRAMS TO IMPROVE PHA OPERATIONS AND CAREER DEVELOPMENT FOR EMPLOYEES													
Obj.1	Conduct an annual Training Needs Assessment in April	Annually (April)	ongoing	X										Analysis of assessment completed in July – Report available in Executive Office.
Obj.2	Create an Annual Training Plan by July of each year	Annually (July)	ongoing	X										A formal plan has not been developed. Staff members are scheduled for training according to their identified needs.
Obj.3	Create a Computer-based Training (CBT) program by 06/00	06/00	06/00	X										CBT was initiated in '00. New on-line CBT training added in February 2002
Obj.4	Redesign the layout & features of the PHA Training Room by 8/00	08/00	06/03		X									Work to commence once room no longer used to store new computers (temp)
Obj.5	Revamp method of employee evaluation of training by 06/00	06/00	6/02	X										New form developed
Obj.6	Continuously track (by database) employee-training hours	Ongoing	Ongoing	X										Training hours continue to be tracked as completed. Quarterly reports are available in Executive Office.
Obj.7	Conduct an annual training cost-effectiveness analysis by 08/00	08/00		X										Conducted with PHA Annual Report
Obj.8	Schedule and utilize HTVN in the training program annually	Annually		X										Program schedule is received and reviewed quarterly. Staff are assigned
Obj.9	Revamp and offer the PHA Management Course annually	Annually		X										Course is underway (January-March 2002)
Obj.10	Develop and offer to employees a Home-based Training (Self-help/Self-based) Program by 12/01	12/01		X										Currently computer-based training available. Hope to expand to other areas.
Obj.11	Determine type, then create and offer certification programs for employees by 12/01	12/01	9/02		X									Considering several options, but time constraints prevent progress
Page Totals				15	2	0	0	0	0	0	0	0	0	

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOAL11:	ESTABLISH METHODS, TECHNIQUES AND INSTRUMENTS TO INCREASE STAKEHOLDER AWARENESS OF PHA OPERATIONS AND ACTIVITIES (OBJECTIVES 1-5 INTERNAL)													
Obj.1	Produce an employee newsletter (quarterly-J/A/J/O)	Quarterly	Ongoing	X										Last Issue published 1/2, will complete a new edition in early 2003.
Obj.2	Update new employee orientation program by 04/00	04/00	03/02	X										New Employee Orientation slide show has been completed.
Obj.3	Conduct an "Employee Information Day" event annually	Annually	05/03			X								Scheduling and time problem for facility. Anticipate a session. New completion date in spring or fall 2003
Obj.4	Redesign PHA Bulletin Boards at all locations by 07/00	07/00	Design complete 05/00	X										Section 8 and Public Housing Boards at Dexter Completed and serve as a model.
Obj.5	Determine the appropriateness of establishing an E-mail "message of the day" by 07/00	07/00	07/00	X										Determined not necessary, but will issue occasional messages to staff via E-mail.
GOAL11:	ESTABLISH METHODS, TECHNIQUES AND INSTRUMENTS TO INCREASE STAKEHOLDER AWARENESS OF PHA OPERATIONS AND ACTIVITIES (OBJECTIVES 6-11 EXTERNAL)													
Obj.6	Schedule a minimum of three public relations appearances to improve image of PHA annually	Annually	ongoing			X								Several appearances, but encountering difficulty in bookings
Obj.7	Issue press releases for PHA events monthly	Monthly	Ongoing						X					Several press releases have been prepared, but there haven't been enough events for one/month.
Obj.8	Develop a Semi Annual Newsletter for Key (non-resident) Stakeholders by 7/00	Semi Annually	9/02			X								Will use Moody's Analysis and MQ rating as a mailing to key stakeholders.
Obj.9	Develop Three Informational Brochures Concerning PHA Operations by 9/00	09/00	09/01	X										Several promo pieces completed, also posters created.
Obj.10	Update and add new features to the PHA website semi-annually	Semi-Annually	Semi Annually	X										Last update completed in July 02
Obj.11	Develop educational materials to distribute to Congressional delegation and other elected officials annually by March	Annually (March)	Annually (March)	X										Distributed at NAHRO Legislative Conference in March 2000, did not participate in 2001 or 2002
Page Totals				7	0	3	0	0	0	1	0	0	0	0

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments
				On Target			Problem			On Target		Problem	
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem	
GOAL12:	REVIEW ORGANIZATIONAL STRUCTURE TO ASSESS, DETERMINE AND DEVELOP MOST EFFICIENT STRUCTURE TO ACCOMPLISH THE PHA'S MISSION IN THE NEXT DECADE												
Obj.1	Review existing organizational structure to determine if further department consolidation is practical by 07/01	07/01	06/01	X									Effective July '01 the Community Services and Special Projects Departments will be merged. Switched to line and staff type of organizational structure. Changes in FM undertaken in March 03..
Obj.2	Review all existing personnel positions to determine need by July 2001	07/01		X									Conducted annually during budget process
Obj.3	Determine feasibility of reducing the number of job classifications to enhance position flexibility by 07/01	07/01						X					Great potential but will have to wait for union negotiations next year
GOAL13:	ENSURE THAT ADEQUATE RESOURCES ARE AVAILABLE TO CONDUCT PHA BUSINESS TO FULFILL ITS ORGANIZATIONAL MISSION												
Obj.1	Develop an up-to-date database of appropriate foundations and philanthropies by 08/00	08/00	8/01	X									System developed, will improve coordination with Resident Services Department
Obj.2	Create an electronic method of distributing grant information to appropriate PHA departments by 07/00	07/00	As needed	X									Currently PHDEP and Capital Plan Grants
Obj.3	Conduct a daily review of HUD's website for new Request for Proposals, regulations and HUD Notices and distribute to appropriate PHA personnel by 07/01/00	07/00	Ongoing	X									Done regularly, PIH noticed are in the PHA library
Obj.4	Establish a system to handle requests for research projects from other PHA departments by 07/00	07/00	Complete 3/01	X									Form developed and distributed via e-mail to all PHA Departments.
Page Totals				6	0	0	0	0	1	0	0	0	0

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOAL14:	ENSURE THAT AFFORDABLE HOUSING OPPORTUNITIES ARE PURSUED													
Obj.1	Develop at least 50 units of affordable housing at the Roger Williams site by 12/01	12/01	09/03			X								Project schedule developed. Architect hired and completion of preliminary design standards.
Obj.2	Coordinate and seek through HUD any attractive foreclosure properties in the City of Providence (or elsewhere)	Ongoing	Ongoing	X										PHA-with general partner Winn Development Co.-purchased Lockwood Plaza in September 2001
GOAL15:	CONDUCT COMPREHENSIVE STRATEGIC PLANNING OPERATIONS AND ESTABLISH AND MONITOR PHA GOALS AND OBJECTIVES													
Obj.1	Develop a comprehensive strategic plan including analysis of the PHA's mandates, mission, internal and external environmental scanning, stakeholder analysis (including resident surveys and focus groups), strategic issue analysis and strategy development by 05/00.	05/00	Complete Fall 2000	X										
Obj.2	Develop a Goals Management Plan and monitoring system for the implementation of strategies developed under the strategic plan by 4/00.	04/00	Complete Fall 2000	X										
Obj.3	Produce a written goal management monitoring report semi-annually. (July, January)	Semi-Annually	Jan/July						X					Previous report completed in July 2002, this report is for the period ending 12/02
Page Totals				3	0	1	0	0	0	1	0	0	0	

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target		Problem		On Target	Problem							
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL16:	ENSURE EFFECTIVE AND EFFICIENT OPERATIONS THROUGH PERFORMANCE MEASUREMENT ACTIVITIES															
Obj.1	Develop a system of performance measures by 6/00	06/00	04/03			X										Awaiting completion of final rule for PHAS, which we will incorporate into the Performance Management System.
Obj.2	Monitor Performance Measurements monthly and prepare a written report semiannually (March and September)	Semi-Annually	07/01			X										System developed with performance measures
GOAL17:	CONDUCT SURVEYS TO DETERMINE RESIDENT NEEDS AND MEASURE THE EFFECTIVENESS OF PHA OPERATIONS															
Obj.1	Conduct a needs assessment survey of family, elderly and elderly/disabled development heads of household and youth in the summers of 2001, 2003 and 2005. (Reports to be completed by December of each year).	12/01,03,05	12/02			X										Conducted for family developments summer 02. Elderly assessment conducted by Dept of Resident Services
Obj.2	Conduct a customer service survey of Section 8 residents and landlords in 2002 and 2004. (Reports to be completed by October of each year).	11/02,04	11/02			X										Surveys sent out in June 2002.
Obj.3	Conduct a survey of scattered site residents and their neighbors in the summers of 2002 and 2004. (Reports to be completed by November of each year).	11/02,04	11/02			X										Sent needs assessment surveys in summer 2002.
Obj.4	Develop a brief, annual resident survey instrument to measure the PHA's success in meeting outcome measures and implement annually starting in 01/01	01/01	01/02	X												PHA sent HUD survey out ourselves in 1/02 to ALL PHA households, not just a sample. To be done 2/03 as well.
GOAL18:	MEASURE THE EFFECTIVENESS OF PHA OPERATIONS THROUGH PROGRAM EVALUATIONS															
Obj.1	Conduct an Evaluation of the PHA's Modernization Program by August 2001	08/01	8/02			X										HUD conducts a review at least annually. Completing major Physical Needs Assessment project
Obj.2	Assist the Dept. of Community Services in developing a Comprehensive Program Evaluation Instrument by August 2002	08/02	8/02			X										Developed BOTVIN Analysis. may also be handled through assessments of living skills and Housing Helps Programs. (New Department of Resident Services in place)
Obj.3	Conduct one program evaluation concerning an aspect of the PHA's operations to be determined by the Executive Director each year, to be completed by December.	Annually	Annually	X												Accomplished this year through strategic plan and HUD plans
Obj.4	Monitor PHA overtime expenditures and prepare a report to the Executive Director annually by September.	Annually	8/01	X												Semi-Annual report completed, annual report will be completed at end of FY
Page Totals				3	0	7	0	0	0	0	0	0	0	0	0	

OFFICE OF THE EXECUTIVE DIRECTOR		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOAL19:	COMPLY WITH HUD REQUIREMENTS FOR HOUSING MANAGEMENT AND OTHER FUNCTIONS AND PREPARE A REPORT DETAILING OPTIONS AVAILABLE BY MAY 2001													
Obj.1	Examine HUD policies concerning Housing Management and other functions and prepare a report detailing options available to the PHA by 05/01	05/01	Ongoing	X										Pet Policy, done as needed
Obj.2	Monitor changes in federal regulations governing public housing for possible policy choices. (Quarterly)	Quarterly	Ongoing	X										Conducted by Planner Policy Analyst as needed
Obj.3	Prepare and monitor HUD Annual and Five Year Plans annually as required. (Annually)	Annually	Annually	X										3rd annual plan submitted to HUD 4/16/02 and approved by letter dated 6/28
GOAL20:	ENSURE TIMELY REPORTING OF REPORTS DETAILING PHA OPERATIONS													
Obj.1	Compile and Format the PHA's Annual report by the end of September each year.	Annually	September	X										Completed 11/02
Obj.2	Update chart display in the PHA's conference room detailing key aspects of PHA operations by October 21 st annually.	Annually	October	X										Completed 11/02
Obj.3	Compile and print the PHA's Monthly Management Report four days prior to each monthly board of commissioners meeting.	Monthly	Ongoing	X										Completed each month and distributed, also in PHA library
GOAL21:	CONDUCT RELEVANT PLANNING STUDIES TO ASSIST THE PHA IN MAXIMIZING RESOURCE UTILIZATION													
Obj.1	Conduct a space needs assessment for PHA administrative areas by 10/02.	10/02	10/02			X								New Hartford Park FM and Community Center Buildings
Obj.2	Conduct a housing design study by 09/01.	09/01	09/02		X									Started under employee who has since left the PHA.
GOAL22:	IMPLEMENT EFFECTIVE RETENTION SYSTEM FOR PHYSICAL DOCUMENTS													
Obj.1	Develop a database of existing records by department and determine proper date for disposal by 01/01	01/01	12/01			X								Project is in progress, Legal council assisting in clarifying legal requirements. Draft in possession of Executive Director.
Obj.2	Track disposal dates and notify PHA departments of outdated materials on an annual basis each January	Annually	Annually			X								Draft will be ready soon.
Page Totals				6	1	3	0	0	0	0	0	0	0	
Section Totals				8	4	2	0	0	1	5	0	0	1	0

MANAGEMENT INFORMATION SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target		Problem				
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 1:	ENSURE THAT ALL PHA COMPUTER HARDWARE IS UPDATED TO PROVIDE MAXIMUM UTILIZATION AND STAFF EFFICIENCY WITHIN BUDGETARY CONSTRAINTS															
Obj.1	Ensure that all PHA personal computers are Y2K compliant by 11/99	11/99		X												All PC's tested Y2K Compliant with Norton 2000 utility software
Obj.2	Upgrade selected personal computers by Jan. 2000	01/00		X												Upgraded all hardware and software on selected PC's.
Obj.3	Purchase additional computers to be used by Senior Staff and power users by 12/99	12/99		X												Purchased and installed new Dell PC's for senior staff.
Obj.4	Purchase new printers to replace existing printers at Development offices. Also, add printers to Foreman offices and the MIS office by July 2000	07/01	9/01	X												Purchased HP4100N printers for Foreman Offices, will move existing printers to Mgmt. Offices.
Obj.5	Upgrade the server located at Facilities Mgmt. And move it to the MIS Office by June 2000	06/00		X												Server is now being used as a CD server for the network in the MIS Office.
Obj.6	Order additional PCs to replace older PC's at the Administrative Office by August 2000	08/00		X												Installed new PC's at administrative offices with Windows 2000 and relative licensed software
Obj.7	Purchase 17" monitors to replace older 15" monitors by March 2000	03/00		X												Purchased and replaced all 15" monitors with 17" ones.
Obj.8	Upgrade PC's located at the Developments and Foremen Offices by 11/00	11/00		X												Replaced Development PC's and Distributed upgraded PC's to foremen.
Obj.9	Purchase LAN station for MIS office by September 2000	09/00											X			No longer needed with the purchase of the rack servers.
Page Totals				8	0	0	0	0	0	0	0	0	0	1	0	

MANAGEMENT INFORMATION SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target		Problem		On Target	Problem							
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 2:	ENSURE THAT ALL PHA COMPUTER SOFTWARE IS REPLACED AND/OR UPGRADED TO ENSURE MAXIMUM EFFICIENCY WITHIN ACCEPTABLE BUDGETARY CONSTRAINTS															
Obj.1	Review all PHA software to ensure licensing is correct by 06/00	06/00		X												Reviewed software used at the workstations meet with Exec. Dir. and purchased licenses accordingly.
Obj.2	Purchase and Install Office 2000 site and Windows 2000 in all workstations by 04/00	04/00		X												Each PC has the correct software installed so that licensing is correct.
Obj.3	Obtain Cost to upgrade software on the "Server" in the MIS Office from Windows NT 4.0 to Server 2000 by May 2000	05/00		X												Software on the Server has been upgraded to Windows 2000, along with all the PC's
GOAL 3:	INCREASE AND/OR UPDATE THE FUNCTIONS OF THE EXISTING NETWORK															
Obj.1	Upgrade hardware on the server located in the MIS office and set up a service contract by Aug. 2000	08/00		X												Purchased new Compaq servers. Service contract setup with Compaq.
Obj.2	Install COX Cable Internet Access by 11/99	11/99		X												Installed and set up users for COX internet service.
Obj.3	Work with Advanced Telesystems Inc. to increase the current 56K frame relay data speeds at all family sites and Academy Ave to Point-to-Point T1's by 04/00	04/00		X												All Family Development an Academy Ave data lines are upgraded to Point-to-Point T1's.
Obj.4	Setup the server so select users have access to the network from home by 11/99	11/99		X												Complete, however dialup connection will be very slow for the users.
Obj.5	Configure the server so users have the ability to fax to/from their PC's by 08/00	08/00		X												Has been completed only a select group of users are currently setup with this service so it can be tested.
Obj.6	Research software on Server for tighter restrictions on Internet Access by 04/00	04/00		X												Set up and configured a FAX server using WinFAX.
Page Totals				9	0	0	0	0	0	0	0	0	0	0	0	

MANAGEMENT INFORMATION SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			In Progress	Completed	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target		Problem				
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem				
GOAL 3:	INCREASE AND/OR UPDATE THE FUNCTIONS OF THE EXISTING NETWORK															
Obj.7	Purchase U.P.S. (Utility Power Supply) for routers at remote sites by 04/00	04/00		X												U.P.S. have been installed at all remote sites in case of power outages/surges.
Obj.8	Research adding switches to the network to increase speed by 07/00	07/00		X												Has been completed, Cisco switches have been installed with the new Compaq server equipment.
Obj.9	Update Network Configuration Database by 7/00	07/00		X												The network configuration database is updated as new equipment arrives; this is also done via the network.
Obj.10	Purchase data/media safe by 05/00	05/00		X												Media safe has been purchased.
Obj.11	Reconfigure the PC's at the labs for COX Communications Internet Access by August 2000	08/00		X												Has been completed, all labs now have Internet Access.
Obj.12	Move services from Academy Ave. server to the upgraded server in the MIS office by 8/00	08/00		X												Unable to run software over the LAN, server was moved back to Academy Ave., and an expanded storage unit has been installed with larger hard drives.
Obj.13	Test Data Lines for Speed and Connectivity Problems by December 2000	12/00		X												Data lines successfully tested.
GOAL 4:	SUBMIT AND/OR PRODUCE REQUIRED COMPUTER-PRODUCED REPORTS IN A TIMELY MANNER															
Obj.1	Submit M.T.C.S. (resident socioeconomic data) forms to HUD for both Rental Housing and Public Housing to be completed monthly	Monthly	Ongoing											X		No longer a MIS Goal, submitted monthly by Rental Housing and Housing Management Directors
Obj.2	Submit 1099 forms to individuals and/or firms, as well as IRS annually	Annually	Ongoing											X		No longer MIS Goal, beginning 2001 Finance will be submitting these files.
Obj.3	Submit electronically transferred data to RI Department of Health monthly to cross-reference Section 8 addresses to the list of child elevated blood levels by 6/00	Monthly	Ongoing							X						Completed monthly, data downloaded from the AS/400 and sent to the RIDOH via the Internet.
Page Totals				7	0	0	0	0	0	0	1	0	0	2	0	

MANAGEMENT INFORMATION SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments		
				On Target			Problem			On Target		Problem			
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier		Violated	Resolved
GOAL 5:	CREATE A SYSTEM/PROCEDURES WHERE STAFF CAN SWIFTLY RECEIVE COMPUTER-RELATED ASSISTANCE														
OBJ.1	Set up a PHA Helpdesk system to track troubleshooting calls by 4/00	04/00	Ongoing									X			Using the Track-It software package, calls recorded by all MIS staff members
GOAL 6:	CONDUCT RESEARCH AND RECOMMEND COMPUTER-BASED PRODUCTS THAT WILL ASSIST PHA STAFF IN COMPLETING THEIR DUTIES/RESPONSIBILITIES MORE EFFICIENTLY														
OBJ.1	Conduct product research and testing to determine the most practical, handheld Inspection Units for use by the Facilities Management and Rental Housing Departments to conduct HQS inspections by 09/00	09/00		X											Casio E-125 Handheld Inspection units are being used recommended by Data Processing Solutions.
OBJ.2	Setup an AS/400 Print Server by 08/00	08/00											X		Printing problems resolved Print Server no longer needed.
OBJ.3	With the assistance of MST or DPS, setup Direct Deposit for Section 8 Landlords and Account Payable Vendors by 01/01	01/01	10/03							X					This project is delayed due to other projects for departments such as being current with 50058's and Document Scanning.
OBJ.4	Research cost effectiveness and feasibility to setup Document Scanning on the AS/400 by 04/01	04/01	8/03			X									Vendor selected, Vanguard Systems. Installation to begin February 2003.
OBJ.5	Research and determine cost of installing a barcode system for the Inventory module by 07/01.	07/00	07/01	X											Facilities Mgmt Associate Director of Administration has gathered information regarding this project. Barcode System should be installed by 1/2.
GOAL 6:	CONDUCT RESEARCH AND RECOMMEND COMPUTER-BASED PRODUCTS THAT WILL ASSIST PHA STAFF IN COMPLETING THEIR DUTIES/RESPONSIBILITIES MORE EFFICIENTLY (CONTINUED)														
OBJ.6	Research the cost of and the practicability of self-sealing Rent Mailers by Jan. 2001	01/01	12/01	X											Rent Statements have been developed and will begin using the new statements with the February mailers.
OBJ.7	Create the ability to electronically submit W2s and 1099's by Jan. 2002	01/01	2/02	X											Staff in the Finance department was successful in submitting this years tax information electronically via the Internet.
Page Totals				4	0	1	0	0	1	1	0	0	1	0	

MANAGEMENT INFORMATION SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier		
GOAL 7:	ENSURE THAT EACH STAFF MEMBER IS SUFFICIENTLY KNOWLEDGEABLE ABOUT PHA COMPUTER EQUIPMENT AND SOFTWARE APPLICATIONS													
OBJ.1	Determine need and establish annual training review with Data Processing Solutions (DPS) by September 2000	09/00	Ongoing								X			Will conduct survey of training needs and based on that setup a training session with DPS. Will be conduct annually in the fall.
OBJ.2	Have the MIS staff trained regularly on new software by October 2000	10/00	Ongoing								X			Always researching additional software that is available that will benefit the staff of the PHA.
OBJ.3	Create a course of instruction and conduct computer training for Facilities Management foreman by 03/00	03/00		X										Setup and conducted hands-on training for Foremen. Upon completion demonstrated knowledge of Windows Operating Systems.
OBJ.4	Conduct specific group computer training as determined by training needs assessment survey and PHA Training Plan and Helpdesk system by Nov. 2000	11/00	Ongoing								X			Ongoing, trainings sessions are conducted as requested/needed by the users and/or their superiors.
OBJ.5	Upgrade the training room computer-based training (CBT's) computers with current software to be completed quarterly	Quarterly	Ongoing								X			CBT software upgraded following new Microsoft installations
OBJ.6	Create a computer literacy "test-out" test to certify that staff can meet the minimum requirements	Ongoing	Ongoing	X										CBT test waiver created for users who request to demonstrate knowledge of the required applications without training attendance.
Page Totals				2	0	0	0	0	0	0	4	0	0	0

MANAGEMENT INFORMATION SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOAL 8:	ENSURE THAT ALL PHA COMPUTER APPLICATIONS REMAIN VIRUS-FREE													
Obj.1	Update virus software on all PHA PC's to be completed monthly	Monthly	Ongoing								X			Virus Definitions are updated on workstations on a monthly basis or as necessary.
GOAL 9:	ENSURE WORK SPACE IS CONDUCIVE TO COMPUTER OPERATIONS													
Obj.1	Redesign MIS office by 11/00	11/00		X										Completed and the S/36 has been removed.
Page Totals				1	0	0	0	0	0	0	1	0	0	0
Section Totals				31	0	1	0	0	1	7	0	0	4	0

SECURITY		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Completed	Ongoing		Problem
GOAL 1:	ASSESS MANPOWER REQUIREMENTS FOR THE PHU/PHA SECURITY FORCE													
Obj.1	Conduct manpower assessment review by 07/01/00	07/00	07/00	X										Assessment made and schedule adjusted to meet the need. Periodic assessments and adjustments are made as needed. As of 7/02 the PHU is under staffed by two officers. A replacement request to the PPD has been made however the replacements have not been assigned.
Obj.2	Review and determine the feasibility of having the PPD increase the number of patrolmen assigned to the Public Housing Unit by 12/00	12/00	Pending PPD Review & Approval						X					Request made to police department for 2 additional officers. The police department is considering the request however the PPD has not replaced an officer that transferred out of the PHU this year.
Obj.3	Seek additional funding to increase (3 hours) the daily tour of PHU officers	07/01	11/02			X								Weed & Seed funding for additional coverage for MHT obtained 11/02
Obj.4	Seek additional funding to extend the hours (2 additional hours) of PHA Security Officers (high-rise)	06/00				X								Hours of security have been extended in identified problem high-rises. In addition 4 security monitors have been hired to monitor a new security system 24 hours per day 7 days per week.
Obj.5	Increase the number of foot patrols at both family and elderly/disabled developments by 05/00	05/00		X										Problem developments/high-rises identified and foot posts scheduled. Modified as situations change
GOAL 2:	ADDRESS CRIME IN PUBLIC HOUSING													
Obj.1	Conduct criminal background checks of all prospective PHA applicants daily for Resident Selection Office	Ongoing	Ongoing							X				Current daily practice. In addition effective 6/01 during preliminary check any applicant with an FBI record must be fingerprinted by the PHU and the prints submitted to the FBI for review. After review the applicants' criminal record, if any found, will be forwarded to the PHA.
Page Totals				2	0	2	0	0	1	1	0	0	0	0

SECURITY		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			In Progress	Escalated	Comments	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem				
GOAL 2:	ADDRESS CRIME IN PUBLIC HOUSING															
Obj.2	Identify type and location of crime in the elderly/disabled developments annually commencing 07/00	07/00		X												Types of crimes and locations identified and information contained in FY-2000 Annual Security Report and future FY Reports. Periodic database searches conducted by the PHU to identify problem locations and the specific types of problems that need to be addressed.
Obj.3	Identify type and location of crimes involving youths in the development by 07/01/00	07/00		X												Crimes committed by juveniles identified and information contained in FY-2000 Annual Security Report. Information will also be contained in all future FY Reports. Also separate report on Juvenile Crime completed and submitted to Executive Director.
Obj.4	Identify type and location of crime in the family developments annually commencing 07/00	07/00		X												Types of crimes and locations identified and information contained in FY-2000 Annual Security Report and all future FY Reports. In addition periodic database searches conducted to determine problem locations and the specific types of problems to be addressed.
Page Totals				3	0	0	0	0	0	0	0	0	0	0		

SECURITY		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 3: INCREASE POLICE VISIBILITY AND OPERATIONS IN A PROBLEM AREA/DEVELOPMENT																
Obj.1	Adopt a "Zero Tolerance" stand in the targeted development/area effective immediately	05/00	Ongoing								X					Current practice. Adjustments made as problem locations change.
Obj.2	Reallocate manpower to deal with increased crime to act as needed by 12/00	12/00		X												Review completed, adjustments implemented including a schedule change for the PHU officers. The PHU schedule is modified as situations arise.
Obj.3	Evaluate PHU patrol practices and the areas being patrolled annually beginning 07/00	07/00		X												FY-2000 Annual Security Report info used to determine necessary adjustments. Adjustments made to address the identified needs and are adjusted periodically or as needed.
Obj.4	Conduct Police Reserve monthly meeting at different developments each month effective July 2000	07/00									X					Current practice, however most of the meetings are conducted in the Community Room in the Hartford Park high-rise.
GOAL 4: PROVIDE INFORMATION ABOUT CRIMINAL ACTIVITY TO KEY DECISION MAKERS																
Obj.1	Meet (Security Operations Manager) with Executive Director at least once a week to discuss security issues	Weekly	Ongoing								X					Current practice and a Standard Operating Procedure of the PHU/Security
Obj.2	Attend at least four resident-management meetings per development annually	Annually	Ongoing								X					Informal meetings were attended. Formal meetings attended beginning 2001 and are now a current practice of the PHU.
Obj.3	Attend Housing Management and Facilities Management Departments staff meetings at least once a month	Monthly	Ongoing								X					Current practice, however most of the meetings are of the informal informational exchange type of meetings.
Page Totals				2	0	0	0	0	0	0	5	0	0	0	0	

SECURITY		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Complaints	Revised	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 4:	PROVIDE INFORMATION ABOUT CRIMINAL ACTIVITY TO KEY DECISION MAKERS															
Obj.4	Review and determine the best method for Housing Management and Facilities Management personnel to provide information about crime-related activities to the PHU by 07/00	07/00		X												Weekly PHU activity report delivered to HM and FM and E-Mail complaints forwarded to PHU. This is a PHU/Security Standard Operating Procedure.
Obj.5	E-mail arrests at PHA developments to site managers daily by 05/00	05/00								X						Current practice and a PHU/Security Standard Operating Procedure.
GOAL 5:	CONDUCT OR COMMISSION TIMELY REPORTS/STUDIES TO ASSIST IN ASSESSING CRIME AND PERFORMANCE															
Obj.1	Conduct security/victimization survey of residents in relation to security issues annually by 11/00	11/00		X												Information gathered and contained in the 2000 Strategic Plan
Obj.2	Produce a weekly police/security activity report effective immediately	Weekly	Ongoing							X						Current practice and PHU/Security Standard Operating Procedure.
Obj.3	Produce a monthly police/security activity report effective immediately	Monthly	Ongoing							X						Current practice and PHU/Security Standard Operating Procedure.
Obj.4	Produce an annual Security Operations Report (both calendar and fiscal years) effective immediately	Annually		X												Annual Security Report FY-2002 completed and Annual Security Report Calendar Year 2002 completed
Obj.5	Seek HUD technical assistance funds to contract with a professional security analyst to a security assessment of all developments by 09/01	09/01				X										Chad/Ad/Sun completed Other sites will be undertaken by in-house staff.
Page Totals				3	0	1	0	0	0	3	0	0	0	0		

SECURITY		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 5:	CONDUCT OR COMMISSION TIMELY REPORTS/STUDIES TO ASSIST IN ASSESSING CRIME AND PERFORMANCE															
Obj.6	Conduct an annual Equipment Needs Assessment annually	Annually		X												Assessment made for office equipment and submitted to the Executive Director for review.
Obj.7	Conduct a Vehicle Needs Assessment annually	Annually		X												A Ford Explorer PHU vehicle has been ordered and was delivered 7/01.
Obj.8	Conduct a security analysis including crime prevention through environmental design by 2002	03/02			X											DETAP Consultants conducted assessment at Chad/Ad/Sun in 2001
Obj.9	Identify Primary and Repeat Offenders by 07/00	07/00	Ongoing	X												Current practice utilizing PHU Arrest Database information
Obj.10	Identify and map crime locations in PHA family developments by 07/00	07/00		X												Information gathered and maps contained in the Security Plan
GOAL 6:	IMPROVE COMMUNITY RELATIONS															
Obj.1	Sponsor Hot Dog Roast at all family developments annually beginning June 2000	Annually		X												Scheduled events for 2000 & 2001 held. Events for 2002 held in HPK, MHT, CH/AD, COD and ROG
Obj.2	Sponsor 150 Turkey baskets for residents annually	Annually		X												Total of 50 distributed 2002
Obj.3	Sponsor a Toy Drive for the children of the developments annually	Annually		X												Approximately 400 toys distributed 2002
Obj.4	Sponsor a law enforcement careers workshop for PHA residents by 06/01	06/01	12/01		X											Manpower and the usual increase in activity in the developments during the summer months dictates that this workshop be scheduled at the end of the year.
Page Totals				7	1	1	0	0	0	0	0	0	0	0	0	

SECURITY		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Qualitative	Quantitative	Comments	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem				
GOAL 7:	INFORM RESIDENTS AND STAFF ON CRIME PREVENTION															
Obj.1	Conduct two crime prevention workshops annually for site staff by 07/00	07/00	10/02			X										9/02 Child Abduction Prevention training given to Community center Staff
Obj.2	Conduct one crime prevention workshop for administrative staff annually beginning 11/00	11/00	4/03			X										The Personal Safety and Security Manual for the PHA Employee is being updated and revised. A Powerpoint Training Presentation is in the process of being produced
Obj.3	Conduct at least one crime prevention workshop annually at each high-rise development with PHA security personnel	Annually	See Comment Section		X											The RI DEA is planning to formalize the training required for all high-rise security officers. The PHA is taking the lead in this project and a revised manual and security training program will result. A crime prevention workshop could then be developed from this and be used universally across the state.
Page Totals				0	1	2	0	0	0	0	0	0	0	0	0	

SECURITY		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target		Problem		On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOAL 7:	INFORM RESIDENTS AND STAFF ON CRIME PREVENTION													
Obj.4	Conduct two crime prevention workshops annually at each high-rise development with third-party Law Enforcement Agencies	Annually	Ongoing	X										Officer Sarrisin of the Police Commissioners Office has visited all PHA high-rises and conducted a crime prevention information sessions in 2000-2001 and 2002.
Obj.5	Research, develop and produce a security brochure for distribution to all PHA residents by 07/01	07/01		X										Information circulated through PHA Resident Newsletters both for High-Rises and Family Developments. These include alerts on the most common crimes occurring in the developments.
Obj.6	Conduct a crime prevention presentation at each Preparation for Community Living class for prospective residents	As classes occur	Ongoing							X				Current practice and PHU Standard Operating Procedure
Obj.7	Write a security-related article for the PHA resident newsletter at least twice a year	Semi-Annually								X				Current practice (monthly)
Page Totals				2	0	0	0	0	0	0	2	0	0	0
Section Totals				1	9	2	6	0	0	1	1	0	0	0

LEGAL SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 1:	ESTABLISH AND MAINTAIN SYSTEM FOR PROCUREMENT OF LEGAL SERVICES IN COMPLIANCE OF APPLICABLE LAW															
Obj.1	Select Competent Providers of legal services in open, fair, and competitive manner biannually	Bi-Annually	Ongoing								X					Solicited RFPs and awarded new two year contracts to existing legal service providers on 9/12/01 for Civil/Litigation, Employment/ Labor and Landlord/Tenant matters .
Obj.2	Create case management strategies for outstanding matters.	Monthly	Ongoing								X					Assured compliance with court rules and procedures and reported changes in status.
GOAL 2:	ADMINISTER GRIEVANCE SYSTEM FOR FAIRLY RESOLVING CLAIMS AND DISPUTES BY TENANTS AND APPLICANTS.															
Obj.1	Afford applicants and tenants due process of all claims and disputes with the PHA not in violation of PHA policy. (as needed)	Monthly	Ongoing								X					Facilitated 16; 4 additional postponed due to unavailability of third parties to serve on panel.
GOAL 3:	ENSURE PHA POLICIES AND PRACTICES COMPLY WITH CURRENT LEGAL REQUIREMENTS AND APPLICABLE LAW															
Obj.1	Assure contract compliance and avoid or minimize contract disputes	Ongoing	Ongoing								X					Reviewed and/or drafted service contracts and provided advise and assistance to staff.
Obj.2	Promote continuing legal education and training	Ongoing	Ongoing								X					Continue to review Bar Association publications and recent court decisions.
Obj.3	Assure policies and procedures comply with Federal, State, and local laws and regulations	Ongoing	Ongoing								X					Continue to review Bar Association publications and recent court decisions.
Page Totals				0	0	0	0	0	0	0	6	0	0	0	0	
Section Totals				0	0	0	0	0	0	0	6	0	0	0	0	

FINANCE & ACCOUNTING		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Obsolete	Revised	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 1:	IMPLEMENT GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)															
Obj.1	Research and gather information pertaining to GAAP by October 2000	10/00	01/01	X												Documentation compiled
Obj.2	Convert general ledger to conform to GAAP reporting by September 2000	09/00	01/02	X												Software modified, chart of accounts restructured. All reports now GAAP compliant.
Obj.3	Implement supplies inventory system in accordance with GAAP by July 2000	07/00	01/02	X												Inventory conversion completed, system now operative.
GOAL 2:	MAXIMIZE CASH RESERVE															
Obj.1	Minimize collection period for monthly rents (ongoing)	Monthly	Ongoing								X					
Obj.2	Maximize alternative sources of fee and rental income on an ongoing basis	Ongoing	Ongoing								X					
Obj.3	Review and monitor expenditures on an ongoing basis	Ongoing	Ongoing								X					
Obj.4	Utilize Section 8 funding on a more efficient basis	Ongoing	Ongoing								X					
GOAL 3:	ESTABLISH AND MONITOR A STRATEGIC PLAN FOR THE DEPARTMENT															
Obj.1	Establish a departmental strategic plan by May 2000	05/00	09/02											X		Designated obsolete by the Executive Director because it's covered under the agency-wide strategic planning process.
Obj.2	Update and Revise goals and objectives on an ongoing basis.	Ongoing	Ongoing								X					
GOAL 4:	INCREASE EXPERTISE AND EFFICIENCY ON AS400 SYSTEM.															
Obj.1	Determine responsibilities between departments concerning information input and updates by September 2000	09/00	Ongoing								X					Meet with departments to review inter-department responsibilities with various software modules.
Obj.2	Establish backup personnel for AS400 financial functions by September 2000	09/00	01/01	X												Staff cross trained
Page Totals					4	0	0	0	0	0	0	6	0	0	1	0

FINANCE & ACCOUNTING		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier		
GOAL 5: IMPROVE ACCOUNTING PROCEDURES FOR FIXED ASSETS														
Obj.1	Develop and Establish fixed asset reporting on new AS400 system by Dec. 2000	12/00	04/02	X									Final report received from consultant. Procedures manual completed, system operational.	
Obj.2	Revise physical inventory procedures for developments by September 2000	09/00	04/02	X									Completed, employees trained, system operational	
Obj.3	Develop on-going plan for equipment and furniture tracking by June 2000	06/00	04/02	X									Completed, employees trained, system operational.	
GOAL 6: MERGE CERTIFICATE AND VOUCHER PROGRAMS INTO ONE VOUCHER PROGRAM														
Obj.1	Revise HUD financial reports to reflect the gradual merger of certificate and voucher programs by September 2001	09/01	09/01	X									G/L merged successfully. All Sec.8 transactions running thru voucher program. However HUD still requires separate report of 50 units under the old certificate program. These will expire in 2003.	
Obj.2	Transfer expiring certificate holders into voucher program on an incremental basis until September 2001	09/01	09/01	X									Completed on 7/01/01 two months ahead of schedule	
GOAL 7: IMPROVE AND STREAMLINE PORTABILITY BILLING AND PAYMENT SYSTEM														
Obj.1	Convert portability billing to AS400 system by December 2000	12/00	06/02	X									Goal unattainable due to software restrictions. Excel spreadsheet developed in-lieu of AS400 billing.	
Obj.2	Convert portability payments to AS400 system by December 2000	12/00	09/01	X									Completed June 2001, checks processed utilizing DP Solutions software. Also completed ahead of revised completion date.	
Obj.3	Apply increased administrative fee rate to portability billings by August 2000	08/00	01/01	X									July 2000 billing rate increased to \$42.50 for all recipients	
Obj.4	Improve monitoring system for past due portability receivables (ongoing)	Ongoing	Ongoing						X					
Page Totals				8	0	0	0	0	0	0	1	0	0	0

FINANCE & ACCOUNTING		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Barrier	Ongoing		Barrier
GOAL 8:	IMPROVE AND STREAMLINE THE PURCHASING SYSTEM AND PROCEDURES													
Obj.1	Develop Blanket Purchase Order for Plumbing supplies by August 2000	08/00	04/01	X										List developed, vendor selected
Obj.2	Develop Blanket Purchase Order for Electrical Supplies by October 2000	10/00	09/01	X										List developed, vendor selected
Obj.3	Develop Blanket Purchase Order for Carpentry Supplies by December 2000	12/00	04/03					X						Annual contract for fabrication of counter tops issued 1/6/03. A list of frequently used carpentry items: lumber, doors, fasteners, etc. developed. Lead Carpenters will review list for accuracy in specs and suggestions for additions / deletions. Request for bid to be issued in 4/03.
Obj.4	Develop Blanket Purchase Order for heating supplies by February 2001	02/01	04/03					X						List of frequently purchased items: motors, valves, boiler parts, etc. developed. HVAC Foreman to review & make recommendations on items to be added / deleted. Request for Bid to be issued 4/03.
Obj.5	Streamline procurement and distribution of Office Supplies by May 2001	05/01	07/01	X										Blanket purchase order issued to WB Mason. Ordering forms located on S drive Procedure submitted to all employees.
Obj.6	Develop Access Database for Blanket Purchase Orders & Contracts by 1/01	01/01	07/01	X										Database complete and online
GOAL 9:	IMPROVE THE VENDOR PAYMENT PROCESS													
Obj.1	Research the possibilities of direct deposit payments to vendors by September 2001	09/01	09/02			X								Reviewing whether cost effective to modify software for less than 100% participation (estimated cost \$15,000). Two-year time frame to recover cost if vendor and landlord participation less than 100%. Savings in manpower and postage will more than offset direct deposit charges by bank.
Obj.2	Improve the filing system for vender invoices and payments by November 2001	11/01	03/03		X									In the process of implementing "paperless office filing system". Should be active 3/03.
Page Totals				4	1	1	0	2	0	0	0	0	0	
Section Totals				16	1	1	0	2	0	7	0	0	1	0

HOUSING MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target		Problem		On Target	Problem							
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 1:	DETERMINE THE FEASIBILITY OF MAINTAINING AN "OPEN" WAITING LIST															
Obj.1	Examine and determine the mechanics and feasibility of keeping the waiting list constantly open through a pre-application process by 06/00.	06/00	08/00	X												We currently have a steady flow of pre-applications. The Pre-application waiting list opened October 18, 2000. As of 12/31/02 there are 2721 families on the pre-application waiting list
GOAL 2:	ENSURE THAT ALL APPLICANTS TO PUBLIC HOUSING ARE PROPERLY SCREENED FOR QUALIFICATIONS AND ACCEPTABILITY															
Obj.1	Conduct a criminal background check on all applicants to public housing prior to office appointment	Ongoing	Ongoing								X					BCI checks are done on every applicant 18 years of age and older as the first step in the screening process. They are updated yearly for those applicants that remain on the list over one year. In the last 6 months we have conducted over 712 BCI checks. Approximately 28% were taken off the waiting list
Obj.2	Conduct a "home visit" of each prospective resident to family public housing	Ongoing	Ongoing								X					Home visits are conducted within six months of being offered a unit for every applicant applying for family housing. In the past 6 months 153 home visits were conducted
Obj.3	Examine the feasibility and/or need of conducting home visits for prospective residents of Elderly/disabled and elderly-only housing developments by September 2000	09/00	12/01	X												Data collected, compiled and sent to Director of Housing Management and Executive Director in January 02. It is recommended not to begin mandatory home visits inspections for Elderly/disabled applicants.
Obj.4	Conduct at least two landlord references for every prospective resident to public housing	Ongoing	Ongoing								X					Landlord references are sent to all past and current landlords within a five-year time frame.
Page Totals				2	0	0	0	0	0	0	3	0	0	0	0	

HOUSING MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 3:	ENSURE THAT EACH APPLICANT THAT IS DENIED ADMISSION TO PUBLIC HOUSING FOR CAUSE HAS AN OPPORTUNITY TO APPEAL THE DECISION															
Obj.1	Conduct "informal" conferences for applicants that are denied admission within 30 days of request for a hearing	Ongoing	Ongoing								X					Informal conferences are held monthly. 63 informal conferences were held during the last 6 months. 6 of these were over turned in the applicant's favor.
Obj.2	Conduct a "formal" hearing for each applicant denied admission after the informal conference within 30 days of denial	Ongoing	Ongoing								X					The grievance secretary schedules formal grievance hearings. A total of 12 were held in the past 6 months.
Obj.3	Attend and present reasons for denying applicants admission at each formal hearing	Ongoing	Ongoing								X					Evidence and supporting documents for denial are compiled and presented at each hearing. A total of 10 out of 12 grievance hearings were upheld in the PHA's favor.
Obj.4	Create a database of persons denied admission due to non-economic reasons by July 2000	07/00	07/00	X												We currently track denials monthly by reason.
GOAL 4:	PROVIDE IMPROVED CUSTOMER SERVICE BY MAINTAINING NON-TRADITIONAL HOURS FOR THE RESIDENT SELECTION OFFICE															
Obj.1	Research and determine if non-traditional hours should be scheduled to better serve the families on the public housing waiting list by June 2000	06/00	08/00	X												We began offering non-traditional hours in May 2000. Currently opened two nights per month. In the past 6 months 54% of applicants scheduled for night appointments keep their appointment. There continues to be no unscheduled activity during these extended hours.
Obj.2	Conduct an outreach campaign to inform applicants of appointments during non-traditional hours.	05/00	05/00	X												Appointments are offered to applicants to accommodate their schedules. Flyers are posted in lobby
Page Totals				3	0	0	0	0	0	0	3	0	0	0	0	

HOUSING MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			On Track	Delayed	Comments	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL 5:	MAINTAIN HUD BUDGET-APPROVED OCCUPANCY LEVELS															
Obj.1	Maintain an adjusted occupancy level of at least 97% each month	Ongoing	Ongoing													Housing Management's average occupancy level for the past 6 months is 96.0% occupied after adjustments. A decrease of .1% under the last reporting period.
Obj.2	Maintain a two-to-one applicant folder-to-unit ratio for each vacancy at each development by July 2000	Ongoing	Ongoing													We are working to increase the folder to vacant unit ratio. We have initiated sending folders to the developments 2-3 weeks before anticipated turnover dates
Obj.3	Review and evaluate the impact of the PHA's Transfer Policy on turnover rates by December 2000	12/00	6/01	X												Transfer policy reviewed by Executive Director. He has halted all transfers except for FSS and emergency transfers.
GOAL 6:	MARKET PHA PROPERTIES TO THE ELIGIBLE PUBLIC															
Obj.1	Review and update the Marketing Plan semi-annually (April/October)	Semi-Annually	Jan./Jul.								X					The plan was reviewed in January. Promotional brochures, advertisements and events are updated in Jan./Jul.
Obj.2	Attend third-party functions to market PHA properties at least once per quarter.	Quarterly	Ongoing							X						We are working to identifying a third quarter (winter) event to attend.
Obj.3	Update marketing contact list semi-annually (January/July)	Semi-Annually	Jan./Jul.								X					This item is completed and on schedule.
Obj.4	Prepare and distribute a promotional brochure at least once per year and distribute according to the Marketing Plan	Annually	7/02	X												126 informational/promotional packets mailed to local social service providers in 8/02.
Page Total				2	0	0	0	0	0	1	3	1	0	0	0	

HOUSING MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			On Violation	Resolved	Comments	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem				
GOAL 7:	ACHIEVE ESTABLISHED COLLECTION OBJECTIVES FOR ALL RESIDENT CHARGES															
Obj.1	Collect at least 92% of resident charged rent each month at each family developments	Monthly	Ongoing													Over the past 6 months an average of 93.3% collections has been achieved in our family developments This is a 1.2 % decrease under the previous 6 months.
Obj.2	Collect at least 94% of resident charged rent each month at each elderly/disabled and development	Monthly	Ongoing													In our elderly developments over the past 6 months an average of 96.0% collections has been achieved. This is .6% above the previous 6 months collection rate.
Obj.3	Achieve an overall resident-charged rent collection rate of 93% per month for all developments	Monthly	Ongoing													Our total collections for family and elderly developments over the past 6 months are 94.2% collected, a .6% decrease under the previous 6 months.
Obj.4	Achieve or exceed the PHAS Housing Accountability System cumulative receivable rate each year	Annually	Ongoing												X	PHAS no longer requires this certification.
Obj.5	Appoint department team to identify obstacles to achieving high levels of rent collection by July 2000	7/00	12/01	X												Changes have been made. Collections continue to improve. Management will continue to look for ways for improvement.
Obj.6	Explore the feasibility of installing Electronic Benefit Transfer (EBT) terminals at each development to assist residents in paying their rent by August 2000	8/00	12/01	X												A new rent collection system has been implemented, with savings to the PHA. New Mailers are being used and tenants encouraged to come into their management office to make payments.
GOAL 8:	CONDUCT INSPECTIONS OF ALL PHA PROPERTY ANNUALLY															
Obj.1	Conduct a Housing Quality Inspection of each unit annually	Annually	Obsolete												X	PHA policy has changed. Facilities Management is now responsible to schedule and conduct HQS inspections.
Obj.2	Prepare a unit inspection schedule for each unit at each development by July of each year	Annually	Obsolete												X	Facilities Management is doing HQS Inspections.
Page Total				2	0	0	0	0	0	0	3	0	0	3	0	

HOUSING MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOAL 9:	ENSURE HIGH LEVELS OF CUSTOMER SERVICE AT ALL DEVELOPMENTS													
OBJ.1	Revise Resident Complaint Forms by 07/00	07/00	4/02	X										A new resident complaint form has been completed.
OBJ.2	Develop an Access database at each development to track customer complaints by 7/00	07/00	12/02			X								The AS 400 allows us to track complaints. It is not necessary to development a database in Access. The Executive Director has approved a new complaint policy.
OBJ.3	Respond to customer complaints within 48 hours of receipt of the complaint	Ongoing	Ongoing							X				Tracking complaints will be part of the new complaint work order system.
OBJ.4	Conduct resident-management meetings each month at each development	Monthly	Ongoing							X				In our elderly developments meetings have been held every month. In our family developments meeting are being held, but participation is poor in some family developments.
OBJ.5	Prepare resident-management meeting minutes and forward to the Executive Director for review within three days of meeting	Monthly	Ongoing								X			Some management offices are not meeting the 3-day submission requirement. Managers are forwarding the meeting minutes to the Executive Director for review.
GOAL10:	SHARE INFORMATION AND COMMON CONCERNS													
OBJ.1	Conduct a staff meeting with key Housing Management Department personnel bi-monthly	Bi-Monthly	Ongoing							X				Meetings with managers are being held on the same schedule as the Executive Director's Staff Meetings.
OBJ.2	Prepare minutes of staff meeting and forward to Executive Director for review within three days of meeting	Bi-Monthly	Ongoing							X				Currently Manager's Meeting minutes are prepared and forwarded as soon as possible to the Executive Director.
GOAL11:	DETECT RESIDENT FRAUD THAT AFFECTS RENTAL INCOME													
OBJ.1	Determine the need to hire a fraud investigator by July 2000	07/00	07/00	X										Investigator has been hired.
OBJ.2	Cross-reference HUD-provided data with resident data monthly	Monthly	Ongoing							X				Resident data is cross-referenced in the PHAS, MTCS and PIC systems.
Page Totals				2	0	1	0	0	0	0	5	1	0	0

HOUSING MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Qualitative	Quantitative	Comments	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem				
GOAL12:	IMPROVE ADMINISTRATIVE FUNCTION FOR THE DEPARTMENT															
OBJ.1	Update Administrative Plan semi-annually (July/January)	Semi-Annually	Ongoing								X					Policy changes have been made, and more changes are being reviewed.
OBJ.2	Research the legality and practicality of maintaining electronic resident files by July 2001	07/01	09/01	X												Resident files are maintained on our AS400 System. Individual Resident Family files (hard copy) are maintained as well.
GOAL13:	CREATE A MONITORING AND QUALITY CONTROL PROCESS FOR THE DEPARTMENT															
OBJ.1	Revise existing "spot-check" audit of developments by July 2000	07/00	07/00	X												The form has been revised, and is currently being used for "spot-checks".
OBJ.2	Create a comprehensive auditing procedure manual by December 2000	12/00	8/02	X												The Comprehensive Audit Procedure has been approved by the Executive Director.
OBJ.3	Conduct "spot-check" audits at each development twice annually	Semi Annually	Ongoing								X					Audits are being conducted. The Director of Housing Management reviews his findings with staff.
OBJ.4	Conduct one comprehensive audit at each development annually commencing January 2001	Annually	11/02								X					In January, 2003 the new Comprehensive Audit Schedule will begin.
GOAL14:	ENSURE ADEQUATE ORGANIZATIONAL DEVELOPMENT FOR STAFF															
OBJ.1	Ensure that all senior and mid-management housing management staff are Public Housing Manager certified by an accredited professional organization within 12 months of assuming management role	As needed	Ongoing								X					Six Housing Management staff recently attended PHM training. This was the maximum number approved by the Executive Director. The training was held at the PHA (HTVN).
OBJ.2	Conduct an in-house training session for all management staff that solely relates to the department's functions at least semi-annually	Semi-Annually	Ongoing								X					In-house training will be conducted in April and October each year. Sessions will cover federal regulation changes and general/housing management issues.
Page Totals				3	0	0	0	0	0	0	5	0	0	0	0	

HOUSING MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			On Track	Delayed	Comments	
				On Target			Problem			On Target		Problem				
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem				
GOAL15:	EXAMINE AND REVISE, WHEN APPROPRIATE, POLICIES CONCERNING THE DEPARTMENT'S VARIOUS RESPONSIBILITIES AND ADVISE/RECOMMEND TO EXECUTIVE DIRECTOR FOR CONSIDERATION/ACTION(AT LEAST SEMI-ANNUALLY)															
Obj.1	Review and improve the PHA's pet policy by July 2000	07/00	7/01	X												Recommendations completed and forwarded to the Executive Director October 25, 2000
Obj.2	Research income exclusion policies implemented at other housing authorities for impact and applicability at the PHA by December 2000	12/00	12/01	X												We are in compliance with federally mandated income exclusions. We have reviewed optional income exclusions and none have been authorized at this time.
GOAL16:	ENSURE THE HEALTH AND SAFETY OF STAFF AND RESIDENTS															
Obj.1	Determine improved method of communication (two-way voice) for office personnel conducting inspections at their developments by September 2000	09/00	09/01											X		Management is no longer responsible to complete HQS inspections, which was a large quantity of management inspections. Staff does carry a two-way radio on inspections
Obj.2	Working with the PHA's Safety Liaison and safety Committee, review and recommend methods to improve site office security by April 2001	04/01	4/02	X												The committee has been meeting and made recommendations to improve office safety.
GOAL17:	CREATE NEW METHODS OF TRACKING DAILY UNIT STATUS															
Obj.1	Install "Unit Status Boards" at each management office by July 2001	07/01	08/01	X												Management has determined "Status Boards" would be a duplication of work. The AS400 system has unit status. Managers complete a bi-monthly unit status report.
GOAL18:	PREPARE DEPARTMENT FOR LOSS OF PERSONNEL THROUGH RETIREMENTS															
Obj.1	Examine existing staff allocations to determine future organizational structure of the department by July 2000	07/00	10/01	X												The Executive Director and Director of Housing Management have completed this task.
Page Totals				5	0	0	0	0	0	0	0	0	0	1	0	

HOUSING MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target		Problem		On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Partial	Ongoing	Ongoing	Partial		
GOAL19:	PROMOTE THE "SELF-MANAGEMENT" OF SCATTERED-SITE UNITS BY RESIDENTS													
Obj.1	Create a "self-help" guide for scattered site residents by July 2001	07/01	07/03			X								Management will create an Orientation/Tenant Handbook package for all PHA developments. This objective will be completed by July 03.
Obj.2	Create and produce "How to be a Good Neighbor" brochure for distribution to scattered-site families by December 2000	12/00	07/03			X								This objective will be combined with objective 1, which will include " How to be a Good Neighbor".
GOAL20:	IMPROVE OVERSIGHT MANAGEMENT OF SCATTERED-SITE DEVELOPMENTS													
Obj.1	Conduct outreach to scattered-site non-public housing neighbors annually	Annually	7/02							X				The Scattered Site Manager does outreach to Scattered Site neighbors monthly. She meets with them and they share information. The PHA Planning Department does a formal Needs Assessment every 3 years.
Obj.2	Create a "windshield" inspection checklist for scattered site developments by July 2000	07/00	07/01	X										Manager completed checklist on 03/15/01, and is currently using it to inspect the Scattered Sites development.
Obj.3	Create and distribute a scattered-site newsletter for distribution semi-annually	Semi-Annually	Jan./Jul.				X							The Scattered Site Manager has not developed a newsletter; other priorities continue to delay this process.
Page Totals				1	0	2	1	0	0	1	0	0	0	
Section Totals				2	0	3	1	0	1	2	2	0	4	0

LEASED HOUSING		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target		Problem		
				Completed	Met Yr Requn	n Progress	Met Yr Requn	n Progress	Barrier	Ongoing	Ongoing	Barrier		
GOAL1:	REVIEW ALL PLANS AND MANUALS													
Obj.1	Review and update administrative plans annually (January).	Annually		X										Updated plan April 2002
GOAL2:	REVIEW EXISTING STAFFING PLAN TO DETERMINE IF ADDITIONAL STAFF OR A STAFF REORGANIZATION IS NECESSARY.													
Obj.1	Review existing staff plan to determine if additional staff is required to accomplish the department's responsibilities by November 2000	11/00		X										Full time inspector hired 1/01
Obj.2	Review existing job responsibilities and workflow to determine if a re-organization is necessary for the department to accomplish its responsibilities by December 2000	12/00		X										Revised Transfer process 11/01
GOAL3:	MAINTAIN A HIGH ADJUSTED LEASE RATE TO MAXIMIZE PROGRAM IMPACT AND TO EARN MAXIMUM ADMINISTRATIVE FEES													
Obj.1	Maintain a lease rate of 97% or higher each month	MONTHLY	Ongoing							X				Data reported in MMR-currently 102%
Obj.2	Track the number of days needed to locate a unit quarterly	ONGOING	Ongoing							X				86 days as of 12/31/02
Obj.3	Prepare direct marketing campaign to property owners by 03/01.	03/01	10/02	X										Landlord handbook has been updated and distributed. A second revision is scheduled for February 2003.
GOAL4:	PROVIDE TIMELY COMPLETION OF ANNUAL RECERTIFICATIONS													
Obj.1	Initiate 100% of re-certifications 120 days prior to lease expiration and complete process no later than 30 days prior to lease expiration	ONGOING	Ongoing							X				Report run monthly
Obj.2	Revise procedures to conduct the re-certifications and transfer to the Housing Choice Voucher Program by October 2000.	10/00		X										As of 9/30/01 all families have been converted to the new program.
GOAL5:	PROVIDE TIMELY RE-INSPECTIONS OF RENTAL PROPERTIES.													
Obj.1	Perform Housing Quality Standards (HQS) Inspection within 20 days of request	ONGOING	Ongoing							X				In compliance. Dates noted on booklets
Obj.2	Conduct landlord request for re-inspections within 3 days of request.	ONGOING	Ongoing							X				In compliance. Dates noted on booklets
Obj.3	Establish Computerized system for re-inspections/tracking by September 2001	09/01	11/02							X				Data is input into the AS400. Reports can be produced as needed.
Page Totals				5	0	0	0	0	0	0	6	0	0	0

LEASED HOUSING		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target		Problem		On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Final	Ongoing	Ongoing	Final		
GOAL6:	ESTABLISH QUALITY CONTROL PROCEDURES TO MONITOR LEASING, RECERTIFICATIONS, AND (RE) INSPECTIONS													
Obj.1	Review 10% monthly of all leasing, and re-certifications, and 5% of inspections to ensure satisfactory compliance with administrative procedures.	ONGOING	Ongoing								X			Log completed-6/30/02 noting high accuracy in files
GOAL7:	MAXIMIZE INCOME TO THE PHA THROUGH ACCEPTABLE ADMINISTRATIVE PROCEDURES													
Obj.1	Submit a report to HUD seeking fees for "Hard-to-House" families annually.	Annually		X										328 names submitted in July 2002 earning \$24,600 in additional fees.
GOAL8:	LESSEN THE ADMINISTRATIVE BURDEN DUE TO PORTABILITY													
Obj.1	Identify any participants that can be swapped/absorbed (to alleviate billing) with other housing authorities quarterly	QUARTERLY	Ongoing								X			Files reviewed 12/02
GOAL9:	STREAMLINE ADMINISTRATIVE PROCEDURE FOR "SPECIAL" SECTION 8 PROGRAMS													
Obj.1	Review existing procedures in order to streamline "special" Section 8 programs such as the Project-based by May 2001.	05/01	11/01	X										All data has been input and the process for the development
GOAL10:	REDUCE THE HIGH MOBILITY RATES OF SECTION 8 RESIDENTS.													
Obj.1	Track the location of all Section 8 recipients in the city of Providence monthly	MONTHLY	Ongoing								X			Data reported in MMR by census tract & neighborhood
Obj.2	Determine mobility patterns of Section 8 recipients	ONGOING	Ongoing								X			Forwarded weekly
GOAL11:	MEASURE THE IMPACT OF THE SECTION 8 PROGRAM ON THE CITY'S HOUSING MARKET													
Obj.1	Conduct an economic and rental impact analysis of the Section 8 Program by July 2002.	07/02	2/03			X								Assistance needed from OPP.
GOAL12:	ASSURE THAT ALL CONTRACTED RENTS MEET RENT REASONABLE STANDARD.													
Obj.1	Conduct an annual rental survey of non-assisted rental units in the city of Providence	ANNUALLY		X										Due to market conditions, the survey is conducted quarterly by OPP (12/01/02)
Obj.2	Ensure that rent reasonableness standard is utilized for all leaseings	ONGOING	Ongoing								X			100% checked when signing lease
GOAL13:	DETERMINE REASONS FOR SELECTING TYPE OF NEIGHBORHOOD AND HOME OF SECTION 8 RECIPIENTS													
Obj.1	Conduct a longitudinal study of Section 8 locational choices by December 2002.	ANNUALLY									X			Surveys are distributed. Data is tracked on software. Occasional reports issued (last report 12/02).
Page Totals				3	0	1	0	0	0	0	6	0	0	0

LEASED HOUSING		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>	
				On Target		Problem		On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier		
GOAL14:	PREVENT OR MINIMIZE FRAUD IN THE SECTION 8 PROGRAM													
Obj.1	Hire a new fraud investigator by July 1, 2000.	07/00		X										Position filled July 2000
Obj.2	Establish a policy to collect money owed due to fraud for those who have been terminated from the program by February 2001.	02/01	9/01	X										Memo written 8/01
Obj.3	Conduct a review as to the feasibility of establishing a fraud hotline number by September 2001.	09/01	12/01	X										Review conducted and memo written 11/01.
GOAL15:	DEVELOP AN EDUCATIONAL PROGRAM FOR PROPERTY OWNERS AND RENTAL AGENTS													
Obj.1	Create a newsletter for landlords concerning regulation changes and common problems by October 2000.	10/00	1/03	X										Owner handbook completed and distributed.
Obj.2	Conduct a review of landlord interest in quarterly orientation sessions by January 2001.	01/01	1/03	X										Included in mailing of owner survey. Interest was very low.
Obj.3	Design and conduct an informational program for landlords, including speakers on housing law, lead policies, and available funding by September 2001.	09/01	3/03				X							Pending final outcome/process for lead issues
GOAL16:	DEVELOP CRITERIA FOR BARRING PARTICIPATION OF PROPERTY OWNERS THAT FAIL TO COMPLY WITH SECTION 8 REGULATIONS/RULES/POLICY													
Obj.1	Review regulations and problematic practices by February 2001.	02/01		X										Listed in the Owner's Handbook
Obj.2	Notify property owners of committee's findings by March 2001.	03/01	10/01	X										Findings are listed in Owner's Handbook
GOAL17:	DEVELOP DEPARTMENTAL POLICIES CONCERNING LEAD POISONING													
Obj.1	Review and develop a policy concerning the criteria for no longer tracking a child with an elevated blood level (EBL) by April 2001.	04/01	1/02	X										Memo written 12/01.
Obj.2	Review who (landlord or PHA) should pay for the annual renewal of the lead safe certificate by September 2001.	09/01	1/02	X										Memo written 12/01
Page Totals				9	0	0	1	0	0	0	0	0	0	

LEASED HOUSING		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>
				On Target			Problem			On Target	Problem				
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier			
GOAL18:	DEVELOP A DECONCENTRATION PROGRAM POLICY														
Obj.1	Review new regulations concerning de-concentration and develop a local policy by 06/00.	06/00	01/02	X											Policy written and included in Admin. Plan July 2000.
GOAL19:	DEVELOP AN INNOVATIVE METHOD TO REOPEN THE WAITING LIST														
Obj.1	Determine a method to reopen waiting list without requiring long lines and special events by March 2003	03/03			X										Since 2,500 families remain on the pre-application/application list, there is no need to reopen the list in the next year or two.
Page Totals				1	1	0	0	0	0	0	0	0	0	0	
Section Totals				1	1	1	1	0	0	1	0	0	0	0	

DEPARTMENT OF RESIDENT SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target		Problem		On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier		
GOAL 1:	ENSURE A CUSTOMER FOCUS AND FISCAL RESPONSIBILITY IN PROGRAM ADMINISTRATION													
Obj.1	Design and administer customer satisfaction survey to 80% of participants in each programmatic element annually.	Annually									X			Surveying is conducted in the Spring
Obj.2	Identify and secure funding sufficient to meet specific program goals and objectives annually.	Annually											X	Outcomes in the Youth Program are being adjusted to reflect approx. 50% reduction in annual funding as of 07/03
Obj.3	Maintain monthly draw down of funds and timely submittal of all required program and fiscal reports.	Ongoing Monthly									X			As of 12/31/02 we are on target drawing down on 20 separate grant contracts and all progress reports filed with applicable funding sources as required
GOAL 2:	BUILD AND MAINTAIN SEAMLESS NETWORK OF RESIDENT SERVICES THROUGH INTER-DIVISION COORDINATION													
Obj.1	Establish schedule of monthly inter-division team meetings to address and track individual client issues that cross division lines.	Ongoing Monthly		X										At recommendation of involved staff, have moved to six meetings per year. 2003 schedule distributed. Minutes are reviewed at director/management level for required approvals of field staff level initiatives
Obj.2	Establish a schedule of inter-division cross training activities for division staff to be conducted quarterly.	Ongoing Quarterly		X										Initial cross training cycle completed in December. Year two schedule developed by Associate Director.
Obj.3	Research and develop plan to assess computer system requirements necessary to facilitate gathering of data for program measures by January 2002.	January 2002		X										Division level data bases have been developed
GOAL 3:	ENSURE CONTINUED PROFESSIONAL DEVELOPMENT OF DEPARTMENTAL STAFF													
Obj.1	Develop and implement plan to provide specific skills training needed for division staff by June 2002.	June 2002									X			Training program is ongoing. FY 2002 department staff completed 316 hours. 27 training sessions/programs were at no cost to the agency. Staff in all divisions received program content training. Director/Assoc Dir/Mgrs received administrative training
Obj.2	Develop and implement training schedule for division staff to meet required level of computer skills competence.	Ongoing Quarterly									X			Between July 2002 and Jan 2003 Resident Services staff has completed 83.25 hours on CBT
Page Totals				3							4	1		

DEPARTMENT OF RESIDENT SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>	
				On Target		Problem		On Target	Problem	On Target	Problem	Barrier		
				Completed	Not Yet Begun	Not Yet Begun	In Progress	Barrier	Ongoing					Ongoing
GOAL 4:	ALLEVIATE BARRIERS TO RESIDENT ACCESS OF DEPARTMENT PROGRAMS AND SERVICES													
Obj.1	Develop a department transportation plan by June 2002	June 2002						X						Plan requires updating to integrate new vehicle and changes to youth program
Obj.2	Develop a department plan to address renovation, repair and/or replacement of existing facilities as well as the addition of new facilities by June 2002.	June 2002											X	Some objectives identified are advancing elsewhere in the agency and may not belong in the Resident Services Goals Management Plan – specifically the development of new social service program space and organization of tenant associations.
Obj.3	Develop departmental plan to provide full-day, on-site childcare services at one family development for residents returning to school and/or work by September 2002.	September 2002											X	Attempted to integrate w/ new HP facility, but is not being included for cost reasons. Existing community centers don't have available DCYF approvable space
GOAL 5:	CREATE AN ENVIRONMENT CONDUCTIVE TO EFFECTIVE SELF-SUFFICIENCY PROGRAM ADMINISTRATION BY ADDRESSING PARTICIPANT SAFETY AND SOCIAL SERVICE SUPPORT NEEDS													
Obj.1	Create case management strategies for FSS clients with low level, persistent substance abuse issues. Assessment and/or action plans in FSS contracts by April 2002	June 2002											X	Part of interdivision training program – Supportive Services and Education and Training
Obj.2	Establish effective communication system with Providence Police and follow up protocols specific to domestic violence by September 2002.	September 2002		X										Training complete; however, staff turnover may necessitate a 2nd session with police. Also, FSS and Adult Ed staff have been trained by Sojourner House
Obj.3	Establish program to assist FSS participants to deal with problem children by September 2002	September 2002		X										Program was established but was not efficient to continue due to low numbers. Have identified some free or low cost parent education resources to address
GOAL 6:	ADMINISTER PROGRAMS LEADING TO PERMANENT ECONOMIC GAINS AND QUALITY OF LIFE IMPROVEMENTS FOR RESIDENTS WHO ENTER TO PROGRAMS UNEMPLOYED													
Obj.1	Serve a minimum of 150 unemployed adults per year in FSS, education and training work experience programs.	Ongoing											X	(02) 142 in adult ed programs 63 in FSS
Obj.2	Ensure that all ABE/GED/ESL students in 20-hour programs who attend at least 75% meet performance standards adopted by RIDE.	Ongoing											X	Is now a 30 hour program. Measurement of progress of ESL students is still less clear than ABE/GED program
Obj.3	Ensure that 100% of all enrolled participants have written "work readiness" skills development plan and a personal goal plan.	Ongoing											X	Purchase of Real Life/Real Skills program is an additional resource
Page Totals				2				1		4			2	

DEPARTMENT OF RESIDENT SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>	
				On Target		Problem		On Target	Problem					
				Completed	Not Yet Begun	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier	Qualitative		Quantitative
GOAL 6:	ADMINISTER PROGRAMS LEADING TO PERMANENT ECONOMIC GAINS AND QUALITY OF LIFE IMPROVEMENTS FOR RESIDENTS WHO ENTER TO PROGRAMS UNEMPLOYED													
Obj. 4	Ensure that all FSS participant case records reflect quarterly case management meetings, updated contracts and accurate escrow calculations annually.	Annual									X			All case managers update case management notes at least quarterly and in some cases monthly or even weekly.
Obj. 5	Ensure that program entry assessments & ongoing educational & case management support address identified special needs of adult learners.	Ongoing									X			Case managers refer as indicated
GOAL 7:	ADMINISTER PROGRAMS LEADING TO PERMANENT ECONOMIC GAINS AND QUALITY OF LIFE IMPROVEMENTS FOR RESIDENTS WHO ENTER TO PROGRAMS EMPLOYED													
Obj. 1	Complete program entry assessments of 100% participants to measure/document basic skills and resource needs annually.	Annual									X			Target is 50 adult learners in ESL/GED. 64 active students as of 01/03 and 100% have completed assessment
Obj. 2	Serve a minimum of 75 under employed residents per year	Annual									X			Will likely exceed minimum for 2003, but total will be lower due to expiration of USDOL funding and reduction in total number of people served
Obj. 3	Increase department/staff capacity for quality referrals by developing and maintaining an up to date community resource "consumer guide" by June 2002	April 2003			X									May duplicate resources readily available elsewhere. Director needs to review material assembled to date.
Obj. 4	Establish scattered site based tenant association, enhanced orientation program and mentoring program by June 2002.	June 2002										X		Some obj. identified are advancing elsewhere in the agency and may not be belong in the RS GM Plan – specifically the development of new social service program space and org of RAs.
Obj. 5	Ensure that all FSS participant case records reflect quarterly case management meetings, updated contracts and accurate escrow account calculations annually.	Annual									X			Division manager reviews quarterly caseload reports from FSS staff. Contact level is on target. Escrow calculations are verified prior to release of payments.
Obj. 6	Ensure that program entry assessments and ongoing educational and case management support address identified special needs of adult learners.	Ongoing									X			Referrals are made to appropriate agencies when needed. Interdivision training meetings will enhance ability to better serve this population by providing more options for appropriate services
Page Totals						1					6		1	

DEPARTMENT OF RESIDENT SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOALS 8:	ADMINISTER USDOL WELFARE TO WORK PROGRAM IN ACCORDANCE WITH CONTRACT BENCHMARKS													
Obj.1	Outreach to 345 public housing and Section 8 residents by June 2002	Jan. 2002		X										Contract is complete. Achieved over 100% of deliverable; outreached to over 800 individuals via direct mail
1	Incorporate WtW program into FIP plans of 175 residents by 2002	June 2002		X										Enrolled 215 by close of contract
Obj.3	Provide and monitor work activity for 100 participants through 2002	June 2002		X										Provided work activity for 65 in first year (of three) of contract; funder modified program design to deemphasize unpaid work experience. Provided work activity to another 28 before contract ended
Obj. 4	Provide small group/tutorial ESL services to WtW participants by 6/02	June 2002		X										Provided educational services to 103 participants
GOAL 9:	MAINTAIN AN EFFECTIVE YOUTH PROGRAM THAT SERVES PUBLIC HOUSING YOUTH AT FOUR COMMUNITY CENTERS													
Obj.1	Register twice annually (September and June) minimum of 200 resident youth, authority wide, in the after-school and summer Youth Program	Bi-annually								X				230 between 07/02 and 12/02
Obj.2	Maintain an average Youth Program attendance of 75% annually	Annually								X				Mid year check complete
Obj.3	Maintain a variety of educational, sports, and arts programs to offer to youth enrolled in the program	Ongoing								X				Currently no youth sports coordinator, so those offerings are limited
Page Totals				4						3				

DEPARTMENT OF RESIDENT SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target		Problem		
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem		
GOAL 10:	INCREASE SELF AND RESPONSIBILITY AMONG PUBLIC HOUSING YOUTH													
OBJ.1	Conduct 24, weekly, age-appropriate, life skills training workshops for registered Youth Program participants annually, beginning in October and concluding in May.	May 2002									X			Conducted every Monday
OBJ.2	Enroll 75% of registered Youth Program participants in at least one organized sport and/or enrichment activity annually.	Annually									X			Mid year check complete
OBJ.3	Sponsor, through the Youth Service Council, a minimum of two community service projects per semester, annually.	Annually									X			YSC received \$4,500 from United Way to support these activities
OBJ.4	Develop and conduct once monthly (October-May), in collaboration with the Division of Education and Training, a Career Exploration seminar, for all teens registered in the Youth Program	May 2002									X			3 Career Raps 10.02-12/02; February focus is career month
GOAL 11:	PROVIDE A SUPPORTIVE ENVIRONMENT THAT ENCOURAGES ACADEMIC ACHIEVEMENT AND PERSONAL DEVELOPMENT AMONG PUBLIC HOUSING YOUTH													
OBJ.1	Monitor and report monthly, progress in developing social, academic, motor, cognitive and self-management skills for 100% of program participants	Ongoing									X			Completing these quarterly; monthly was not useful. Now it coincides with school report cards
OBJ.2	Offer academic assistance sessions (Homework Help) to youth enrolled in after school Youth Program three times a week at four community center sites.	Ongoing									X			Monthly program data reports summarize attendance and hours
OBJ.3	Achieve an 80% graduation rate among high school seniors registered in the Youth Program	Annually										X		Have 1 high school senior this year
OBJ.4	Research and develop a College Access Program that would serve 30% if teens enrolled in the Youth Program	Annually			X									Did weekend trip to campus based college access program. YPM working 1 on 1 with six high school students
Page Totals						1					6		1	

DEPARTMENT OF RESIDENT SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>	
				On Target		Problem		On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier		
GOAL 12:	OFFER ORIENTATION PROGRAMS THAT EQUIP NEW RESIDENTS TO MAINTAIN THEIR OCCUPANCY IN PUBLIC HOUSING AND MAKE FULL USE OF PHA SERVICES													
Obj. 1	Provide monthly pre-occupancy classroom based training to prospective residents of the family developments as an overview of life in public housing and ongoing eviction prevention support	Ongoing									X			Monthly attendance reported
Obj. 2	By July 2002, develop revised curricula, method and schedule for new resident orientation that will ensure 100% participation of new residents in both the elderly/disabled and family developments, and retention of 70% of the material presented.	July 2002	Jan 03			X								Research is complete. Will be submitted within 30 days. 03/01/03
Obj. 3	Coordinate and implement revised orientation programs for all new residents of the elderly/disabled buildings and of the family developments by October 2003.	October 2003				X								Research is underway
Obj. 4	By June 2004, provide continuing education sessions for residents that will reinforce and develop basic skills, such as budgeting, that help maintain tenancy and reduce the number of evictions for unsanitary conditions, non-payment of rent and property damage by 5% annually.	June 2004			X									
GOAL 13:	IMPROVE THE HEALTH STATUS OF RESIDENTS THROUGH THE DIRECT PROVISION OF AND REMOVAL OF BARRIERS TO HEALTH SERVICES AND PROGRAMS.													
Obj.1	Meet 100% of identified medical transportation needs by October 2002	Oct. 2002					X							Database now tracking identification of need. Need to standardize entry practice to determine degree to which empty field indicates need is now addressed or no resources can be identified
Obj.2	Ensure that 100% if the identified nutritional needs are met by October 2002	Oct. 2002									X			To the degree that database records, minimal needs met. This is not all nutritional needs
Obj.3	By October 2003, ensure that 80% of residents in the elderly/disabled buildings who have no medical insurance are enrolled in an insurance program or a free-care program at an area healthcare provider, and a program that at least partially pays for prescription drugs.	Ongoing									X			90% + have coverage. 50% of the uninsured are addressed to some degree. Remainder is a resource problem
Obj.4	By June 2005, ensure that 80% of the residents in the elderly/disabled buildings have a primary medical care provider.	June 2005									X			90% + have a primary provider
Obj.5	By June 2005, 35% of all PHA residents will have participated in at least one PHA Health Program sponsored activity a year.	June 2005			X									This is interdivision tracking issue we have not taken on yet
Page Totals						2	2			1		4		

DEPARTMENT OF RESIDENT SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Comments	
				On Target		Problem		On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier		
GOAL 14:	ENSURE THAT RESIDENTS HAVE ACCESS TO THE FULL RANGE OF SUPPORTIVE SOCIAL SERVICES NECESSARY TO MAINTAIN THEIR TENANCY IN PUBLIC HOUSING AND THAT PROMOTES THEIR GREATER INDEPENDENCE.													
OBJ.1	Each year, PHA staff will complete an assessment of social needs of 100% of the residents in the elderly/disabled buildings.	Annually									X			95% are completed
OBJ.2	Each year, PHA staff will develop service plans for 100% of completed assessments of the residents in the elderly/disabled buildings.	Annually									X			Coupled with the assessments
OBJ.3	Each year, 800 individuals will meet or exceed goals set forth in their service plans.	Annually starting 06/03			X									Data to be compiled for next annual report
OBJ.4	Each year, 50% of the residents in the elderly/disabled buildings will participate in at least one activity offered by the Supportive Services Division.	Annually									X			Between 7/02 and 1/03 RSCs had 730 (unduplicated) contacts; 542 were assessments. Assessments lead to service plans, which are tracked, so they are a particularly meaningful client interaction. Now entering round 2 of assessments. Assessment/service plan approach means that everyone in the highrise sees a social service staff member at least once a year to follow up on their service plan. Other services: Between Jul and Jan, 147 residents got housekeeping support; 265 received healthcare from us; 128 attended health ed. programs; 318 got flu shots.
Page Totals						1					3			

DEPARTMENT OF RESIDENT SERVICES		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing		Priority	Status	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantitative data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target	Problem				
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing				Problem
GOAL 14:	ENSURE THAT RESIDENTS HAVE ACCESS TO THE FULL RANGE OF SUPPORTIVE SOCIAL SERVICES NECESSARY TO MAINTAIN THEIR TENANCY IN PUBLIC HOUSING AND THAT PROMOTES THEIR GREATER INDEPENDENCE.														
Obj.5	By October 2002, all completed assessments will be stored in a digital database	Oct. 2002	Jan 03										X		Have an entry backlog and need some data entry assistance
Obj.6	Meet the annual objectives identified in the Family Support Program grant.	June 30 th annually											X		Grant entails partial coverage of our contract with Family Services. Grant identifies three outcomes: reduce risk for neglect, reduce psycho-social stress and enroll 90% of uninsured children in RiteCare. Monthly tracking by funder and peer review process indicates achievement of outcomes
Page Totals													1		
Section Totals				1	1	2	3			2			3	1	6

FACILITIES MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL1:	INSURE THAT ALL WORK ACCOMPLISHED BY FM MAINTENANCE EMPLOYEES IS OF A HIGH QUALITY, DONE RIGHT THE FIRST TIME															
Obj.1	Perform a systematic review of quality control policies for all maintenance services by November 2000	11/00	4/01	X												Committee has reviewed policies. Work order and unit turn around QC are incorporated in the FM Operations Manual.
Obj.2	Create an independent position within the department responsible for insuring that quality control standards are met on all jobs and tasks by October 2000	12/00	10/01											X		Existing personnel are carrying out departmental Quality Control activities
Obj.3	Institute an internal quality control program for all maintenance employees by June 2001	03/01	6/02	X												QC standards in effect as per the FM Operations Manual.
GOAL2:	ESTABLISH A DEPARTMENTAL MIS INFORMATION SYSTEMS FOR IMPROVED EFFICIENCY AND PHA-WIDE NETWORKING.															
Obj.1	Develop system queries, which provide timely information to FM supervisory personnel by May 2000	05/00	5/01	X												More than two dozen queries developed. Many special queries developed.
Obj.2	Develop and implement a departmental leave tracking system, which allows for timely staff scheduling and task planning by June 2000	06/00		X												Internal tracking system installed at FM.
Obj.3	Create a stand alone database to track information related to bidding and contracts in conjunction with Capital Fund expenditures by April 2002	09/00	4/02	X												The database has been created. Data input is now underway.
Obj.4	Complete the conversion of work order, and inventory control systems by January 2000	12/00		X												System is fully operational with the completion of the June 2002 inventory.
Obj.5	Create one central ACCESS database which contains physical needs data, capital projects information, major systems inventory and warranty information by April 2002	04/02												X		Access database on physical needs being created by Office of Planning & Policy. Capital projects information being integrated into Objective 3.
Page Totals				6	0	0	0	0	0	0	0	0	0	1	1	

FACILITIES MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Violate	Resolved	Comments <i>(Required for all problem category and all ongoing objectives. Comments should list any quantifiable data available to assess the status of the objective.)</i>	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Barrier	Ongoing	Ongoing	Barrier				
GOAL3:	REVIEW AND REVISE MAINTENANCE POLICIES AND PROCEDURES AND DEVELOP WRITTEN PROTOCOLS SPECIFIC TO EACH SITE, FOR BOTH THE OPERATION & MAINTENANCE OF PHA PROPERTY AND EQUIPMENT															
Obj.1	Identify the major building systems and equipment, which should be inspected and/or maintained by contract by August 2000	08/00		X												List of potential maintenance contracts has been created.
Obj.2	Develop detailed maintenance protocol for grounds by July 2000	07/00	03/02	X												Landscaping protocol complete. Individual grounds maintenance sheets have been completed.
Obj.3	Develop detailed maintenance protocol for all Authority equipment by November 2000	11/00	08/02	X												Equipment PM protocol completed. Work order system must be amended to include WO's for timely maintenance.
Obj.4	Develop detailed maintenance protocol for all building envelopes by February 2000	02/01	04/02	X												Maintenance checklist has been developed. Condition surveys will be done periodically on roofs and brick.
Obj.5	Develop detailed maintenance protocol for all major building systems by July 2000	07/01	9/03			X										Underway. Hiring of experienced large boiler tech in Dec. will facilitate completion of heating system protocols after heating season.
Obj.6	Develop detailed maintenance protocol for major custodial duties by July 2001	07/01	08/03			X										Major custodial supply company providing assistance in preparing basic custodial SOP's at no cost to PHA..
Obj.7	Develop detailed maintenance protocol for Housing Quality Standards and frequently used tenant service work orders by August 2001	08/01	08/03			X										Underway. Some protocols completed for basic items such as balance repair. Others under development.
GOAL4:	DEVELOP AN ATMOSPHERE WITHIN THE DEPARTMENT THAT INSURES EACH EMPLOYEE WORKS AT PEAK EFFICIENCY AND EFFECTIVENESS															
Obj.1	Develop aptitude and general education standards, which all new FM employees must meet by August 2000	08/00		X												TABE locator test used to measure grade level in reading and math for promotions from temp to permanent status at PHA.
Obj.2	Review job requirements for all non-skilled staff and develop a list of competencies for each position by November 2000	11/00	04/02	X												List of competencies has been developed for the position of Custodian.
Obj.3	Develop recurring employee training programs that address competency shortcomings, increase needed skills and improve productivity by January 2001	01/01	08/03			X										In progress. Maintenance supplies vendor doing no cost study to identify training needs. See goal 3 Objective 6.
Page Totals				6	0	4	0	0	0	0	0	0	0	0	0	

FACILITIES MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			On Track	Exceeds	Comments	
				On Target			Problem			On Target		Problem				
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Completed	Problem				
GOAL5:	INSTITUTE POLICIES AND PROCEDURE TO REDUCE STAFFING SHORTFALLS CAUSED BY EXCESSIVE ABSENTEEISM, VACATIONS, AND A SHORTAGE OF PERMANENT 2ND AND 3RD SHIFT EMPLOYEES															
Obj.1	Prepare a comprehensive analysis of the department's seasonal workload and an evaluation of which of these tasks might be more efficiently and effectively accomplished by contracting out by September 2000	09/00		X												Seasonal workload reviewed. Potential service contracts noted. Contracting out underway including Fire Alarm inspections.
Obj.2	Develop a new staffing model for covering Dispatch and the 2 nd and 3 rd shifts within the FM Department by October 2000	10/00		X												Laborer/Dispatcher has been hired for each shift.
Obj.3	Develop and implement written staff scheduling protocols, which address vacations, emergency absences and seniority issues by October 2000	10/00	07/02	X												Scheduling procedures developed to address vacations and absences.
Obj.4	Reduce the number of individuals with excessive absenteeism by 25% by June 2001 and 50% by June 2002.	Annual Targets	Ongoing							X						In the 2002 time period, 19 persons used 50% of sick time, an increase of 2 over 2001. New policy memo issued 12/02 to address attendance problems.
GOAL6:	DEVELOP AND IMPLEMENT A COMPREHENSIVE SAFETY PROGRAM FOR EMPLOYEES, WHICH ADDRESS ALL CURRENT REGULATORY REQUIREMENTS.															
Obj.1	Develop a Bloodborne Pathogens Program by July 2000	07/00		X												Material, training, & equipment in place.
Obj.2	Develop and implement a Fire Extinguisher Safety Program by May 2000	05/00		X												Program developed. Blanket purchase agreements for equipment in place.
Obj.3	Develop and implement a Respirator Protection Program by June 2000	06/00		X												Material, training, & equipment in place.
Obj.4	Develop and implement a Hazard Communications Program by August 2000	08/00		X												Plan published.
Obj.5	Develop and implement a Lock Out, Tag Out Program by November 2000	11/00		X												LO/TO Plan draft completed Staff trained.
Obj.6	Conduct an annual inspection of FM work centers modeled after the 1999 DOL inspection, by January 2001	Annual Targets	Ongoing	X												FY2002 inspection completed.
Page Totals				9	0	0	0	0	0	0	1	0	0	0	0	

FACILITIES MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Qualitative	Quantitative	Comments	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem				
GOAL7:	ENSURE THAT SAFETY SYSTEMS REQUIRED IN ALL PHA FACILITIES ARE STATE OF THE ART, AND IN COMPLIANCE WITH ALL REGULATORY REQUIREMENTS															
Obj.1	Conduct all appropriate testing and inspections on the PHA's natural gas master meter systems at Chad Brown, Admiral Terrace, Manton and Hartford Park Housing Developments with the process beginning by June 2000	06/00	Ongoing													Annual Leak detection test completed 11/02. Quarterly inspections conducted. Gas line repairs completed 12/02.
Obj.2	Develop a protocol to insure that elevator inspections are conducted on time and in accordance with all applicable Federal, State and local requirements by September 2000	09/00	Ongoing													PHA has maint. contract with 3 rd party vendor. Staff monitors inspection compliance thorough use of Excel matrix. Annual elevator tests completed 9/03.
Obj.3	Upgrade all building fire alarm systems to current fire code standards by December 2005	12/05	Ongoing													New system installed at Dexter I/II in 02. Contract executed on 12-24-02 to install new system at Parenti.
GOAL8:	ENHANCE THE PHYSICAL SECURITY OF RESIDENTS IN PHA PROPERTIES															
Obj.1	Conduct a comprehensive exterior lighting survey of each Elderly/Handicapped Building and recommend lighting improvements to enhance security by August 2000	08/00		X												Completed. Surveys done. Some lights installed. Lights added as needed by PHA electricians.
Obj.2	Install intercom systems from apartment to entrance doors at Sr. Dominica Manor and Dexter Manor by 2/01	02/01	04/02	X												Completed in 6/02 as part of Card Access /Security project.
Obj.3	Install card access systems in all PHA high-rise buildings by April 2001	04/01	04/02	X												Installation completed, system operational. Cylinders being changed at bldg. entrances so keys will not operate.
Obj.4	Install video systems in PHA high rise buildings which would allow residents to monitor visitors seeking entry into the building using the intercom system by 1/01	01/01	11/03			X										Camera installation completed. Master antenna work underway in 12/02 at CT & PV so intercom cameras can function. Hartford to be funded in 2003 CFP budget.
GOAL9:	IMPROVE FACILITIES MANAGEMENT UNIT TURNAROUND TIMES															
Obj.1	Reduce unit turn around times for modernization units to 75 days or less by June 2001	Ongoing 06/01	Ongoing													Some painting, tile work and cleaning contracted out to improve turnaround times.
Obj.2	Reduce unit turn around times for non-modernization units to twenty-five days or less by June 2001	Ongoing 06/01	Ongoing													FM has been contracting out work to improve turnaround times.
Page Totals				3	0	1	0	0	0	0	3	2	0	0	0	

FACILITIES MANAGEMENT		Original Completion Date	Current Estimated Completion Date	Time Bound						Ongoing			Objective	Evaluated	Comments	
				On Target			Problem			On Target	Problem					
				Completed	Not Yet Begun	In Progress	Not Yet Begun	In Progress	Problem	Ongoing	Ongoing	Problem				
GOAL10:	DEVELOP POLICIES AND PROGRAMS TO EXPAND RESIDENT AWARENESS OF MAINTENANCE REQUIREMENTS AND IDENTIFY AREAS WHERE RESIDENT'S WOULD PARTICIPATE IN COMMON AREA MAINTENANCE.															
Obj.1	Create a mechanism to periodically inform residents of maintenance issues and update them on site specific problems needing their attention by December 2000	12/00												X		FM using Community Services Adult and Family newsletter.
Obj.2	Develop a plan with the Management Department to involve residents in the maintenance of common spaces in their buildings by August 2001	08/01	Ongoing							X						Revised to ongoing. A program has implemented at Coddling, R. Wm. & Manton to clean halls.
GOAL11:	INSURE THAT ALL MODERNIZATION REPORTS ARE SUBMITTED WITHIN THE TIME FRAMES ESTABLISHED BY HUD															
Obj.1	Prepare the Annual Capital Plan and submit it to HUD no later than May 2001	Annual Targets								X						Annual Capital Fund Plan under development for submission to HUD in April 2003.
Obj.2	Prepare the Annual Performance & Evaluation Report and submit it to HUD with the Annual Plan due in April.	Annual Targets								X						Performance and Evaluation Reports for period ending December 2002 are under development.
Page Totals				0	0	0	0	0	0	3	0	0	1	0		
Section Totals				24	0	5	0	0	0	7	2	0	2	1		

**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. 7/31/98)

HA Name: **PROVIDENCE HOUSING AUTHORITY** Locality: (City/County & State) **PROVIDENCE, RI** Original © Revision No: _____

A. Development Number/Name	Work Stmt. for Year 1 FFY: 2003	Work Statement for Year 2 FFY: 2004	Work Statement for Year 3 FFY: 2005	Work Statement for Year 4 FFY: 2006	Work Statement for Year 5 FFY: 2007
RI 43 P001 001 – Chad Brown	See Annual Statement	37,500	57,250	293,000	89,000
RI 43 P001 01A – Admiral Terrace		432,000	851,000	18,000	129,000
RI 43 P001 002 – Roger Williams		39,000	25,000	58,000	3,200
RI 43 P001 003 – Codding Court		0	0	0	0
RI 43 P001 004/6/19 – Hartford Park		536,538	635,637	850,087	509,591
RI 43 P001 005 – Manton Heights		10,000	15,000	20,000	208,000
RI 43 P001 007 – Sunset Village		5,000	0	0	0
B. Physical Improvements Subtotal		2,552,887	2,400,887	2,505,887	2,495,887
C. Management Improvements		234,500	284,500	234,500	234,500
D. HA-Wide Nondwelling Structures & Equipment		65,000	85,000	80,000	80,000
E. Administration	614,198	614,198	614,198	614,198	
F. Other	215,000	297,000	247,000	257,000	
G. Operations	920,396	920,396	920,396	920,396	
H. Demolition					
I. Replacement Reserve					
J. Mod Used for Development					
K. Total CGP Funds	4,601,981	4,601,981	4,601,981	4,601,981	
L. Total Non-CGP Funds	0	0	0	0	
M. Grand Total					

Signature of Executive Director _____ Date: _____ Signature of Public Housing Director/Office of Native American Program Administrator _____ Date: _____

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

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

HA Name: PROVIDENCE HOUSING AUTHORITY	Locality: (City/County & State) PROVIDENCE, RI	Original © Revision No:1
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A. Development Number/Name	Work Stmt. for Year 1 FFY: 2003	Work Statement for Year 2 FFY: 2004	Work Statement for Year 3 FFY: 2005	Work Statement for Year 4 FFY: 2006	Work Statement for Year 5 FFY: 2007
RI 43 P001 008 – Dexter Manor I		18,099	150,000	33,100	258,100
RI 43 P001 009 – Dominica Manor		350,000	102,000	22,000	0
RI 43 P001 011 – Carroll Tower	See	720,000	10,000	703,500	0
RI 43 P001 012 – Kilmartin Plaza	Annual	92,000	225,000	120,200	255,000
RI 43 P001 013 – Parenti Villa	Statement	295,000	32,000	325,500	50,000
RI 43 P001 014 – Dexter Manor II		0	165,000	5,000	180,000
RI 43 P001 017/021 – Scattered Sites		2,000	102,000	47,500	433,000
*Authority Wide		15,750	31,000	10,000	380,996
*Excludes 1470 and 1475 which are included on Line "D"					

Five-Year Action
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: <u>2002</u>	Work Statement for Year <u>2</u> FFY: <u>2004</u>			Work Statement for Year <u>3</u> FFY: <u>2005</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	RI 43 P001 001 CHAD BROWN			RI 43 P001 001 CHAD BROWN		
	Landscaping Repoint /Seal Exterior Masonry Kitchens - Cabinets/Countertops Replace Floor Tiles Deferred Painting Appliance Purchase	N/A 2 bldgs 12 units 5 units 6 units 10 units	5,000 15,000 5,250 5,000 5,000 <u>2,250</u> 37,500	Decorative Fencing Exterior Security Lighting Deferred Painting Bathroom Renovations Building Controls	N/A N/A 11 units 5 units N/A	35,250 5,000 7,000 5,000 <u>5,000</u> 57,250
	RI 43 P001 01A ADMIRAL TERRACE			RI 43 P001 01A ADMIRAL TERRACE		
	Landscaping Repoint/Seal Exterior Masonry Heating System Upgrade Baseboard Upgrade in Bathroom Install Energy Efficient Lighting	N/A N/A 1 system 6 units N/A	5,000 21,000 400,000 3,000 <u>3,000</u> 432,000	Decorative Fencing Fence/Walks/Paving Redesign Parking/Drainage/Walks Exterior Security Lighting Heating System Upgrade Deferred Painting Bathroom Renovations Install Backflow Valves Install New Heating & HW System Replace Floor Tile	N/A N/A N/A N/A 1 system 11 units 12 units 5 units 1 system 14 units	48,000 10,000 275,000 5,000 400,000 8,000 5,000 10,000 80,000 <u>10,000</u> 851,000
Total of Estimated Cost			469,500	Subtotal of Estimated Cost		
				908,250		

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: <u>2002</u>	Work Statement for Year <u>2</u> FFY: <u>2004</u>			Work Statement for Year <u>3</u> FFY: <u>2005</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	RI 43 P001 002 ROGER WILLIAMS			RI 43 P001 002 ROGER WILLIAMS		
	Site Improvements/Fence/Walks/Pavement	N/A	25,000	Building Controls	N/A	5,000
	Landscaping	N/A	8,000	Paving/Seal Coat Parking Lot	1 lot	<u>20,000</u>
	Asbestos Abatement (Tile)	3 units	3,000			25,000
	Bathroom Renovations	3 units	<u>3,000</u>			
			39,000			
	RI 43 P001 003 CODDING COURT			RI 43 P001 003 CODDING COURT		
	RI 43 P001 004, 006, 019 HARTFORD PARK			RI 43 P001 004, 006, 019 HARTFORD PARK		
	Upgrade Landscaping	N/A	5,000	Repair /Replace Gas Lines	N/A	100,000
	Replace Floor Tile	7 units	5,000	Repair/Retile Playgrounds	N/A	23,370
	Building Controls	N/A	10,000	Exterior Lighting Replacement	N/A	6,000
	Replace Condensate Pumps	N/A	5,000	Exterior Lighting Security Shields	N/A	5,000
	Retube Boilers	N/A	40,000	Building Signs	11 bldgs	50,000
	Deferred Painting	10 units	8,000	Exterior Painting-Phase III Buildings	N/A	10,000
	Install Backflow Valves	N/A	15,000	Install Security Cameras/Card Readers	10 units	10,000
Bond Repayment	N/A	428,538	Install bath vent fans	N/A	1,000	
Clean Ventilation Systems	1 system	<u>20,000</u>	Install Roof Vent	N/A	<u>424,267</u>	
		536,538	Bond Repayment		635,637	
RI 43 P001 005 MANTON HEIGHTS			RI 43 P001 005 MANTON HEIGHTS			
Replace Screens	N/A	5,000	Install Backflow Valves	N/A	10,000	
Remove Aristix ceilings	N/A	<u>5,000</u>	Deferred Painting	6 units	<u>5,000</u>	
		10,000			15,000	
	Subtotal of Estimated Cost		585,538	Subtotal of Estimated Cost		675,637

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: <u>2002</u>	Work Statement for Year <u>4</u> FFY: <u>2006</u>			Work Statement for Year <u>5</u> FFY: <u>2007</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>RI 43 P001 001</u> CHAD BROWN			<u>RI 43 P001 001</u> CHAD BROWN		
	Redesign Parking/Drainage/Walkways Repair/Replace Gutters/Add Guards Repair/Replace Exterior Doors	N/A N/A N/A	275,000 10,000 <u>8,000</u> 293,000	Refurbish Basketball Court Area Landscaping Repair/Replace Exterior Doors Replace interior Doors Upgrade Kitchens-Cabinets/Countertops Replace Floor Tile Deferred Painting Baseboard Upgrade Bathroom Renovations	N/A N/A 25 doors N/A 8 units N/A 10 units 5 units	15,000 5,000 10,000 5,000 4,000 5,000 5,000 30,000 <u>10,000</u> 89,000
	<u>RI 43 P001 01A</u> ADMIRAL TERRACE			<u>RI 43 P001 01A</u> ADMIRAL TERRACE		
	Repair/Replace Gutters & Add Guards Repair/Replace Exterior Doors	N/A 20 doors	10,000 <u>8,000</u> 18,000	Landscaping Kitchens-Cabinets/Countertops Deferred Painting Bathroom Renovations Baseboard Upgrade in Bathrooms Construct FM Storage Addition Retile Non-Dwelling Space	N/A N/A 7 units 2 units 10 units 1 bldg N/A	20,000 4,000 5,000 5,000 30,000 50,000 <u>15,000</u> 129,000
	Subtotal of Estimated Cost		311,000	Subtotal of Estimated Cost		218,000

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: <u>2002</u>	Work Statement for Year <u>4</u> FFY: <u>2006</u>			Work Statement for Year <u>5</u> FFY: <u>2007</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	RI 43 P001 005 MANTON HEIGHTS			RI 43 P001 005 MANTON HEIGHTS		
	Building Controls	N/A	5,000	Construct New Stairs/Railings	N/A	25,000
	Replace Heat Motors & Pumps	N/A	5,000	Landscaping	N/A	10,000
	Remove Aristix Ceilings	N/A	5,000	New Areaway Covers	10 covers	20,000
	Install Prototype Vent Fan Unit (Bath)	5 units	<u>5,000</u>	Seal Exterior Masonry	N/A	28,000
			20,000	Repair Stair Tower Foundation	1 foundation	35,000
				Deferred Painting	6 units	5,000
				Replace Floor Tiles	6 units	5,000
				Admin Bldg/Comm. Ctr. Renovation	N/A	30,000
				Construct Storage Shed	1 shed	<u>50,000</u>
						208,000
	RI 43 P001 007 SUNSET VILLAGE			RI 43 P001 007 SUNSET VILLAGE		
	RI 43 P001 008 DEXTER MANOR I			RI 43 P001 008 DEXTER MANOR I		
	Kitchens-Cabinets/Countertops	N/A	5,000	Seal/Repair Building Exterior		200,000
	Repair/Replace Unit Heaters/Fan Coils	N/A	5,000	Install Railings in Halls	N/A	40,000
	Replace Valves on Risers	N/A	3,600	Kitchens-Cabinets/Countertops	N/A	5,000
	Replace Kitchen Faucets	N/A	3,500	Replace Valves on Risers	N/A	3,600
	Replace Water Supply Shutoffs	N/A	3,000	Replace Kitchen Faucets	N/A	3,500
	Asbestos Abatement	N/A	10,000	Replace Water Supply Shutoffs	N/A	3,000
	Upgrade baths on turnaround	3 units	<u>3,000</u>	Upgrade Baths on Turnaround	N/A	<u>3,000</u>
			33,100			258,100
	Subtotal of Estimated Cost		53,100	Subtotal of Estimated Cost		466,100

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: <u>2002</u>	Work Statement for Year <u>4</u> FFY: <u>2005</u>			Work Statement for Year <u>5</u> FFY: <u>2006</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	<u>RI 43 P001 009</u> DOMINICA MANOR			<u>RI 43 P001 009</u> DOMINICA MANOR		
	Landscaping	N/A	5,000			
	Seal Coat Parking Lot	1 lot	5,000			
	Unit Locks	204 units	7,500			
	Install Backflow Valves	N/A	<u>4,500</u>			
			22,000			
	<u>RI 43 P001 011</u> CARROLL TOWER			<u>RI 43 P001 011</u> CARROLL TOWER		
	Seal /Repair Building Exterior	N/A	300,000			
	Kitchens-Cabinets/Countertops	N/A	388,000			
	Unit Locks	194 units	7,500			
	Repair PVI Hot Water Tank	1 tank	<u>8,000</u>			
			703,500			
	<u>RI 43 P001 012</u> KILMARTIN PLAZA			<u>RI 43 P001 012</u> KILMARTIN PLAZA		
	Replace Floor Tile	30 units	15,000	Replace/Repair Patio Roof	1 roof	5,000
	Reconfigure Handicapped Units	2 units	70,000	Seal/Repair Building Exterior	N/A	150,000
Unit Locks	106 units	4,000	Replace/Upgrade Generator	1 gen.	70,000	
Replace Water Supply Shutoffs	N/A	21,200	Install Railings in Halls	N/A	20,000	
Upgrade Ventilation (Rooftop Units)	N/A	<u>10,000</u>	Asbestos Abatement	5 units	5,000	
		120,200	Repair PVI Hot Water Tank	1 tank	<u>5,000</u>	
					255,000	
	Subtotal of Estimated Cost		845,700	Subtotal of Estimated Cost		255,000

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: <u>2002</u>	Work Statement for Year <u>4</u> FFY: <u>2006</u>			Work Statement for Year <u>5</u> FFY: <u>2007</u>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	RI 43 P001 017, 021 SCATTERED SITES			RI 43 P001 017, 021 SCATTERED SITES		
	Paint Buildings (Duplex) (1-17)	16 units	30,500	Fencing (1-17)	N/A	10,000
	Paint Buildings (Duplex) (1-21)	8 units	15,000	Painting Buildings (Duplex)(1-17)	12 units	40,000
	Install Carbon Monoxide Detectors	25 units	<u>2,000</u>	Painting Buildings (Duplex)(1-21)	6 units	25,000
			47,500	Replacement Windows (1-17)	5 units	30,000
				Rebuild Porches (1-17)	17 units	70,000
				Rebuild Porches (1-21)	12 units	50,000
				Replace Floor Tile (1-17)	27 units	20,000
				Replace Floor Tile (1-21)	27 units	20,000
				Vinyl Side Duplexes	N/A	100,000
				Install Vinyl Flooring (1-17)	N/A	10,000
				Install Carbon Monoxide Detectors	25 units	2,000
				Replace Heating Systems (1-12)	12 units	30,000
				Replace Domestic Hot Water Tanks (1-17)	30 tanks	10,000
				Replace Domestic Hot Water Tanks (1-21)	18 tanks	6,000
				Install Backflow Valves	N/A	<u>10,000</u>
						433,000
	Subtotal of Estimated Cost		47,500	Subtotal of Estimated Cost		433,000

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RHODE ISLAND		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 708 Replacement Housing Factor Grant No:			Federal FY of Grant:1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements (Soft Costs)	513,732	512,907.59	512,907.59	512,907.59
	Management Improvements (Hard Costs)				
4	1410 Administration	543,887	539,534.38	539,534.38	539,534.38
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	363,707	338,228.07	338,228.07	338,228.07
8	1440 Site Acquisition				
9	1450 Site Improvement	481,603	479,768.32	479,768.32	479,768.32
10	1460 Dwelling Structures	2,032,796	2,026,295.95	2,026,295.95	2,026,295.95
11	1465.1 Dwelling Equipment—Nonexpendable	35,910	35,910.00	35,910.00	35,910.00
12	1470 Nondwelling Structures	974,667	1,014,504.95	1,014,504.95	1,014,504.95
13	1475 Nondwelling Equipment	258,164	257,316.68	257,316.68	257,316.68
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	310	310.06	310.06	310.06
18	1498 Development Activities (1-34)	12,627.50	12,627.50	12,627.50	12,627.50
19	1498 Development Activities (1-37)	3,740.50	3,740.50	3,740.50	3,740.50
20					
21	Amount of Annual Grant: (sum of lines)	5,221,144	5,221,144.00	5,221,144.00	5,221,144.00
22	Amount of line 21 Related to LBP Activities	105,558	105,558	0	0
23	Amount of line 21 Related to Section 504 compliance	15,551	15,551	0	0
24	Amount of line 21 Related to Security –Soft Costs	23,255	23,255	0	0
25	Amount of line 21 Related to Security-- Hard Costs			0	0
26	Amount of line 21 Related to Energy Conservatn Measures	3,193	3,193	0	0
27	Collateralization Expenses or Debt Service			0	0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 708 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work	
Chad Brown	Site Improve.-Fence/Walks/Paving	1450	N/A	64,704	64,704.08	64,704.08	64,704.08	completed	
001	Repair/Replace Gas Lines	1450	N/A	9,869	13,592.72	13,592.72	13,592.72	ongoing	
	Security Lighting	1450	N/A	12,153	12,153.00	12,153.00	12,153.00	completed	
	Kitchens-Cabinets/Countertops	1460	34 units	39,595	42,004.66	42,004.66	42,004.66	ongoing	
	Unit Locks	1460	85 locks	8,083	8,083.00	8,083.00	8,083.00	completed	
	Bathroom Renovations	1460	2	550	550.00	550.00	550.00	completed	
	Appliance Purchases	1465	34 units	29,328	29,328.00	29,328.00	29,328.00	completed	
	Upgrade Kitchen in Comm. Ctr.	1470	1 kitchen	820	820.43	820.43	820.43	completed	
				165,102	171,235.89	171,235.89	171,235.89		
Admiral Terrace	Fence/Pavement/Furniture	1450	N/A	3,560	3,560.00	3,560.00	3,560.00	completed	
001A	Landscaping	1450	N/A	6,995	6,995.04	6,995.04	6,995.04	completed	
	Replace/Repair Gas Lines	1450	N/A	4,500	4,500.00	4,500.00	4,500.00	ongoing	
	Security Lighting	1450	N/A	12,594	12,594.00	12,594.00	12,594.00	completed	
	Kitchens-Cabinets/Countertops	1460	15 units	5,611	5,611.09	5,611.09	5,611.09	ongoing	
	Unit Locks	1460	65 locks	6,207	6,207.00	6,207.00	6,207.00	completed	
	Circulating Pump/Condensate Tank	1460	1 tank	1,127	1,127.00	1,127.00	1,127.00	completed	
	Replace/Repair HW Boiler	1460	N/A	13,328	13,327.96	13,327.96	13,327.96	completed	
	Bathroom Renovations	1460	15 units	161	163.50	163.50	163.50	completed	
	Appliance Purchases	1465	15 units	6,582	6,582.00	6,582.00	6,582.00	completed	
	Retile Non-Dwelling Space	1470	N/A	6,400	6,400.00	6,400.00	6,400.00	completed	
	Asbestos Abatement	1470	N/A	6,280	6,280.00	6,280.00	6,280.00	completed	
	Air Conditioning at Comm. Ctr.	1470	N/A	2,756	3,416.00	3,416.00	3,416.00	completed	
				76,101	76,763.59	76,763.59	76,763.59		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 708 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Hartford Park	Exterior Lighting Replacement	1450	35 lights	39,675	40,801.74	40,801.74	40,801.74	completed	
004/006/019	Exterior Lighting Security Shields	1450	15 shields	4,861	4,860.50	4,860.50	4,860.50	completed	
	Site Improvements	1450	N/A	21,243	20,762.71	20,762.71	20,762.71	completed	
	Building Signs	1460	24 signs	3,492	3,492.00	3,492.00	3,492.00	completed	
	Elevator Improvements	1460	2	1,636	1,636.00	1,636.00	1,636.00	completed	
	Paint Phase I Buildings	1460	14 bldg	109,142	109,142.32	109,142.32	109,142.32	completed	
	Paint Phase II & 4-Story Buildings	1460	19 bldg	159,390	159,390.79	159,390.79	159,390.79	completed	
	Clean Ventilation Systems	1470	1 system	9,784	9,784.36	9,784.36	9,784.36	completed	
	Renovate/Replace Comm. Ctr.	1470	1 bldg	2,667	2,667.00	2,667.00	2,667.00	completed	
				351,890	352,537.42	352,537.42	352,537.42		
Manton Heights	Replace/Repair Gas Lines	1450	N/A	6,579	2,091.31	2,091.31	2,091.31	ongoing	
005	Fence/Walks/Paving/Site Furniture	1450	N/A	11,403	11,402.57	11,402.57	11,402.57	completed	
	Building Controls	1460	N/A	3,193	3,193.29	3,193.29	3,193.29	completed	
	Replace Exit Signs/Emerg. Lighting	1460	20	1,986	1,986.38	1,986.38	1,986.38	completed	
	Upgrade Domestic HW	1460	System	14,825	14,825.00	14,825.00	14,825.00	completed	
	Replace Heat Motors & Pumps	1460	N/A	1,103	1,102.50	1,102.50	1,102.50	completed	
	Install Prototype Vent Fan unit	1460	15	3,050	3,050.28	3,050.28	3,050.28	completed	
	Asbestos Abatement	1460	N/A	0.00	500.00	500.00	500.00	completed	
	Renovate FM Areas	1470	garage door	1,500	1,500.00	1,500.00	1,500.00	completed	
				43,639	39,651.33	39,651.33	39,651.33		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 708 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Obligated	Expended	Status of Work	
Sunset Village	Site Improvements	1450	N/A	1,618	1,618.00	1,618.00	1,618.00	completed	
007	Asbestos Abatement	1460	N/A	1,745	1,745.00	1,745.00	1,745.00	completed	
	Handicapped Renovations	1460	2 units	10,257	10,256.81	10,256.81	10,256.81	completed	
	LBP Abatement/Repaint-Exterior	1460	N/A	52,616	56,589.00	56,589.00	56,589.00	completed	
	Upgrade Laundry Room	1470	1 room	6,220	6,220.00	6,220.00	6,220.00	completed	
				72,456	76,428.81	76,428.81	76,428.81		
Dexter Manor I	Design Fire Alarm System Upgrade	1430	N/A	23,982	13,704.00	13,704.00	13,704.00	completed	
008	Concrete Sidewalks	1450	N/A	45,579	44,184.50	44,184.50	44,184.50	completed	
	Exterior Security Lighting	1450	N/A	309	308.61	308.61	308.61	completed	
	Fencing	1450	N/A	63,187	63,187.00	63,187.00	63,187.00	completed	
	Seal Coat Parking Lot	1450	1 lot	4,649	4,649.00	4,649.00	4,649.00	completed	
	Underground Sprinkler System	1450	1 system	383	383.21	383.21	383.21	completed	
	Spring Hinges/Closers	1460	200 doors	4,293	4,293.41	4,293.41	4,293.41	completed	
	Upgrade Kitchens	1460	1 kitchens	319	319.00	319.00	319.00	completed	
	Replace Floor Tile	1460	24 units	27,921	35,258.24	35,258.24	35,258.24	completed	
	Install GFI's in Kitchens and Baths	1460	51 units	4,366	4,365.90	4,365.90	4,365.90	completed	
	Install Energy Efficient Lighting	1460	29 units	7,400	7,400.00	7,400.00	7,400.00	completed	
	Replace Generator	1460	1 system	83,219	83,218.77	83,218.77	83,218.77	completed	
	Fire Alarm System Upgrade	1460	System	383,199	365,699	365,699	365,699	continued	
	Asbestos Abatement	1460	17 units	71,634	58,432.87	58,432.87	58,432.87	ongoing	
	Deferred Painting	1460	2 units	900	900.00	900.00	900.00	completed	
	Community Room Furnishings	1475	N/A	9,844	9,843.86	9,843.86	9,843.86	completed	
	Upgrade Common Space-Comm Rm	1470	N/A	86,138	116,160.34	116,160.34	116,160.34	completed	
	Upgrade Public Bathrooms	1470	2 rooms	4,130	4,536.69	4,536.69	4,536.69	completed	
				821,452	816,844.40	816,844.40	816,844.40		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 708 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised	Total Actual Cost Obligated	Total Actual Cost Expended	Status of Work	
Dominica Manor	Decorative Fencing	1450	340 feet	43,626	42,426.00	42,426.00	42,426.00	completed	
009	Walks & Site Furniture	1450	N/A	9,238	9,237.60	9,237.60	9,237.60	completed	
	Seal Coat Parking Lot	1450	1 lot	3,377	3,377.00	3,377.00	3,377.00	completed	
	Repair/Seal Masonry & Windows	1460	N/A	185,290	185,290.00	185,290.00	185,290.00	completed	
	Spring Hinges/Closers	1460	204 doors	7,232	7,231.60	7,231.60	7,231.60	completed	
	Trash Chute Repairs	1460	1 system	6,392	6,393.00	6,393.00	6,393.00	completed	
	Install Energy Efficient Lighting	1460	204 Units	7,792	7,792.07	7,792.07	7,792.07	completed	
	Install GFI's in Kitchens and Baths	1460	204 units	19,346	19,276.60	19,276.60	19,276.60	completed	
	Deferred Painting	1460	1 unit	125	125.00	125.00	125.00	completed	
	Asbestos Abatement	1460	20 Units	36,869	37,838.95	37,838.95	37,838.95	ongoing	
	Replace Floor Tile	1460	20 Units	12,000	8,679.00	8,679.00	8,679.00	ongoing	
	Upgrade/Replace Generator	1460	1 generator	83,894	81,695.22	81,695.22	81,695.22	completed	
	Upgrade Community Room	1470	N/A	118	981.60	981.60	981.60	completed	
				415,299	410,343.64	410,343.64	410,343.64		
Carroll Tower	GFI's	1460	194 units	21,877	23,487.99	23,487.99	23,487.99	completed	
011	New Ceilings in Hallways	1460	16 floors	26,345	26,345.18	26,345.18	26,345.18	completed	
	Install Energy Efficient Lighting	1460	N/A	3,070	3,070.25	3,070.25	3,070.25	completed	
	Deferred Painting	1460	6 units	1,825	1,825.00	1,825.00	1,825.00	completed	
	Asbestos Abatement	1460	N/A	19,998	19,998.10	19,998.10	19,998.10	completed	
	Repair PVI Hot water Tank	1460	1 tank	4,488	4,488.20	4,488.20	4,488.20	completed	
	Install Security Camera	1460	N/A	5,971	5,971.35	5,971.35	5,971.35	completed	
				83,574	85,186.07	85,186.07	85,186.07		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 708 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original Revised		Total Actual Cost Obligated Expended		Status of Work	
Kilmartin Plaza	Fence/Walks/Paving/Site Improve.	1450	N/A	2,798	2,798.00	2,798.00	2,798.00	completed	
012	Landscaping	1450	N/A	355	354.80	354.80	354.80	completed	
	Install Energy Efficient Lighting	1460	N/A	1,703	1,703.12	1,703.12	1,703.12	completed	
	Kitchens-Cabinets/Countertops	1460	106 units	263,933	265,553.28	265,553.28	265,553.28	completed	
	Asbestos Abatement	1460	12 units	21,093	48,480.95	48,480.95	48,480.95	ongoing	
	Replace Valves on Risers	1460	N/A	17,182	17,182.20	17,182.20	17,182.20	completed	
	Repair PVI Hot Water Tank	1460	1 tank	10,974	8,573.80	8,573.80	8,573.80	completed	
	A/C in Community Room	1470	1 system	74,916	77,873.62	77,873.62	77,873.62	completed	
	Community Room Renovation	1470	N/A	14,867	16,876.78	16,876.78	16,876.78	completed	
	Widen Incinerator Chute Rm Door	1470	1 door	4,395	4,395.00	4,395.00	4,395.00	completed	
	Community Room Furnishings	1475	N/A	7,888	7,887.99	7,887.99	7,887.99	completed	
				420,104	451,679.54	451,679.54	451,679.54		
Parenti Villa	Upgrade Exterior Lighting	1450	N/A	309	308.61	308.61	308.61	completed	
013	New Ceilings in Hallways	1460	16 floors	26,407	26,406.96	26,406.96	26,406.96	completed	
	Spring Hinges/Closers	1460	194 doors	3,628	3,627.80	3,627.80	3,627.80	completed	
	GFI's	1460	106 units	4,790	4,970.03	4,970.03	4,970.03	cont. 50101	
	Install Energy Efficient Lighting	1460	106 units	7,030	7,030.00	7,030.00	7,030.00	completed	
	Asbestos Abatement	1460	12 Units	26,828	21,896.50	21,896.50	21,896.50	ongoing	
	Repair PVI Hot Water Tank	1460	1 tank	3,456	3,455.91	3,455.91	3,455.91	completed	
	Install Security Cameras	1460	N/A	5,971	5,971.33	5,971.33	5,971.33	completed	
	Community Room Furnishings	1475	N/A	516	516.00	516.00	516.00	completed	
				78,935	74,183.14	74,183.14	74,183.14		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 708 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised	Total Actual Cost Obligated	Total Actual Cost Expended	Status of Work	
Authority-Wide	Chief of Admin/Operations-FM	1408		103,844	103,843.94	103,843.94	103,843.94	completed	
	Purchasing Agent	1408		74,537	74,536.71	74,536.71	74,536.71	completed	
	Staff Training	1408		41,330	42,244.44	42,244.44	42,244.44	completed	
	Computer System Software	1408	N/A	23,214	21,475.35	21,475.35	21,475.35	completed	
	Economic Development	1408	N/A	20,000	20,000.00	20,000.00	20,000.00	completed	
	Living Skills Coordinator	1408	N/A	47,505	47,504.78	47,504.78	47,504.78	completed	
	Police	1408	N/A	196,826	196,826.41	196,826.41	196,826.41	completed	
	Security Guards	1408	N/A	6,476	6,475.96	6,475.96	6,475.96	completed	
	CGP Administrative Costs	1410	N/A	402,167	408,510.26	397,814.88	397,814.88	completed	
	In-House Design	1410	N/A	141,720	141,719.50	141,719.50	141,719.50	completed	
	A&E Fees and Costs	1430	N/A	119,439	101,305.54	101,305.54	101,305.54	completed	
	LBP/Asbestos Testing	1430	N/A	52,942	37,317.00	37,317.00	37,317.00	ongoing	
	MOD Inspection Costs	1430	N/A	113,950	134,605.55	145,300.93	145,300.93	completed	
	Utility Surveys	1430	N/A	4,990	2,022.00	2,022.00	2,022.00	completed	
	Identification Signs	1450		382	382.39	382.39	382.39	completed	
	Tree Pruning	1450	N/A	10,140	10,140.00	10,140.00	10,140.00	completed	
	LBP Abatement	1460	N/A	2,200	2,200.00	2,200.00	2,200.00	completed	
	Fire Hoses & Extinguishers	1475		1,566	1,566.25	1,566.25	1,566.25	completed	
	Computer Hardware	1475	N/A	73,344	75,252.47	75,252.47	75,252.47	completed	
	Office Furnishings	1475	N/A	20,644	20,643.50	20,643.50	20,643.50	completed	
	Radios/Wireless Alarms	1475		11,313	11,313.20	11,313.20	11,313.20	completed	
	Maint Vehicles Equipment	1475		99,076	99,076.01	99,076.01	99,076.01	completed	
	Relocation	1495	N/A	310	310.06	310.06	310.06	completed	
	Development	1498		16,368	16,368.00	16,368.00	16,368.00	completed	
				1,584,283	1,575,639.32	1,575,639.32	1,575,639.32		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RHODE ISLAND	Grant Type and Number Capital Fund Program No: RI 43 P001 708 Replacement Housing Factor No:	Federal FY of Grant: 1999
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Chad Brown	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Admiral Terrace	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Roger Williams	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Hartford Park	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Manton Heights	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Dexter Manor I	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Dominica Manor	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Carroll Tower	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Kilmartin Plaza	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Parenti Villa	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Dexter Manor II	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Scattered Sites	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	
Authority Wide	9/30/01	N/A	9/30/01	9/30/02	N/A	9/30/02	

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
Original Annual Statement Reserve for Disasters/ Emergencies			Revised Annual Statement (revision no:)		
x Performance and Evaluation Report for Period Ending: 12/31/02			Final Performance and Evaluation Report		
Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	900,000	900,000	900,000	900,000
3	1408 Management Improvements Soft Costs	236,580	270,869	270,869	270,869
	Management Improvements Hard Costs				
4	1410 Administration	634,617	631,719	631,719	631,719
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	655,111	704,721	704,721	537,563
8	1440 Site Acquisition				
9	1450 Site Improvement	164,772	616,335	616,335	498,219
10	1460 Dwelling Structures	1,929,208	1,398,863	1,398,863	1,293,703
11	1465.1 Dwelling Equipment—Nonexpendable	0	13,440	13,440	13,440
12	1470 Nondwelling Structures	21,619	19,257	19,257	19,257
13	1475 Nondwelling Equipment	205,755	192,458	192,458	191,839
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20					
21	Amount of Annual Grant: (sum of lines 2-19)	4,747,662	4,747,662	4,747,662	4,356,609
22	Amount of line 20 Related to LBP Activities	0		0	0
23	Amount of line 20 Related to Section 504 compliance	15,000		0	0
24	Amount of line 20 Related to Security –Soft Costs	146,639		0	0
25	Amount of Line 20 related to Security-- Hard Costs	531,999		0	0
26	Amount of line 20 Related to Energy Conservation Measures	134,984		0	0
27	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Chad Brown	Site Improve.-Fence/Walks/Paving	1450	N/A	20,000	9,951	9,951	9,951	completed	
001	Repair /Replace Gas Lines	1450	1 system	27,500	60,758	60,758	10,758	underway	
	Repair Steam Lines	1450	N/A	0	1,320	1,320	1,320	completed	
	Upgrade Handicapped Units	1460	2 units	10,000	10,064	10,064	8,575	underway	
	Kitchens-Cabinets/Countertops	1460	24 units	0	28,206	28,206	28,206	completed	
	Areaway Covers	1460	5 covers	25,000	25,412	25,412	25,412	completed	
	Appliance Purchases	1465	24 units	0	13,440	13,440	13,440	completed	
				82,500	149,151	149,151	97,662		
Admiral Terrace	Site Improvements/Concrete Sidewalks	1450	N/A	900	160,415	160,415	144,939	underway	
001A	Repair/Repair Gas Lines	1450	N/A	27,500	50,000	50,000	0	scheduled	
(PIC 010)	Improve Drainage	1450	N/A	448	448	448	448	completed	
	Areaway Covers	1460	7 covers	35,000	35,401	35,401	35,401	underway	
				63,848	246,264	246,264	180,788		
Roger Williams	Site Improvements/Fence/Walks/Paving	1450	N/A	2,300	4,250	4,250	4,250	completed	
002	Exterior Lights	1450	N/A	0	1,254	1,254	1,254	completed	
	Replace Boiler	1450	2 bldgs	0	2,940	2,940	2,940	in 50101	
	Replace Floor Tile	1460	15 units	0	20,916	20,916	14,268	underway	
	Asbestos Abatement	1460	N/A	300	300	300	300	completed	
	Kitchens-Cabinets/Countertops	1460	15 units	155,454	172,982	172,982	172,982	completed	
	Install Mortise Locks	1460	40 locks	6,967	7,753	7,753	7,753	completed	
	Replace Interior Doors	1460	10 doors	2,000	1,578	1,578	1,578	completed	
	Common Hallway Lighting	1460	2 bldgs	2,000	0	0	0	moved to 50101	
	Bathroom Renovations	1460	8 units	4,000	3,072	3,072	3,072	completed	
				173,021	215,045	215,045	208,397		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Hartford Park	Design New Community Center	1430	N/A	240,000	221,055	221,055	123,111	underway	
004/006/019	Site Improvements	1450	N/A	0	15,440	15,440	15,260	underway	
	Replace Underground Oil Tanks	1450	2 tanks	0	189,195	189,195	189,195	completed	
	Repair/Retile Playgrounds	1450	1 playgrnd	34,095	34,095	34,095	34,095	completed	
	Replace Exterior Lighting	1450	25 fixtures	8,575	9,253	9,253	9,253	completed	
	Card Access/Intercom	1460	1 bldg	88,000	96,318	96,318	94,379	underway	
	Upgrade Heating System	1460	N/A	0	36,140	36,140	22,367	underway	
	Asbestos Abatement	1460	N/A	0	600	600	600	completed	
	Upgrade Façade FM Garage	1460	1 garage	10,759	353	353	353	moved to 50101	
	Building Controls	1460	N/A	19,084	15,937	15,937	15,937	completed	
	Install Oil/Water Separator	1470	N/A	10,000	0	0	0	cancelled	
	Renovate/Replace Comm. Center	1470	N/A		2,722	2,722	2,722	completed	
	Community Room Furnishings	1475	N/A	5,000	3,858	3,858	3,858	completed	
				415,513	624,966	624,966	511,130		
Manton Heights	Fence/Walks/Paving Site Furniture	1450	N/A	950	0	0	0	cancelled	
005	Replace Floor Tiles	1460	N/A	0	666	666	666	completed	
	Replace Exit Signs/Emerg Lighting	1460	N/A	1,395	1,395	1,395	1,395	completed	
	Upgrade Domestic HW	1460	1 system	28,000	0	0	0	moved to 50101	
	Install Prototype Vent Fan Unit-Bath	1460	N/A	0	1,451	1,451	1,451	completed	
	Admin Bldg/Comm Ctr Renovation	1470	N/A	10,405	15,323	15,323	15,323	completed	
				40,750	18,835	18,835	18,835		
Dexter Manor I	Landscaping	1450	N/A	5,000	1,522	1,522	1,522	completed	
008	Building Exterior Doors	1460	10 doors	0	12,411	12,411	12,411	completed	
	Replace Resilient Floor Tile	1460	18 units	0	12,137	12,137	12,137	completed	
	Clean Ventilation System	1460	1 system	30,000	0	0	0	moved to 50101	
	Building Controls	1460	N/A	0	2,033	2,033	2,033	completed	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Dexter Manor I	Fire Alarm System Upgrade		1460	1 system	110,000	176,801	176,801	114,642	underway
(continued)	Deferred Painting		1460	20 units	10,000	5,775	5,775	4,878	underway
	Card Access/Intercom		1460	1 system	55,000	56,601	56,601	54,813	underway
					210,000	267,280	267,280	202,436	
Dominica Manor	Fence Walks Paving Site Furniture		1450	N/A	0	29,264	29,264	29,264	completed
009	Underground Sprinkler System		1450	1 system	0	911	911	911	moved to 50101
	Refinish/Replace Balcony Railings		1460	32 rails	10,000	0	0	0	moved to 50103
	Replace Doors to Roof		1460	3 doors	1,500	0	0	0	cancelled
	Replace Floor Tile		1460	15 units	0	11,474	11,474	11,473	completed
	Deferred Painting		1460	8 units	10,000	3,641	3,641	3,301	underway
	Asbestos Abatement		1460	12 units	0	10,395	10,395	10,395	completed
	Card Access/Intercom		1460	1 system	80,000	85,431	85,431	83,834	underway
	Upgrade Heating System		1460	1 system	70,000	0	0	0	cancelled
	Clean Ventilation System		1460	N/A	30,000	0	0	0	in 50102
	Refurbish Entrance & Lobby		1460	N/A	205,149	230,551	230,551	230,371	substantially comp
	Community Room Furnishings		1475	N/A	0	2,369	2,369	2,369	completed
					406,649	374,036	374,036	371,918	
Carroll Tower	Roof Replacement		1460	1 roof	250,000	0	0	0	moved to 50104
011	Building Controls		1460	N/A	15,000	14,147	14,147	14,147	completed
	Deferred Painting		1460	14 units	5,000	7,001	7,001	7,001	completed
	Clean Ventilation System		1460	N/A	30,000	0	0	0	moved to 50103
	Asbestos Abatement (Tile)		1460	5 units	0	3,223	3,223	3,223	completed
	Card Access/Intercom		1460	1 system	79,000	79,480	79,480	73,847	substantially comp
	Replace Floor Tiles		1460	N/A	0	68	68	68	moved to 50102
	Replace Generator		1460	1 generator	0	3,109	3,109	3,109	moved to 50102
	Community Room Furnishings		1475	N/A	0	8,530	8,530	8,530	completed
					379,000	115,558	115,558	109,925	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Kilmartin Plaza	Fence/Walks/Paving/Site Improvements	1450	N/A	3,000	450	450	450	completed	
012	Elevator Controller Upgrades	1460	2 elevators	2,200	1,100	1,100	1,100	completed	
	Upgrade Generator	1460	1 generator	0	970	970	970	in 50107	
	Deferred Painting	1460	9 units	5,000	3,925	3,925	3,925	completed	
	Asbestos Abatement	1460	8 units	0	4,986	4,986	4,986	completed	
	Card Access/Intercom	1460	1 system	68,000	64,173	64,173	62,201	substantially comp	
	Replace Floor Tile	1460	12 units	0	8,212	8,212	8,212	completed	
				78,200	83,816	83,816	81,844		
Parenti Villa	Walks/Paving/site Furniture	1450	N/A	504	504	504	504	completed	
013	Fire Alarm system Upgrade	1460	N/A	262,500	0	0	0	moved to 50101	
	Deferred Painting	1460	3 units	8,000	1,350	1,350	1,350	completed	
	Replace Generator	1460	1 generator	0	1,082	1,082	1,081	moved to 50102	
	Asbestos Abatement	1460	4 units	0	2,413	2,413	2,413	completed	
	Clean Ventilation System	1460	N/A	30,000	0	0	0	moved to 52103	
	Card Access/Intercom	1460	1 system	79,000	74,731	74,731	69,060	substantially comp	
	Community Room Furnishings	1475	N/A	0	8,530	8,530	8,530	completed	
				380,004	88,610	88,610	82,938		
Dexter Manor II	Install Energy Efficient Lighting	1460	N/A	2,900	735	735	735	completed	
014	Upgrade Handicapped Units	1460	N/A	5,000	0	0	0	moved to 50102	
	Deferred Painting	1460	1 unit	5,000	448	448	448	completed	
	Card Access/Intercom	1460	1 system	53,000	61,492	61,492	60,420	substantially comp	
	Clean Ventilation System	1460	N/A	30,000	0	0	0	in 52101	
	Replace Floor Covering--Admin	1470	N/A	1,214	1,212	1,212	1,212	completed	
				97,114	63,887	63,887	62,815		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
Original Annual Statement Reserve for Disasters/ Emergencies			Revised Annual Statement (revision no:)		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02			Final Performance and Evaluation Report		
Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	968,000	968,000	968,000	968,000
3	1408 Management Improvements Soft Costs	286,300	266,300	219,871	163,515
	Management Improvements Hard Costs				
4	1410 Administration	641,393	645,167	641,393	541,793
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	272,500	448,500	321,336	164,345
8	1440 Site Acquisition				
9	1450 Site Improvement	428,000	256,446	92,399	17,609
10	1460 Dwelling Structures	2,051,739	1,916,696	980,361	426,687
11	1465.1 Dwelling Equipment—Nonexpendable	27,000	15,750		
12	1470 Nondwelling Structures	89,000	156,073	51,149	6,460
13	1475 Nondwelling Equipment	77,000	170,000	106,726	103,602
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	3,000	1,000		
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines 2-19)	4,843,932	4,843,932	3,381,235	2,392,011
	Amount of line 20 Related to LBP Activities	10,000		0	0
	Amount of line 20 Related to Section 504 compliance	207,000		0	0
	Amount of line 20 Related to Security –Soft Costs	180,000		0	0
	Amount of Line 20 related to Security-- Hard Costs			0	0
	Amount of line 20 Related to Energy Conservation Measures	178,300		0	0
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Chad Brown	Site Improve.-Fence/Walks/Paving	1450	N/A	5,000	1,200	1,200	1,200	underway	
001	Landscaping	1450	N/A	5,000	5,000	0	0	planned	
	Repair Steam Lines	1450	N/A	10,000	10,000	0	0	planned	
	Repoint/Seal Exterior Masonry	1460	3 bldgs	25,000	10,000	6,460	0	underway	
	Replace Interior Doors	1460	15 doors	4,000	1,500	0	0	planned	
	Kitchens-Cabinets/Countertops	1460	23 Units	15,000	27,600	15,000	0	underway	
	Baseboard Upgrade	1460	6 units	3,000	0	0	0	moved to 50107	
	Bathroom Renovations	1460	6 units	3,000	2,000	0	0	planned	
	Appliance Purchases	1465	23 units	8,000	10,350	0	0	planned	
				78,000	67,650	22,660	1,200		
Admiral Terrace	Design New Heating System	1430	N/A	50,000	100,000	0	0	pre design	
001A	Site Improve.-Concrete Sidewalks	1450	N/A	5,000	5,000	0	0	planned	
	Fence/Pavement/Furniture	1450	N/A	15,000	4,000	0	0	bid preparation	
	Landscaping	1450	N/A	50,000	15,000	990	0	bid preparation	
	Repair Steam Lines	1450	N/A	10,000	25,000	0	0	planned	
	Repoint/Seal Exterior Masonry	1460	4 bldgs	30,000	18,000	15,365	0	underway	
	Replace Interior Doors	1460	15 doors	4,000	1,500	0	0	planned	
	Kitchens-Cabinets/Countertops	1460	12 Units	15,000	15,000	15,000	0	underway	
	Circulating Pump/Condensate Tank	1460	1 tank	1,500	1,081	1,081	1,081	completed	
	Bathroom Renovations	1460	6 units	3,000	0	0	0	planned	
	Building Controls	1460	N/A	5,000	5,000	0	0	planned	
	Appliance Purchases	1465	12 units	8,000	5,400	0	0	planned	
				196,500	194,981	32,436	1,081		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
Roger Williams	Landscaping	1450	N/A	8,000	0	0	0	moved to 50104
002	Paving/Seal Coat Parking Lot	1450	N/A	20,000	0	0	0	moved to 50104
	Exterior Lights	1450	5 fixtures	3,000	2,000	0	0	planned
	Renovate Building Exterior	1460	2 bldgs	188,000	219,031	0	0	planned
	Replace Interior Doors	1460	10 doors	1,000	1,000	0	0	planned
	Common Hallway Lighting	1460	2 bldgs	3,000	3,000	0	0	planned
	Water Conservation Devices	1460	40 units	2,800	0	0	0	cancelled
	Upgrade Domestic Hot Water	1460	1 bldg	5,000	0	0	0	in 50101
	Replace Water Supply Shutoffs	1460	40 Units	3,000	0	0	0	moved to 50106
	Replace Boilers	1460	2 Boilers	0	100,000	0	0	bid preparation
	Building Controls	1460	N/A	5,000	0	0	0	moved to 50105
	Asbestos Abatement (Tile)	1460	3 units	3,000	3,000	0	0	began in 50100
	Bathroom Renovations	1460	6 units	3,000	0	0	0	planned
	Deferred Painting	1460	N/A	0	948	948	948	complete
	Refrigerator Replacement	1465	3 units	1,000	0	0	0	cancelled
				245,800	328,979	948	948	
Codding Court	Landscaping/Site Work	1450	N/A	0	950	950	950	completed
003	Repair Underground Sprinkler	1450	1 system	5,000	4,000	3,076	2,576	underway
				5,000	4,950	4,026	3,526	
Hartford Park	Design New Community Center	1430	N/A	0	79,000	78,048	0	underway
004/006/019	Exterior Lighting Replacement	1450	10 lights	3,000	3,000	0	0	planned
	Exterior Lighting Shields	1450	10 shields	3,000	3,648	3,099	3,099	underway
	Replace Underground Oil Tanks	1450	2 tanks	40,000	6,480	6,480	6,480	completed
	Upgrade Landscaping	1450	N/A	5,000	0	0	0	moved to 50104
	Repair/Replace Gas Lines	1450	N/A	0	3,000	1,676	1,676	underway

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
Hartford Park	New Entrances to D Building	1460	9 bldgs	60,000	0	0	0	moved to 50107
(continued)	Repair/Replace Roof Hatches	1460	30 hatches	10,000	0	0	0	cancelled
	Replace Windows	1460	N/A	5,000	0	0	0	cancelled
	Replace Exterior Doors	1460	40 doors	20,000	24,204	24,204	24,203	completed
	Install Bath Vent Fans	1460	4 units	4,000	0	0	0	moved to 50105
	Install Backflow Valves	1460	3 locations	12,000	0	0	0	moved to 50104
	Heating System Upgrade	1460	N/A	0	780	780	0	in 50102
	Building Controls	1460	N/A	5,000	4,500	0	0	planned
	Clean Ventilation Systems	1470	1 system	20,000	0	0	0	moved to 50104
	Upgrade Façade FM Garage	1470	1 garage	40,000	37,000	0	0	planned
				227,000	161,612	114,287	35,458	
Manton Heights	Fence/Walks/Paving/Site Furniture	1450	N/A	5,000	0	0	0	cancelled
005	New Areaway Covers	1460	4 locations	10,000	0	0	0	moved to 50107
	New Roofs on Wood Buildings	1460	7 bldgs	180,000	81,000	0	0	survey underway
	Penthouse and Roof Repairs	1460	13 bldgs	60,000	50,000	0	0	design
	Replace Panic Devices	1460	15 doors	5,000	5,000	0	0	survey underway
	Building Controls	1460	N/A	5,000	5,000	0	0	planned
	Replace heat motors and pumps	1460	N/A	10,000	0	0	0	moved to 50106
	Remove Aristix Ceilings	1460	5 units	5,000	0	0	0	in 50104
	Install Prototype Vent or Fan Units	1460	N/A	5,000	5,000	0	0	planned
	Upgrade Domestic HW	1460	1 system	0	75,000	0	0	bid preparation
	Upgrade Heating System	1460	1 system	0	81,000	76,001	48,178	underway
				285,000	302,000	76,001	48,178	
Sunset Village	Repoint/Seal Exterior Masonry	1460	1 bldg	0	30,000	27,175	0	contract signed
007					30,000	27,175		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Dexter Manor I	Concrete Sidewalks		1450	N/A	20,000	10,000	0	0	planned
008	Exterior Security Lighting		1450	6 fixtures	3,000	3,000	968	968	underway
	Repair Pavilion Area		1450	1 pavilion	30,000	30,000	0	0	planned
	Underground Sprinkler System		1450	N/A	20,000	26,880	26,880	0	underway
	Building Exterior Doors		1460	3 doors	2,000	2,000	0	0	planned
	Upgrade Kitchens		1460	3 kitchens	3,000	0	0	0	planned
	Replace Resilient Floor Tile		1460	20 units	12,000	12,000	12,000	1,972	underway
	Install GFI's in Kitchens and Baths		1460	200 units	16,000	10,800	10,800		underway
	Install Energy Efficient Lighting		1460	95 fixtures	5,000	0	0	0	cancelled
	Building Controls		1460	N/A	8,000	5,000	0	0	planned
	Magnetic Latches for Fire Doors		1460	N/A	2,000	0	0	0	done--fire alarm
	Upgrade DHW		1460	1 boiler	22,000	6,595	6,595	5,120	underway
	Asbestos Abatement		1460	10 units	10,000	15,748	2,318	2,318	underway
	Reconfigure Handicapped Units		1460	2 units	60,000	0	0	0	moved to 50105
	Replace Valves on Risers		1460	N/A	3,600	0	0	0	moved to 50106
	Replace Kitchen Faucets		1460	35 units	3,500	0	0	0	moved to 50106
	Replace Water Supply Shutoffs		1460	30 units	3,000	0	0	0	moved to 50106
	Upgrade Baths on Turnaround		1460	6 units	3,000	0	0	0	moved to 50106
	Upgrade Ventilation (Rooftop Units)		1460	2 motors	1,000	0	0	0	moved to 50104
	Clean Ventilation System		1460	1 system	0	14,354	14,354	14,354	completed
	Upgrade Common Space		1470	1 lobby	4,000	0	0	0	cancelled
	Community Room Furnishings		1475	N/A	5,000	5,000	0	0	bid preparation
	Purchase Trash Compactor		1475	1 compctor	12,000	15,000	0	0	planned
					248,100	156,377	73,915	24,732	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Dominica Manor	Underground Sprinkler System		1450	1 system	16,000	24,180	24,180	0	underway
009	Automatic Door Openers/Entrance		1460	1 entrance	43,289	0	0	0	moved to 50104
	Install Hand Railings		1460	N/A	30,000	30,000	0	0	planned
	Install Energy Efficient Lighting		1460	30 units	3,000	0	0	0	cancelled
	Asbestos Abatement		1460	8 units	8,000	25,175	7,175	5,455	underway
	Replace Floor Tile		1460	14 units	10,000	5,504	5,504	1,758	underway
	Replace Kitchen Faucets		1460	28 units	2,800	0	0	0	cancelled
	Building Controls		1460	N/A	5,000	4,000	112	0	underway
	Trash Chute Repairs		1460	1 chute	2,500	2,500	0	0	planned
	Reconfigure Handicapped Units		1460	2 units	70,000	0	0	0	planned
	Magnetic Latches for Fire Doors		1460	N/A	3,000	0	0		planned
	Deferred Painting		1460	13 units	0	5,000	900	900	underway
	Upgrade Baths on Turnaround		1460	8 units	4,000	0	0	0	planned
	Refurbish Entrance & Lobby		1460	N/A	0	191,043	191,043	161,203	underway
	Replace Generator		1460	1 generator	0	4,230	4,230	4,230	completed
	Construct Storage Shed		1470	1 shed	20,000	22,000	0	0	design
	Community Room Furnishings		1475	N/A	5,000	0	0	0	bid preparation
					222,589	313,632	233,144	173,546	
Carroll Tower	Fence/Walks/Paving/Site Furniture		1450	N/A	3,000	660	660	660	completed
011	Landscaping		1450	N/A	4,000	1,000	0	0	planned
	Underground Irrigation System		1450	1 system	16,000	23,860	0	0	contract
	Install Railings in Halls		1460	N/A	30,000	28,556	0	0	planned
	New Accordion Doors		1460	20 doors	2,000	0	0	0	cancelled
	Building Controls		1460	N/A	5,000	0	0	0	moved to 50104
	Fire Alarm System Upgrade		1460	1 system	250,000	0	0	0	moved to 50104
	Upgrade Fire Pumps		1460	1 pump	8,000	0	0	0	moved to 50102

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Carroll Tower	Magnetic Latches for Fire Doors	1460	N/A	1,000	0	0	0	cancelled	
(continued)	Asbestos Abatement (Tile)	1460	5 units	5,000	11,275	9,075	4,430	underway	
	Replace Kitchen Faucets	1460	20 units	2,000	0	0	0	cancelled	
	Replace Water Supply Shutoffs	1460	12 units	1,250	0	0	0	cancelled	
	Install Backflow Valves	1460	N/A	5,000	0	0	0	moved to 50102	
	Upgrade Baths on Turnaround	1460	16 units	5,000	0	0	0	cancelled	
	Repair/Replace Ventilation System	1460	1 system	50,000	0	0	0	moved to 50103	
	Clean Ventilation System	1460		0	4,179	4,179	4,179	also in 50103	
	Replace Generator	1460		0	11,444	11,444	11,444	completed	
	Community Room Furnishings	1475	N/A	8,000	5,000	0	0	bid preparation	
				395,250	85,974	25,358	20,713		
Kilmartin Plaza	Pave/Seal Coat Parking Lot	1450	1 lot	50,000	0	0	0	moved to 50104	
012	Magnetic Latches	1460	N/A	8,000	16,000	0	0	planned	
	Replace Floor Tiles	1460	18 units	0	10,000	0	0	planned	
	Asbestos Abatement	1460	40 units	5,000	40,500	18,500	18,500	underway	
	Building Controls	1460	N/A	3,000	0	0	0	moved to 50104	
	Reconfigure Handicapped Units	1460	2 units	62,000	0	0	0	moved to 50106	
	Install Backflow Valves	1460	N/A	8,000	0	0	0	moved to 50104	
	Upgrade Baths on Turnaround	1460	8 units	4,000	0	0	0	cancelled	
	Clean Ventilation System	1460	1 system	20,000	0	0	0	moved to 50103	
				160,000	66,500	18,500	18,500		
Parenti Villa	Landscaping	1450		5,000	5,000	0	0	planned	
013	Underground Irrigation system	1450		0	22,240	22,240	0	underway	
	Repave/Seal Coat Parking Lot	1450	1 lot	50,000	0	0	0	moved to 50103	
	Upgrade Exterior Lighting	1450	N/A	5,000	5,000	0	0	planned	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
Parenti Villa	Roof Replacement	1460	1 roof	240,000	0	0	0	moved to 50104
(continued)	Kitchens-Cabinets/Countertops	1460	4 units	5,000	0	0	0	cancelled
	New Accordion Doors	1460	20 units	2,000	0	0	0	moved to 50106
	Install Energy Efficient Lighting	1460	N/A	5,000	5,000	0	0	planned
	Upgrade Fire Alarm System	1460	1 system	0	338,000	338,000	0	underway
	Magnetic Latches for Fire Doors	1460	N/A	1,000	0	0	0	in fire alarm
	Building Controls	1460	N/A	5,000	0	0	0	moved to 50106
	Upgrade FirePumps	1460	1 pump	8,000	5,000	0	0	bid preparation
	Asbestos Abatement	1460	5 units	5,000	10,800	8,600	3,475	underway
	Install GFI's	1460	194 units	0	10,771	10,680	300	underway
	Clean Ventilation System	1460	1 system	0	4,179	4,179	4,179	completed
	Repair/Replace Ventilation System	1460	1 system	50,000	0	0	0	moved to 50102
	Community Room Furnishings	1475	N/A	9,000	5,000	0	0	bid preparation
				390,000	410,990	383,699	7,954	
Dexter Manor II	Replace Floor Covering	1460	10 units	8,000	0	0	0	moved to 50102
014	Building Controls	1460	N/A	4,000	4,000	0	0	planned
	Upgrade Domestic HotWater	1460	1 system	20,000	30,000	0	0	planned
	Clean Ventilation System	1460	1 system	0	8,513	8,513	8,513	completed
	Replace Motorized Dampers	1460	25 units	7,500	15,000	0	0	planned
	Upgrade HVAC-Admin	1460	N/A	5,000	9,660	9,660	9,660	completed
	Replace Acoustic Ceilings	1470	N/A	0	53,200	51,149	6,460	underway
	Replace Floor Covering	1470	N/A	0	35,873	0	0	bid preparation
				44,500	156,246	69,322	24,633	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Scattered Sites	Fencing (1-17)		1450	N/A	2,000	7,847	0	0	planned
017/021	Landscaping (1-21)		1450	N/A	3,000	3,000	0	0	planned
	Tree Pruning/Removal		1450	N/A	2,000	0	0	0	in Auth Wide
	Paint Buildings (1-17)		1460	6 units	15,000	40,000	38,207	32,127	underway
	Paint Buildings (1-21)		1460	4 units	10,000	30,000	29,700	15,960	underway
	Renovate Handicapped Units (1-17)		1460	2 units	0	36,227	36,227	28,123	underway
	Replacement Windows (1-17)		1460	4 units	5,000	0	0	0	in 50102
	Rebuild Porches (1-17)		1460	4 units	5,000	0	0	0	in 50102
	Install Vinyl Siding (1-17)		1460	8 units	80,000	80,000	0	0	design
	Floor Tile (1-17)		1460	10 units	5,000	20,000	14,402	12,127	underway
	Floor Tile (1-21)		1460	10 units	5,000	10,000	0	0	planned
	Install Vinyl Flooring (1-17)		1460	6 units	3,000	3,000	0	0	planned
					135,000	230,074	118,536	88,337	
Authority-Wide	Operating Costs		1406	N/A	968,000	968,000	968,000	968,000	complete
	Computer System Software		1408	N/A	60,000	60,000	13,571	9,625	underway
	Economic Development		1408	N/A	10,000	10,000	10,000	0	underway
	Living Skills Coordinator		1408	N/A	51,300	51,300	51,300	32,011	underway
	Police		1408	N/A	125,000	125,000	125,000	116,460	underway
	Security Guards		1408	N/A	20,000	20,000	20,000	5,419	underway
	CGP Administrative Costs		1410	N/A	484,393	484,393	480,619	381,019	underway
	In-House Design		1410	N/A	157,000	160,774	160,774	160,774	underway
	A&E Fees and Costs		1430	N/A	120,000	170,000	144,284	74,997	underway
	LBP/Asbestos Testing		1430	N/A	5,000	25,000	16,504	16,504	underway
	MOD Inspection Costs		1430	N/A	82,500	82,500	82,500	72,844	underway
	Utility Surveys		1430	N/A	15,000	1,000	0	0	planned

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number Capital Fund Program No: RI 43 P001 50101 Replacement Housing Factor No:	Federal FY of Grant: 2002
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Chad Brown	6/30/2003			6/30/2005			
Admiral Terrace	6/30/2003			6/30/2005			
Roger Williams	6/30/2003			6/30/2005			
Hartford Park	6/30/2003			6/30/2005			
Manton Heights	6/30/2003			6/30/2005			
Dexter Manor I	6/30/2003			6/30/2005			
Dominica Manor	6/30/2003			6/30/2005			
Carroll Tower	6/30/2003			6/30/2005			
Kilmartin Plaza	6/30/2003			6/30/2005			
Parenti Villa	6/30/2003			6/30/2005			
Dexter Manor II	6/30/2003			6/30/2005			
Scattered Sites	6/30/2003			6/30/2005			
Authority Wide	6/30/2003			6/30/2005			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number Capital Fund Program Grant No: RI 43 P001 50102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/02
 Final Performance and Evaluation Report

Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	920,396	920,396	920,396	920,396
3	1408 Management Improvements Soft Costs	252,900	262,900	202,900	
	Management Improvements Hard Costs				
4	1410 Administration	607,571	607,571	607,571	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	245,000	320,000	85,000	
8	1440 Site Acquisition				
9	1450 Site Improvement	174,000	5,000		
10	1460 Dwelling Structures	1,811,114	2,181,150		
11	1465.1 Dwelling Equipment—Nonexpendable	16,000	14,400		
12	1470 Nondwelling Structures	356,000	192,864	130,000	130,000
13	1475 Nondwelling Equipment	219,000	97,700		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines 2-19)	4,601,981	4,601,981	1,945,867	1,050,396
	Amount of line 20 Related to LBP Activities	10,000		0	0
	Amount of line 20 Related to Section 504 compliance	95,000		0	0
	Amount of line 20 Related to Security –Soft Costs	201,000		0	0
	Amount of Line 20 related to Security-- Hard Costs			0	0
	Amount of line 20 Related to Energy Conservation Measures	1,040,000		0	0
	Collateralization Expenses or Debt Service	130,000	130,000	130,000	130,000

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number				Federal FY of Grant: 2002			
		Capital Fund Program Grant No: RI 43 P001 50102							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Chad Brown	Site Improve.-Fence/Walks/Paving		1450	N/A	10,000	0	0	0	closed
001	Landscaping		1450	N/A	5,000	0	0	0	moved to 50104
	Refurbish Basketball Court Area		1450	N/A	5,000	0	0	0	moved to 50107
	Repair Steam Lines		1450	N/A	5,000	0	0	0	underway
	Repaint/Seal Exterior Masonry		1460	10 bldgs.	25,000	36,000	0	0	underway
	Kitchens-Cabinets/Countertops		1460	15 units	22,500	15,750	0	0	underway
	Replace Floor Tile		1460	6 units	5,000	0	0	0	moved to 50104
	Building Controls		1460	N/A	5,000	0	0	0	moved to 50105
	Heating System Upgrade		1460	12 bldgs	629,848	600,000	0	0	planned
	Deferred Painting		1460	6 units	8,000	4,000	0	0	ongoing
	Install Backflow Valves		1460	N/A	5,000	0	0	0	to Admiral T.
	Appliance Purchases		1465	15 Units	8,000	5,400	0	0	underway
					733,348	661,150	0	0	
Admiral Terrace	Design new heating system		1430	N/A	25,000	0	0	0	moved to 50101
001A	Fence/Walks/Paving		1450	N/A	4,000	0	0	0	in 50101
	Landscaping		1450	N/A	5,000	0	0	0	in 50101
	Repair Steam Lines		1450	N/A	5,000	0	0	0	in 50101
	Retube Boilers		1460	1 boiler	0	22,000	0	0	bid preparation
	Repoint/Seal Exterior Masonry		1460	N/A	25,000	44,500	0	0	underway
	Repair/Replace Exterior Doors		1460	N/A	5,000	0	0	0	moved to 50106
	Replace Screens		1460	250 screens	10,000	4,000	0	0	planned
	Kitchens-Cabinets/Countertops		1460	15 Units	25,000	21,000	0	0	underway
	Replace Floor Tile		1460	N/A	5,000	0	0	0	moved to 50103
	Deferred Painting		1460	N/A	10,000	0	0	0	moved to 50103
	Install Backflow Valves		1460	N/A	10,000	0	0	0	moved to 50105
	Card Access/Cameras/Security Sys		1460	N/A	10,000	0	0	0	moved to 50103
	Appliance Purchases		1465	15 Units	8,000	9,000	0	0	underway

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PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI		Grant Type and Number				Federal FY of Grant: 2002			
		Capital Fund Program Grant No: RI 43 P001 50102							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Admiral Terrace	Replace Windows in Admin Bldg	1470	80 windows	0	35,000	0	0	planned	
(continued)	Repair Boiler Smoke Stack	1470	1 stack	5,000	5,000	0	0	planned	
	Site/Furniture	1475	N/A	1,000	0	0	0	cancelled	
				153,000	140,500	0	0		
Roger Williams	Deferred Painting	1460	N/A	3,000	1,350	0	0	planned	
002	Install Backflow Valves	1460	N/A	5,000	5,000	0	0	planned	
	Bathroom Renovations	1460	N/A	3,000	0	0	0	moved to 50104	
	Replace Floor Tiles	1460	5 units	7,000	5,000	0	0	ongoing	
				18,000	11,350	0	0		
Codding Court	Landscaping/Site Work	1450	N/A	5,000	2,000	2,000	2,000	planned	
003				5,000	2,000	2,000	2,000		
Hartford Park	Site Improvements	1450	N/A	5,000	0	0	0	in 50100	
004/006/019	Repair/Replace Gas Lines	1450	N/A	50,000	0	0	0	moved to 50105	
	Upgrade Handicapped Showers	1460	2 showers	0	2,000	0	0	in design	
	Reshingle/Repair Entrance Shed Roofs	1460	50 roofs	30,000	10,000	0	0	planned	
	Repair High Rise Building Exterior	1460	N/A	100,000	0	0	0	moved to 50103	
	Replace Screens	1460	300 screens	8,000	5,000	0	0	planned	
	Replace Floor Tile	1460	6 units	5,000	5,000	0	0	planned	
	Trash Chute Cleaning & Repairs	1460	N/A	8,000	8,000	0	0	planned	
	Master Antenna/Video System	1460	1 system	40,000	40,000	0	0	design	
	Upgrade Heating System	1460	N/A	75,000	100,000	0	0	planned	
	Deferred Painting	1460	6 units	8,000	5,000	0	0	planned	
	Install Bath Vent Fans	1460	N/A	5,000	0	0	0	moved to 50105	
	Repair Boiler Smoke Stack	1470	1 stack	5,000	5,000	0	0	planned	
	Renovate/Replace Comm. Center	1470	N/A	100,000	0	0	0	in 50103	

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		Capital Fund Program Grant No: RI 43 P001 50102							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Hartford Park	Bond Repayment-FM Bldg/Com Ctr	1470	N/A	130,000	130,000	130,000	130,000	payment made	
(continued)	Furniture for FM Bldg/Comm.Center	1475	N/A	150,000	0	0	0	moved to 50103	
				719,000	310,000	130,000	130,000		
Manton Heights	Replace/Repair Gas Lines	1450	N/A	50,000	0	0	0	moved to 50103	
005	Landscaping	1450	N/A	5,000	3,000	0	0	planned	
	Replace Floor Tiles	1460	N/A	3,000	0	0	0	moved to 50103	
	Building Controls	1460	N/A	5,000	0	0	0	in 50101	
	Backflow Valves	1460	N/A	10,000	0	0	0	moved to 50105	
	Remove Aristix Ceilings	1460	N/A	5,000	0	0	0	moved to 50104	
	Deferred Painting	1460	N/A	5,000	0	0	0	moved to 50103	
	Install Prototype Vent Fan Unit-Bath	1460	N/A	5,000	0	0	0	in 50101	
	Repair Boiler Smoke Stack	1470	N/A	5,000	5,000	0	0	planned	
				93,000	8,000	0	0		
Sunset Village	Building Controls	1460	N/A	5,000	3,000	0	0	planned	
007				5,000	3,000	0	0		
Dexter Manor I	Replace Screens	1460	300 screens	7,500	5,000	0	0	planned	
008	Replace Interior Doors	1460	N/A	3,000	0	0	0	cancelled	
	Replace Floor Tile	1460	12 units	7,000	8,000	0	0	planned	
	Trash Chute Cleaning & Repairs	1460	N/A	5,000	5,000	0	0	planned	
	Renovate Heating System	1460	1 system	0	300,000	0	0	planned	
	Asbestos Abatement	1460	12 units	10,000	10,000	0	0	planned	
	Card Access/Intercom	1460	N/A	10,000	0	0	0	moved to 50103	
	Renovate 2 Storage Rooms	1470	N/A	8,000	0	0	0	completed	
				50,500	328,000	0	0		

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		Capital Fund Program Grant No: RI 43 P001 50102							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Dominica Manor	Investigation of Building Exterior	1430	1 survey	0	30,000	0	0	planned	
009	Seal/Repair Building Exterior	1460	N/A	100,000	0	0	0	moved to 50104	
	Refurbish Elevator Lobbies	1460	16 lobbys	52,500	19,200	0	0	bid preparation	
	Trash Chute Cleaning & Upgrade	1460	1 chute	5,000	5,000	0	0	planned	
	Replace Floor Tile	1460	14 units	8,000	8,000	0	0	planned	
	Asbestos Abatement	1460	14 units	0	18,000	0	0	planned	
	Install Energy Efficient Lighting	1460	N/A	5,000	0	0	0	completed	
	Deferred Painting	1460	N/A	8,000	0	0	0	in 50101	
	Install Backflow Valves	1460	N/A	10,000	0	0	0	in 50107	
	Clean Ventilation System	1460	1 system	30,000	25,000	0	0	planned	
				218,500	105,200	0	0		
Carroll Tower	Investigation of Building Exterior	1430	1 survey	0	30,000	0	0	planned	
011	New Accordion Doors (Closet)	1460	N/A	2,000	0	0	0	cancelled	
	Trash Chute Cleaning & Repairs	1460	1 chute	5,000	5,000	0	0	planned	
	Install Energy Efficient Lighting	1460	N/A	8,000	4,000	0	0	planned	
	Deferred Painting	1460	8 units	5,000	5,000	0	0	planned	
	Replace Kitchen Faucets	1460	N/A	2,000	0	0	0	cancelled	
	Install Backflow Valves	1460	N/A	0	5,000	0	0	planned	
	Upgrade Fire Pumps	1460	1 pump	0	5,000	0	0	planned	
	Upgrade Baths on Turnaround	1460	N/A	5,000	0	0	0	cancelled	
	Replace Generator	1460	1 generator	0	93,000	0	0	design	
	Replace Floor Tile	1460	10 units	6,000	6,000	0	0	planned	
	HazMat Storage Shed	1470	N/A	3,000	0	0	0	moved to 50104	
				36,000	153,000	0	0		

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		Capital Fund Program Grant No: RI 43 P001 50102							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Kilmartin Plaza	Trash Chute Cleaning & Repairs		1460	1 chute	5,000	5,000	0	0	planned
012	Deferred Painting		1460	8 units	5,000	5,000	0	0	planned
	Replace Water Supply Shutoffs		1460	N/A	2,000	0	0	0	moved to 50106
	Upgrade Baths on Turnaround		1460	N/A	3,000	0	0	0	cancelled
	Upgrade Ventilation (Rooftop Units)		1460	N/A	1,000	0	0	0	moved to 50106
	Replace Floor Tile		1460	10 units	6,000	6,000	0	0	planned
	HazMat Storage Shed		1470	N/A	3,000	0	0	0	in 50105
	Community Room Furnishings		1475	N/A	0	2,700	0	0	bid preparation
					25,000	18,700			
Parenti Villa	Investigation of Building Exterior		1430	1 survey	0	30,000	0	0	planned
013	Underground Irrigation System		1450	N/A	16,000	0	0	0	in 50101
	Walks/Paving/site furniture		1450	N/A	4,000	0	0	0	moved to 50105
	Trash Chute Cleaning & Repairs		1460	1 chute	5,000	5,000	0	0	planned
	GFI's		1460	N/A	16,766	0	0	0	in 50101
	Deferred Painting		1460	N/A	5,000	0	0	0	moved to 50103
	Install Backflow Valves		1460	N/A	6,000	0	0	0	moved to 50103
	Replace Floor Tile		1460	8 units	6,000	5,000	0	0	planned
	Replace Generator		1460	1 generator	0	90,000	0	0	planned
	Repair/Replace Ventilation System		1460	N/A	0	220,000	0	0	bid preparation
	HazMat Storage Shed		1470	N/A	5,000	0	0	0	moved to 50104
					63,766	350,000	0	0	
							0	0	
Dexter Manor II	Replace Floor Covering		1460	9 units	8,000	7,000	0	0	planned
014	Upgrade Handicapped Units		1460	N/A	10,000	10,000	0	0	planned
	Install GFI's in Kitchen		1460	83 units	10,000	4,100	0	0	design
	Deferred Painting		1460	7 units	5,000	4,000	0	0	planned

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		Capital Fund Program Grant No: RI 43 P001 50102							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Dexter Manor II	Replace Floor Covering--Admin	1470	N/A	40,000	5,000	0	0	bid preparation	
(continued)	Replace Acoustic Ceiling	1470	N/A	40,000	0	0	0	in 50101	
	Upgrade Administrative Restrooms	1470	4 rooms	12,000	7,864	0	0	contract awarded	
				125,000	37,964	0	0		
Scattered Sites	Paint Buildings (1-17)	1460	8 units	15,000	15,000	0	0	planned	
017/021	Paint Buildings (1-21)	1460	8 units	15,000	15,000	0	0	planned	
	Install Replacement Windows (1-17)	1460	8 units	15,000	30,000	0	0	planned	
	Porch Rebuilding/Repair (1-17)	1460	12 units	50,000	60,000	0	0	design underway	
	Porch Rebuilding/Repair (1-21)	1460	7 units	34,000	34,000	0	0	design underway	
	Install Vinyl Flooring (1-17)	1460	10 units	5,000	5,000	0	0	planned	
	Replace Locks (1-17)	1460	15 units	3,000	3,000	0	0	planned	
	Replace Locks (1-21)	1460	15 units	3,000	3,000	0	0	planned	
	Install Carbon Monoxide Detectors	1460	25 units	15,000	2,000	0	0	planned	
	Renovate SS for Handicapped (1-17)	1460	2 houses	85,000	165,000	0	0	planned	
	Replace Domestic HW Tanks (1-17)	1460	30 tanks	10,000	10,000	0	0	planned	
	Replace Domestic HW Tanks (1-21)	1460	18 tanks	6,000	6,000	0	0	planned	
	Deferred Painting	1460	11 units	9,000	9,000	0	0	planned	
	Install Backflow Valves	1460	N/A	10,000	3,000	0	0	planned	
				275,000	360,000	0	0		
Authority-Wide	Operations	1406	N/A	920,396	920,396	920,396	920,396	completed	
	Computer System Software	1408	N/A	20,000	20,000	0	0	planned	
	Economic Development	1408	N/A	15,000	15,000	15,000	0	underway	
	Living Skills Coordinator	1408	N/A	52,900	52,900	52,900	0	underway	
	Police	1408	N/A	125,000	125,000	125,000	0	underway	
	Security Guards	1408	N/A	10,000	10,000	10,000	0	underway	

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Part III: Implementation Schedule

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF PROVIDENCE, RI	Grant Type and Number Capital Fund Program No: RI 43 P001 50102 Replacement Housing Factor No:	Federal FY of Grant: 2002
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Chad Brown	6/30/2004			6/30/2006			
Admiral Terrace	6/30/2004			6/30/2006			
Roger Williams	6/30/2004			6/30/2006			
Hartford Park	6/30/2004			6/30/2006			
Manton Heights	6/30/2004			6/30/2006			
Dexter Manor I	6/30/2004			6/30/2006			
Dominica Manor	6/30/2004			6/30/2006			
Carroll Tower	6/30/2004			6/30/2006			
Kilmartin Plaza	6/30/2004			6/30/2006			
Parenti Villa	6/30/2004			6/30/2006			
Dexter Manor II	6/30/2004			6/30/2006			
Scattered Sites	6/30/2004			6/30/2006			
Authority Wide	6/30/2004			6/30/2006			